



HOSPITAL EMPLOYEES' UNION

PROVINCIAL OFFICE:

5000 North Fraser Way, Burnaby, BC V5J 5M3 • TEL: 604-438-5000 • FAX: 604-739-1510 • WEB: www.heu.org

January 30, 2020

Secretary-Treasurers

Dear Sisters, Brothers, and Friends:

Re: Table Officers' Training April 21-22 or May 26-27, 2020

This letter is to advise all Locals that Table Officers' Training will be offered to Chairpersons, Vice-Chairpersons, Secretary-Treasurers, and Assistant Secretary-Treasurers who, for the first time, are newly elected to one of these positions and who have not previously taken this training for that position.

Sessions will be available on a first-come first-serve basis as space is limited. There are two sessions being offered in the Lower Mainland, April 21-22 or May 26-27, 2020.

The objectives of this year's Table Officers' Training are to:

- Provide training and tools to assist Local Officers to effectively fulfill their duties.
- Develop personal and team leadership skills that will help build confidence and help Locals become more vibrant.
- Develop strategies to encourage greater membership participation and engagement.

Please complete and send the attached Table Officers' Training registration form to **Jamie Cruz, Education Department**, by fax: 604-739-1510, mail: 5000 North Fraser Way, Burnaby, BC V5J 5M3 or e-mail: jcruz@heu.org no later than **5:00 p.m. Monday, March 16, 2020**.

If your Local Elections are held after the deadline, please submit a late registration form. Late forms will be considered on a one-to-one basis by the President and Financial Secretary.

Once your attendance has been confirmed, you will receive an expense letter regarding accommodation and travel arrangements.

In solidarity,

Barb Nederpel
President

Betty Valenzuela
Financial Secretary

Attachment

cc: Chairperson, Provincial Executive, Reps & Directors

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