

II. Monthly Reminders for Branch Presidents

For the specifics on each school year, see the following sheet
“Deadlines & Important Dates”

August

- ___ Check with Branch PD Chair to ensure that plans for all fall Council Days are set
- ___ Verify School Rep & Branch Officers lists and recruit as necessary
- ___ Welcome Back/Intro e-mail to Branch Membership, Superintendent and Director of Education

NOTES

September

- ___ Attend annual NBTA Branch Presidents’ Meeting (or October)
- ___ Meet with Branch Executive and Rep Council to set general plans for the year
- ___ Meet with Committees to establish goals
- ___ Establish meeting dates for the year (often started at August Presidents’ meeting)
- ___ Set dates for Liaison meetings with District Office
- ___ Check with your Branch POINT Coordinator for a “Welcome” event for new teachers
- ___ Encourage new teachers to attend a Branch orientation
- ___ Annual Treasurer’s Report is due in at Central Office
- ___ Arrange logistics for School Training (if necessary)

October

- ___ Spread the word and encourage attendance at NBTA Early Career Teachers’ (Compass) Conference.
- ___ Monitor committee work
- ___ Ensure communication paths with members
- ___ Consider stories for local public relations
- ___ Teacher Certification applications for upgrades are due at the end of this month
- ___ Project Overseas applications are due November 1st

II. Monthly Reminders (con't)

November

- ___ Monitor committee work
- ___ Expect a report from the Director about the October Board meeting
- ___ Educational Leave Application Deadline
- ___ Plan Christmas/Holiday activities

December

- ___ Send Christmas/Holiday cards, greetings, etc.

January

Planning begins for various key spring events, and should continue for the next few months

- ___ Consider Branch Resolutions to the NBTA AGM and nominations for provincial teacher awards. The deadline for submission to the NBTA in Fredericton is April 1st, but discussion and approval at a branch meeting is required beforehand. Consider sending a call for submissions to be decided on at your March Rep meeting.
- ___ A nomination report will arrive listing the candidates for NBTA President or Vice-President. Any individual teacher wishing to run for provincial office requires the endorsement of his/her Branch. The deadline for Branch nominations is Feb 1st.
- ___ If Branch Retirement banquets/events are held a date and venue should be established early. List of retirees should be sought from District Office.

NOTES

II. Monthly Reminders (con't)

February

- ___ Continue work on Branch Resolutions, Awards, Retirement functions
- ___ Begin to plan for Branch AGM, including developing a list of vacant Branch officer positions. It is valuable to establish a nominating committee to inform/encourage members to serve in or run for these positions.
- ___ Check with PD Chair regarding arrangements for PD (½ day) at May local AGM
- ___ Consider changes to Branch constitutions if necessary.
- ___ Expect a report from the Director about the February Board meeting
- ___ Continue to monitor committees
- ___ Deferred Salary Leave deadline is at the end of this month.

March

- ___ Finalize work on Branch Resolutions & Awards. The deadline is April 1. **Important: There are no individual resolutions, only Branch ones. Before being submitted to Fredericton all resolutions MUST be voted on and passed at a Branch Rep meeting and submitted on a proper form, including the date of the meeting that approved it.**
- ___ Continue preparations for retirement functions and the local AGM
- ___ Consider nominating deserving colleague(s) for Branch awards
- ___ The deadline for Certification changes and for Interest-Free Loan applications is at the end of this month
- ___ Registration for May Council Day opens in late March or early April (PD Chairs coordinate alternate proposal procedure for those unable to attend).

April

- ___ Finalize preparations for Local AGM and retiring teacher function
- ___ Register delegates for NBTA AGM
- ___ Strongly encourage voting for NBTA provincial election (usually third week)
- ___ Begin looking at branch plans for the next school year
- ___ Expect a report from the Director from the April Board Meeting

NOTES

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May

- ___ Hold Branch AGM
- ___ Attend NBTA provincial AGM and Retiring Teachers' Luncheon (usually the last weekend of the month, Thursday evening to Saturday supper)
- ___ Local retiring teacher events occur throughout this month and June.
- ___ Provincial Council Day (First Friday in May)
- ___ Continue planning for next year

June

- ___ Finalize necessary preparations for the upcoming school year.
- ___ Thank school reps and branch officers for their service
- ___ Welcome and liaise with new Branch officers
- ___ Transfer signing authorities if necessary
- ___ Submit necessary reports, forms and names to NBTA Central Office

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