



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

May 13, 2021

Secretary-Treasurers

Dear Sisters, Brothers, and Friends:

RE: TABLE OFFICERS' TRAINING – SUMMER 2021 (ONLINE FORMAT)

Congratulations on your recent election to the local executive! Thank you for stepping up and taking on a leadership role in the Union. Many newly elected local officers have applied for Table Officers' training where they learn the fundamentals on how to fulfill their new role on their local executive. Please note, all spring sessions are now full. We are adding two summer sessions for those who haven't had the opportunity to participate.

Please note, training will be conducted online via Zoom. We highly recommend participants have access to a working computer or tablet with a built-in camera, microphone and an internet connection.

SESSION	REGISTRATION DEADLINE
July 6, 7 & 8, 2021	June 14, 2021
July 13, 14 & 15, 2021	June 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.

Completed applications should be addressed to the attention of **Lindsay Vanstone** and submitted by email to: lvanstone@heu.org or fax: **604-739-1510 no later than the deadline indicated above**. Alternatively, an online fillable form is available on our website at www.heu.org.

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 **Lindsay Vanstone** by phone: **604-456-7076**, toll free: **1-800-663-5813 ext. 7076** or email: lvanstone@heu.org.

In solidarity,



Barb Nederpel
President



Betty Valenzuela
Financial Secretary

Attachment

cc: Chairperson
Provincial Executive
Reps & Directors