

January 27, 2025

IMPORTANT DATES TO REMEMBER AND INFORMATION

When does the event start?	Tuesday, May 6, 2025 at 1:00 pm (Discussion day)
When does the event end?	Tuesday, May 6, 2025 at 5:00 pm
When does the event start?	Friday, May 9, 2025 at 9:00 a.m. (NC meeting)
When does the event end?	Friday, May 9, 2025 at 5:00 p.m. (NC meeting)
Title:	National Council Meetings.
Deadline for submitting the annual reports from National President, National Vice-Presidents and Regional Vice-Presidents	Friday, March 28, 2025.
Standing Committees Reports	Friday, March 28, 2025.
Interpretation	French and English interpretation will be provided.
Union Leave Letter	The Union Leave with Pay Authorization Letter (LOA) will be provided once your register for the LPC.

Guidelines for Reports

The National President, National Vice-Presidents (NVPs) and Regional Vice-Presidents (RVPs) are required to provide detailed information on the activities or current status of the Locals within their jurisdiction. Additionally, include any recommendations pertaining to these Locals, if applicable.

- If you have been assigned responsibilities or hold membership in a Consultation portfolio (e.g., co-chair of a consultation committee), your report should contain information on the activities and any recommendations associated with that role.

- For individuals serving as chairpersons of GSU Standing Committees, please submit a distinct report focusing on the Committee's accomplishments since the last National Council (NC) meeting and any ongoing plans. If your committee has received specific tasks from National Council, provide an update on the status of those assignments. Avoid presenting a mere list of meeting dates attended in your report. Ensure that your report is concise, not exceeding a **couple of pages** in length.
- Submit your report via email in Word format. Staff will handle the formatting for printing and coordinate translation services.
- If you use **acronyms** in your report, be sure to spell them out, as translators may not always be familiar with the abbreviations you use. This ensures clarity and understanding across language barriers.
- Verbal reports will not be accepted.

Here are excerpts of GSU By-law 7 – Duties of National Officers

BY-LAW 7 – DUTIES OF NATIONAL OFFICERS

Section 1 - Duties of the National President

The National President shall;

e) submit written reports on their responsibilities and activities as follow:

i. to each scheduled meeting of the National Council since the last meeting.

Section 2 - Duties of the National Vice-presidents

The National Vice-presidents shall;

e) submit written reports on their responsibilities and activities as follow:

i. to each scheduled meeting of the National Council since the last National Council;

Section 3 - Duties of the Regional Vice-Presidents

The Regional Vice-presidents shall;

g) submit a written report of their activities and the activities of the Locals in their jurisdiction together with recommendations if any, at each regularly scheduled meeting of the National Council;

You will receive the agenda and other pertinent documents at a later date.

In solidarity,



Bruce Roy
National President
Government Services Union, PSAC