



Secretaries Teleconnect

- Date:** Tuesday, April 4, 2017
- Time:** 16:30 – 18:00 EST (Eastern Standard Time)
- Topic:** This teleconnect is intended to provide Local Secretaries with a venue for education and create dialogue for the key role they play on the Local Executive. This teleconnect focuses on the role of the Local Secretary and Local Executive accountabilities, their responsibilities in ONA communication, such as record keeping and the use of minutes, and understanding the Membership Information Records (MIR/MIREs) and Monthly Application Process Lists for their Local. Participants will gain knowledge of ONA tools and accountabilities, receive insight from subject matter experts, and have a space for open communication. Please email any questions or best practices that you would like to share by April 3, 2017, to ProvEducationTeleconnects@ona.org.
- Audience:** The target audience for this teleconnect is Local Secretaries and any member interested in learning about the roles and responsibilities of a Local Secretary.
- Format:** Co-hosting this teleconnect are: Amleek Mahngar, Labour Relations Officer, Membership Education and Events Team; Karen Bertrand, Region 5 Vice-President, Finance Portfolio; Cathryn Hoy, Region 2 Vice-President, Education Portfolio; and Jane Stapleton, Manager, Membership Records.
- A recording of the teleconnect will be available for 48 hours after the session has ended. This recording will also be available online in the Executive Members section of ONA's website at www.ona.org approximately two weeks after the session.
- Registration:** ONA members can register for the teleconnect by sending an email to ProvEducationTeleconnects@ona.org, or by calling (416) 964-8833 and asking for extension 2365. Members will be required to provide their full name, ONA ID number and the name of their employer. Members should register using a personal email address or an ONA-sponsored email address if they have one, as materials and dial-in information will not be sent to an employer-sponsored email account in order to ensure that confidential information is secure.
- If you aren't able to participate in the teleconnect while it takes place, please indicate in your registration email that you would like to listen to the replay. Members will receive an email acknowledging their registration request. Registration will be on a first-come, first-served basis. ONA reserves the right to limit the number of registrations.
- Materials:** All registrants will receive an email closer to the date of the teleconnect that will include instructions on how to join the teleconnect and any materials that will be used during the session. These materials, along with a recording of the session, will be posted in the Executive section of the ONA website approximately two weeks after the session. We recommend registrants take some time to review the provided materials in advance of the teleconnect to maximize their learning experience.
- Questions:** After registering for the teleconnect, members may pre-submit any questions they would like to have addressed during the presentation. These questions should be sent to ProvEducationTeleconnects@ona.org.