



Information for New Local Executive Members

(Page 1 of 2)

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: obtaining UNW building fob, passwords, financial documents, contact lists, and 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 ensuring email messages are checked at least every couple of days.

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

You can obtain the Local email account password from the previous Local President, and/or request a password reset from the UNW DFA.

Local webpage, UNW website, and UNW Facebook

Check out your Local webpage on the UNW website to ensure it is up to date (www.unw.ca/unw-locals).

You can send updates to the UNW Communications Officer (pr@unw.ca) as well as information (ie: meeting dates, Local Executive contact info, communiques or posters specific to your Local, etc). Some Locals schedule their General Membership meetings in advance and post the dates for the full year.

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. There is also a very helpful page called Resources for Locals (www.unw.ca/resources-locals) which includes a Local Officer Manual, Local forms, and templates.

UNW Facebook – Join the UNW Facebook group if you have not done so already. It is a CLOSED group for UNW members in good standing only, and provides updates on UNW activities. Posters provided to the Communications Officer for distribution are posted in the group's newsfeed. Encourage your members to join.

www.facebook.com/groups/UNWNWT/

Conference Call Number

All Locals have a dedicated conference call number that they can use for Local General Meetings, as not all members may be able to attend in person. 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.

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(Page 2 of 2)

Local Membership Meetings

NOTE: Due to Covid-19 restrictions on gatherings, in-person meetings are not currently permitted. Locals can host membership meetings online via Go To Meeting or by phone using the Local's conference line.

ACCESS TO THE UNW BUILDING IN YELLOWKNIFE IS CURRENTLY RESTRICTED TO STAFF ONLY.

To arrange a membership meeting online via Go To Meeting, contact the UNW DFA for instructions.

Local Officer Training

Discuss with the UNW 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 (saa@unw.ca).

Annual Strategic Planning

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