



November 21, 2024

Secretary-Treasurers

Dear Union 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-day session that offers newly elected officers the opportunity to learn the fundamentals of how to fulfill their new role on their local executive. We've heard from many past participants that this workshop has given them important tools to help them succeed in their new executive roles.

If your local has not yet held their local elections, please pass this package on after their elections have taken place.

WORKSHOP DATE	LOCATION	APPLICATION DEADLINE
March 18 - 20, 2025	Online, via Zoom	February 6, 2025
April 1 - 3, 2025	HEU Provincial Office	February 26, 2025
May 27 - 29, 2025	HEU Provincial Office	April 9, 2025

Table Officers' training is offered to Chairpersons, Vice-Chairpersons, Secretary-Treasurers, and Assistant Secretary-Treasurers who, for the first time, are **newly elected in 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, 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 Ashleigh Drysdale, Education and Human Rights Department. Please return one copy of the application by mail or 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 Ashleigh Drysdale by phone at 604-456-7228, 1-800-663-5813 ext. 7228 or email [education@heu.org](mailto:education@heu.org).

In solidarity,



**Lynn Bueckert**  
Secretary-Business Manager

Attachment

cc: Chairpersons  
Reps and Directors  
Provincial Executive