



2019 Secretary's Teleconnect

- Date:** Tuesday, April 2, 2019
- Time:** 1630-1800, EST (Eastern Standard Time)
- Topic:** Due to the large number of new Secretaries, this session is a partial repeat of the information provided in the 2017 teleconnect. This session will cover the role and accountabilities of a Secretary, the importance of maintaining membership records and related documents and how this will support Local and (indirectly) provincial elections. There will also be reference to some tools to support the Secretary in completing work efficiently and effectively.
- Audience:** The target audiences for this teleconnect are new Local Secretaries and any Secretary interested in a “refresher” of previous information provided. It may also be of interest to those who could be in the role of mentoring Secretaries (i.e., Local Coordinators), and those who are possibly involved in election processes to learn about maintaining and/or updating membership information.
- Format:** Co-hosting this teleconnect are: Bernadette Robinson, Region 2 Vice-President, Education Portfolio; Karen Bertrand, Region 5 Vice-President, Local Finance Portfolio; Jane Stapleton Manager, Membership Records, and Helle Little, Labour Relations Officer, Membership Education and Events Team.
- 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 Members 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 by April 2, 2019. These questions should be sent to ProvEducationTeleconnects@ona.org.