



February 1, 2024

Secretary-Treasurers

Dear Sisters, Brothers, and Friends:

**Subject: Table Officers (Multiple Dates) – In-person & Online**

Have you recently been elected to a new role as your local executive? If so, congratulations, and thank you for your leadership.

Table Officers' training is a comprehensive three (3) day session that offers newly elected officers the opportunity to learn the fundamentals of how to fulfill their new role on their local executive. Newly elected officers who participated in Table Officers' Training in the past indicated the information and knowledge they gathered were very useful in getting them started in their new executive role.

If your local still needs to hold their local elections, please pass this package on after their elections have taken place.

WORKSHOP DATE	LOCATION	APPLICATION DEADLINE
April 30, May 1 & 2	HEU Provincial Office	March 19, 2024
May 6, 7 & 8	Online	March 25, 2024
May 28, 29 & 30	HEU Provincial Office	April 9, 2024

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 in effectively fulfilling 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 and local meetings as well as elections.

Please fill out the attached application form by the indicated deadline and return it to the HEU Provincial Office to the attention of Jamie Caswell, Education and Human Rights Department. Please return only one copy of the application by mail, email to [education@heu.org](mailto:education@heu.org) or by fax at 604-739-1510. Alternatively, an online fillable form is available on our website at [www.heu.org](http://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 to 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 Caswell at 604-456-7061, toll-free: 1-800-663-5813 ext. 7061 or by email at [education@heu.org](mailto:education@heu.org).

In solidarity,



**Meena Brisard**  
Secretary-Business Manager

Attachment

cc: Chairpersons  
Reps and Directors  
Provincial Executive