



A COMMITMENT TO CARING

**ADMINISTRATION OF A LOCAL WORKSHOP  
FOR NEW LOCAL/WORKSITE LEADERS  
JUNE 1<sup>st</sup> & JUNE 2<sup>nd</sup>, 2011  
UNION CENTRE – 2<sup>ND</sup> FLOOR – 275 BROADWAY, WPG  
8:30-16:30 BOTH DAYS, **NO EARLY DISMISSAL****

**INSTRUCTOR: GLENDA DOERKSEN, LRO**

- **ARE YOU NEW TO YOUR EXECUTIVE POSITION?**

**OR**

- **PLANNING TO TAKE AN EXECUTIVE ROLE?**

**THEN THIS IS THE COURSE FOR YOU...**

If you have never attended the Administration of a Local/Worksite, President and/or Secretary-Treasurer Workshop and hold an executive position in your Local/Worksite, this is the first course for you.

Registration is limited to 30 members and spots will be distributed as equitably as possible among the MNU regions.

As a Local/Worksite leader you have many important functions and responsibilities to address each day.

**\*\* YOU** stand for the Union.

**\*\* YOU** represent the Union in discussions with co-workers and management.

**\*\* YOU** are the Union's representative on the job and in the community.

This workshop is designed to equip leaders new to their elected positions with the tools that they need to provide leadership to their worksite/local.

Attention will be given to the roles and responsibilities of each executive position, handling grievances, dealing with management, strategic planning and budget preparation, conducting effective meetings and motivating the membership.

**MNU Funding includes the following:**

Up to a **maximum** of three (3) days **salary replacement**. Funding is as per the attached MNU Board policy.

Travel costs with the following qualifications:

- Members required to travel from elsewhere in the province will have travel costs paid as per MNU policy, **using car pools**.
- Special consideration will be given to funded participants from the North, whose travel arrangements make an additional day accommodation necessary. Pre-authorization must be received from the MNU office.
- **Additional expenses are the sole responsibility of the participant.**

***TO BE HELD AT: UNION CENTRE 2<sup>ND</sup> FLOOR – 275 BROADWAY  
SUPPER ON JUNE 1<sup>st</sup>, 2011, WILL BE OFFERED TO PARTICIPANTS***

**No Show Fees:** A member who applies for and is accepted into an education session (e.g. Administration of a Local Workshop) that has a specific enrollment must notify the MNU office in accordance with MNU policy if they are unable to attend. A "no show" fee will be charged to the Local/Worksite to cover the cost incurred on the member's behalf if he/she does not comply with the above deadline.