

# Branch Viability Profile

Branch Name \_\_\_\_\_

## Guidelines

- Branches are required to submit this viability profile to the Branch Operations Office at the NLTA before the end of each school year in which the Association's Biennial General Meeting is held (**June 24, 2011**).
- The profile must be completed by the Branch Executive, and the Branch President and one other Branch Executive member must verify that the profile was completed by the Executive.
- If the profile is not submitted or if, in the opinion of the committee responsible for branch operations, the branch does not meet the viability criteria, the committee will initiate a consultative process with the branch to determine the branch's continued viability.
- During the consultation the committee will take into consideration a number of issues depending on the unique circumstances within a branch, since programs or services provided in one branch may not be possible in another branch. During this stage, supports and assistance will be offered by the Association to help the branch meet the viability guidelines.
- The committee responsible for branch operations will present its report and recommendations to the Provincial Executive and to the members of the branch. The Provincial Executive will then consult with branch members in determining the future status of the branch.

This will certify that the profile was completed by the Branch Executive:

\_\_\_\_\_  
Branch President

\_\_\_\_\_  
Branch Executive Member

\_\_\_\_\_  
Date

Please return completed form to: Geralyn Costello  
Executive Assistant, Governance  
Newfoundland and Labrador Teachers' Association  
3 Kenmount Road  
St. John's, NL A1B 1W1  
Fax: 709-726-4302 or 1-877-711-6582; Email: gcostello@nlta.nl.ca

Each branch will report on its performance in each of the following areas which describe the range of services that a branch should provide for its members. (It is understood that all elements may not be incorporated into every branch program.)

*[\*Please circle the appropriate response . . . Yes or No]*

## **Regular Annual Branch Program**

### **1. Administration**

The following branch administration items **must** be completed by the Association's deadlines:

- |    |   |     |    |
|----|---|-----|----|
| 1. | Official Annual Registration (submitted by November 1)                  |     |    |
|    | Year 1 (2009-10). . . . .   | Yes | No |
|    | Year 2 (2010-11). . . . .   | Yes | No |
| 2. | Annual Audited Statement of Branch Accounts (submitted by December 31). |     |    |
|    | Year 1 (2009-10). . . . .   | Yes | No |
|    | Year 2 (2010-11). . . . .   | Yes | No |
| 3. | Annual registration of substitute teachers (submitted by January 15)    |     |    |
|    | Year 1 (2009-10). . . . .   | Yes | No |
|    | Year 2 (2010-11). . . . .   | Yes | No |

If no to any of the above, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **2. Elections**

Election of officers (either annually or biennially as per branch by-laws).. . . . . Yes No

If no, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. By-Laws**

Maintain up-to-date branch by-laws. . . . . Yes No

If no, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Membership**

Have a minimum of ten members. . . . . Yes No

If no, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Meetings**

Hold a minimum of three general branch or school representative council meetings, including the annual meeting, per year. . . . . Yes No

If no, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Hold a minimum of three Executive meetings per year. . . . . Yes No

If no, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 6. Program – General

If the branch president is not available, identify a teacher to serve on the school board-teacher liaison committee for submission to Provincial Executive for appointment. . . . . Yes No

If no, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Honour retiring teachers by arranging the presentation of their retirement scrolls and pins. . . . . Yes No

If no, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nominate members for consideration under the Association’s awards program. . . . . Yes No

If no, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Welcome new teachers to the branch and the Association . . . . . Yes No

If no, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify nominees for provincial committees/seminars when requested (e.g. CONTACT Conference). . . . . Yes No

If no, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide the opportunity for teachers to meet on an informal basis through social events or gatherings ..... Yes No

If no, please explain \_\_\_\_\_

---

---

---

## 7. Communications

Ensure that each school in the branch has a school representative. .... Yes No

If no, please explain \_\_\_\_\_

---

---

---

Maintain, and annually update, a branch membership list. .... Yes No

If no, please explain \_\_\_\_\_

---

---

---

Establish a communications network within the branch for immediate contact, when necessary, with branch members. .... Yes No

If no, please explain \_\_\_\_\_

---

---

---

Communicate with the membership via telephone, fax, e-mail. .... Yes No

If no, please explain \_\_\_\_\_

---

---

---

Maintain contact with substitute teachers within the branch..... Yes No

If no, please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Seek input from branch members prior to Joint Council meetings and report back to members following the meetings..... Yes No

If no, please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Additional Program Items – BGM Year**

Submit to head office any proposed by-law or amendment or intention to repeal a By-law at least three months prior to the BGM..... Yes No

If no, please explain \_\_\_\_\_

\_\_\_\_\_

Present resolutions to the Association’s BGM on matters of concern to the members..... Yes No

If no, please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Provide nominations for the Provincial Executive..... Yes No

If no, please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Elect delegate(s) to represent the branch at the BGM.. . . . . Yes No

If no, please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Other Branch Activities That May Be Undertaken**

Implement branch awards/scholarships. . . . . Yes No

If no, please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Organize information sessions, inservice programs and/or professional days to enhance teacher involvement in their personal and/or professional development. . . . . Yes No

If no, please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Familiarize members with the Association's definition of professional conduct as expressed in the Code of Ethics. . . . . Yes No

If no, please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Distribute a branch newsletter regularly to members.. . . . . Yes No

If no, please explain \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Maintain an updated branch website. . . . . Yes No

If no, please explain \_\_\_\_\_

\_\_\_\_\_

Promote internal and external public relations.. . . . Yes No

If no, please explain \_\_\_\_\_

\_\_\_\_\_

Collect and evaluate pertinent information with regard to the opinions, attitudes and actions of the membership of the branch and the public with regard to education, teachers and the Association. . . . . Yes No

If no, please explain \_\_\_\_\_

\_\_\_\_\_

Provide the branch membership the opportunity to present matters of concern to candidates running for school boards and in municipal, provincial and federal elections. . . . . Yes No

If no, please explain \_\_\_\_\_

\_\_\_\_\_

**Please outline below any other activities undertaken by the branch that may not have been covered in the previous sections of this profile.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_