



LOCAL MEETING CHECKLIST

According to the UNW By-Law 11, Locals should conduct meetings and send the minutes to the UNW Headquarters. Locals are also required to submit Quarterly Financial Statements. Locals also conduct annual Strategic Planning sessions. The following checklists will assist Locals to keep track of these requirements and activities.

LOCAL:	
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YEAR:	
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MEETINGS

General Membership Meetings (*minimum 2 per year required)			Executive Meetings (*minimum 6 per year required)		
	Date held	Minutes sent to UNW on		Date held	Minutes sent to UNW on
1. AGM *			1. *		
2. General*			2. *		
3.			3. *		
4.			4. *		
5.			5. *		
6.			6. *		
7.			7.		
8.			8.		

ANNUAL STRATEGIC PLANNING

Date held:		Date filed to UNW HQ:	
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QUARTERLY REPORTS

	Date filed to UNW HQ:
1 st Quarterly report (to Mar. 31)	
2 nd Quarterly report (to Jun. 30)	
3 rd Quarterly report (to Sept. 30)	
4 th Quarterly report (to Dec. 31)	