



Information for New Local Executive Members

Hand off – Old President to New President

It is highly recommended that the New Local President gets in touch with the former Local President for hand off - such as: UNW building fob, passwords, financial documents, any other important documents.

Local Email Address

All correspondence from UNW HQ to Locals is through the Local email address. This is also the email address that website questions come from, and HQ provides this email address to members who wish to contact their Local. The Local President is ultimately responsible for checking messages at least every couple of days.

Tip: Some Locals give more than one Local Executive member access to the email, so that it is checked frequently. Some Locals also assign checking the email to a Vice President.

Get password from past Local President, and/or request a password reset from the UNW DFA.

Local web page, UNW website, and UNW Facebook

Check out your Local webpage – you can send info to the UNW Communications Officer to upload current information (ie General meeting dates, Local Executive contact info if you wish, messages specific to your Local, etc.) Some Locals schedule their General Membership meetings in advance and post the dates for the full year. www.unw.ca/unw-locals

UNW website – There is an Events calendar on the main UNW page. Make sure you send in your meeting dates so they can be added. www.unw.ca There is also a very helpful page called Resources for Locals. www.unw.ca/resources-locals which includes a Local Officer Manual.

UNW Facebook – Join the UNW Facebook group if you have not done so already. It is a CLOSED group for UNW members only, so as to provide a safe place for members to discuss member issues. Encourage your members to join also. www.facebook.com/groups/UNWNWT/

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Conference Call Number

All Locals have a dedicated conference call number that they can use for Local General Meetings, for members who may not be able to attend in person. You can add this number to meeting notices and posters. UNW HQ will bill the costs of these calls back to your Local.

Contact UNW HQ (anyone in administration can help you out) for your conference call number, conference ID #, and Leader PIN.

Please Note: Do NOT give the Leader PIN to anyone outside of the Local Executive.

Booking Rooms for Meetings at UNW Building (Yellowknife Locals)

Each Yellowknife Local is assigned a key fob, and it will be provided to the Local President. The Local President may allow another Local executive officer to use the fob in his/her absence, but it is the Local President who is ultimately responsible for it.

If your fob is lost, it must be reported to HQ immediately, and there is a \$25 administration fee for replacement. When a Local President resigns, the fob must be returned to HQ immediately to be reassigned or turned over to the new Local President. The fob is activated when meeting room(s) are booked.

BOOKING - Contact UNW HQ by telephone or email. The UNW receptionist will check availability, and will provide you with a booking form that has important information on it.

Local Officer Training

Discuss with the 1st Vice President about Local Officer Training. You can also talk to anyone in the Service Department, although it is recommended that you contact the Service Administration Assistant.

Annual Strategic Planning

Discuss with the 1st Vice President about setting up your Local's strategic planning session ASAP after the AGM.