



## 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](http://www.heu.org)

January 14, 2021

Secretary-Treasurers

Dear Sisters, Brothers, and Friends:

### **RE: TABLE OFFICERS' TRAINING – SPRING 2021 (ONLINE FORMAT)**

In April 2020, HEU suspended in-person union training and workshops due to the COVID-19 pandemic. Shortly after, we made the decision to move to an online format until it is safe to resume our in-person sessions.

**Please note, training will be conducted online via Zoom. We highly recommend participants have access to a working computer or tablet with audio-visual capabilities and an internet connection.**

The sessions are now **three days in length**. Participants are asked to select the earliest session possible following their local elections.

SESSION	REGISTRATION DEADLINE
March 1, 2 & 3, 2021	February 8, 2021
April 19, 20 & 21, 2021	March 15, 2021
May 3, 4 & 5, 2021	March 29, 2021
May 26, 27 & 28, 2021	April 21, 2021

Table Officers' training is offered to Chairpersons, Vice-Chairpersons, Secretary-Treasurers, and Assistant Secretary-Treasurers who, for the first time, are **newly elected this year** to one of these positions and who have not previously taken this training for that position.

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 Locals become more vibrant and encourage greater membership participation.
- Support locals to build capacity during the challenges of the COVID-19 pandemic; including using virtual tools to run executive, local meetings and elections.

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Completed applications should be addressed to the attention of Jamie Cruz and submitted by email to: [jcruz@heu.org](mailto:jcruz@heu.org) or fax: **604-739-1510 no later than the deadline indicated for your selected session**. Alternatively, an online fillable form is available on our website at [www.heu.org](http://www.heu.org).

Please submit a late application if your local elections take place after the registration deadlines. Your submission will be considered on a one to one basis by the President and Financial Secretary.

**We will contact successful applicants by email to confirm further details.** Please ensure the email address on your application is current and is your primary email contact where we will send information regarding the workshop. Once applicants have been notified, they will need to apply for Union Leave, where applicable.

If you should have any questions regarding Table Officers' training, please contact **Jamie Cruz** by phone: **604-456-7061**, toll free: **1-800-663-5813 ext. 7061** or email: [jcruz@heu.org](mailto:jcruz@heu.org).

In solidarity,



Barb Nderpel  
President



Betty Valenzuela  
Financial Secretary

Attachment

cc: Chairperson  
Provincial Executive  
Reps & Directors