

CUPE PEI UNION DEVELOPMENT COMMITTEE 2009

GUIDELINES

Committee communicates with Locals re: requests for schools. Committee meets in June to draw up Union Development Schedule for the following year, usually one per month taking into consideration Christmas, March Break, CUPE PEI Convention and CUPE National Convention.

All schools will be held at the Charlottetown CUPE Office. If registration is over 10 members, a facility outside the CUPE office will be booked, usually alternating between Charlottetown and Summerside. If requested, a room for the Facilitator will be booked by the Liaison person. The Liaison person will be responsible for booking the facility for schools outside the CUPE Office.

All registration applications are sent from the Educational Representative Office twice a year, **June and November**. A copy of the guidelines will be sent to all Locals in September of each year as well as the schedule for all Union Development Schools. Note - all registration forms and registration fees are required in advance and that **6** members are required before a school will be held. When booking a facility only coffee in the A.M. will be ordered. Any financial cost to the member attending schools is not the responsibility of the Union Development Committee.

Many times when schools are cancelled due to low registrations, the same school can be rescheduled for the following year. The Liaison person will contact the members that registered for the cancelled school. **Storm Policy**—In the event of a Provincial School Closure due to weather conditions, CUPE schools are also cancelled. Schools are delayed 1 hr then course is as well. Announcements will be made on local radio stations. Remaining days of the school will take place as scheduled.

Registration cheques are deposited into a Metro Credit Union account and all outstanding invoices are to be paid. Books are kept and an Audit conducted. CUPE PEI Treasurer is responsible for the Union Development books. A report will be prepared for the CUPE PEI Convention by the Treasurer. The Treasurer is responsible for an updated report at every meeting.

The Liaison person from CUPE PEI Executive will report on the Union Development activities at the monthly Executive Meeting. The Chair and Secretary are appointed by the Union Development Committee members at the beginning of each year at the first meeting in June. The Secretary is responsible to record the Minutes of every meeting.

The Education Representative will call or e-mail the Liaison person prior to the deadline which is two weeks prior to the date of the school to inquire if there are sufficient members to warrant holding the school or if the location of the school has changed. A copy of the participant's list will sent to the Liaison person to verify that all who attended have registered and paid.