

***NBTA FINANCE AND ADMINISTRATION
INFORMATION SHEET
2016-2017***

ADMINISTRATION

Branch Meetings - NBTA By-Law 5(e)

- Minimum of three (3) per year
- Fall Meeting
 - Branch Nomination for NBTA Vice-President - by Feb. 1, 2017
- January-April
 - Centennial Award Nominations by April 1, 2017
 - Branch Resolutions for Annual General Meeting by April 1, 2017
 - Registration of Annual General Meeting Delegates by April 1, 2017
 - Election of Directors and Alternates by April 1, 2017
- Annual Meeting between April 1 and May 31
 - Registration of Branches by June 1, 2017
 - Report of Branch Meetings by June 1, 2017
 - Names of Committee Chairpersons by June 1, 2017

Election of Branch Officers - NBTA By-Law 5(e)

Either at Annual Meeting or by popular ballot to Annual Meeting (preferably prior to April 1, 2017)

Officers - NBTA By-Law 5(e)

Assume duties September 1

Registration of Annual General Meeting Delegates - NBTA By-Law 23

Report due at Central Office - April 1, 2017

Reports

- Branch Annual Report due at Central Office - June 1, 2017 (NBTA By-Law 5(e))
- Names of Committee Chairpersons due at Central Office - June 1, 2017
- Branch Financial Report – September 15, 2017

Directors and Alternates - NBTA By-Law 7

- One per district except in districts having more than 750 teachers - allowed one more
- Election held under direction of Branch Executive as required prior to May 31, 2017
(Alternates elected at same time)
- Preferably prior to April 1, 2017
- Directors elected to assume duties following the NBTA Annual General Meeting
- Term of Office - three years
- May not serve more than two consecutive terms

Nominal Rolls

- Registration forms to be completed online.
- Changes in Nominal Rolls to be reported to Central Office by the School Rep. as soon as possible.

Financing

<u>Dues Structure – 2016-2017</u>			
<u>NBTA = \$510</u>		<u>NBTF = \$250</u>	
General Operating Fund	\$439.70	General Operating Fund	\$ 50.00
Councils	42.00	Negotiations	200.00
Canadian Teachers' Federation	28.30		

Grants to Branches --- [NBTA By-law 5(f)]

- \$7.00 per teacher - minimum grant of \$1,400.00
- Branches must file annual reports in order to qualify for grants
- Payments made October and February based on nominal rolls

Branch Accounting

- Accurate records must be kept of all monies received or spent
- Recommend two signing officers
- Establish a budget or protocols at Branch Annual Meeting
- Recommend establishing a minimum of two bank accounts --- one for Branch operations; one for E.I. Rebate money

Local Dues

- Branch option to levy local dues. (Voluntary only - not compulsory)

Employment Insurance Rebate Monies

- March 30, 2016 received \$208,212.56
- Interest of \$1,007.98 will be earned on the investment.
- Withholding \$12,582 centrally for PL Chairs Workshop Funds (Net) = \$196,638.54

08/30/2016