

February 8, 2024

**National Council Meeting**  
**To: National Council Members**  
**IMPORTANT DATES TO REMEMBER**

<b>When does the Meeting start?</b>	Wednesday, May 15, 2024 12:30 pm. (EST)
<b>When does the Meeting end?</b>	Wednesday, May 15, 2024 at 4:30 p.m. (EST)
<b>Where is the Meeting being held?</b>	Virtually, on Zoom
<b>What is the Zoom link:</b>	<a href="https://psac-afpc.zoom.us/join/9t5tduqtqTliG9Mx4JVpaWArBsZSdx6FcC-h">https://psac-afpc.zoom.us/join/9t5tduqtqTliG9Mx4JVpaWArBsZSdx6FcC-h</a>
<b>What is the deadline for submitting my report (for <u>all</u> members of National Council)?</b>	March 8, 2024
<b>What is the deadline for submitting my Committee report (Only for Committees' Chair)?</b>	March 8, 2024

# National Council Meeting

## GUIDELINES FOR THE EVENT

We are pleased to announce that GSU will be having its first official National Council meeting of 2024, virtually, on May 15, 2024.

### **Schedule Overview:**

Wednesday, May 15 National Council Meeting - 12:30 p.m. to 4:30 p.m. (ET)

### **What expenses are covered by the GSU**

National Council members are entitled to the following:

- loss of salary;
- meals allowance & incidentals (\$130/day)

### **Observers**

Members of locals are welcome to observe the National Council meeting, at their Local's expenses.

### **Submitting a report**

Please refer to the Guidelines on how to submit a report and what should be included in your report.

### **Interpretation**

Simultaneous interpretation will be provided.

### **Union Leave Letter**

The Union Leave Authorization Letter (UAL) is attached.

### **For further information or assistance please contact the GSU Office:**

- by phone at (613) 560-4395 or toll-free: 1-888-220-2414;
- or by email at [gsu-ssg@psac-afpc.com](mailto:gsu-ssg@psac-afpc.com).

In solidarity,



Bruce Roy  
National President  
Government Services Union, PSAC

## **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**

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#### ***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;*