

LOCAL PRESIDENTS ORIENTATION

Getting Started



**This orientation module should take
no more than 15 minutes**

Download the full Local Presidents Orientation series at
<https://opseu.org/member-education/>



Congratulations in becoming a Local President

- Being a Local President can be rewarding, challenging, overwhelming, frustrating and inspirational.
- OPSEU is here to help. The Member Education Unit has developed these short orientations to get you started.
- As you complete these modules, you will be exposed to many additional supports to assist in your success.

For more Member Education Resources click [here](#)



Other Supports

Local executive members, stewards, OPSEU staff and your executive board members are others that you can call on for help.



Let's Get Started

Visit the OPSEU Member Education web page and download the [Local Presidents' Toolkit](#). It has all the information you need to hit the ground running as a Local President!



Table of Contents (page 6 of the toolkit)

The Local Presidents Toolkit provides information on the following topics

- Getting Started
- Local Meetings
- Reference Guide for Local Elections
- Frequently Asked Questions
- Roles and Responsibilities of Local Officers
- OPSEU Local and Provincial Structure
- Local Finances
- OPSEU Resources



Local President Getting Started Checklist

(page 6)

This checklist is designed to help you pull together information and documents you need to be effective in your new position.

- Check off the items that you have gathered.
- Put question marks beside or highlight the items you're not sure about, need more information on or would like to discuss further.

Take a few moments now to complete your checklist [\(click here\)](#)



Local Executive Contact Information

This form will let your membership know how to get in contact with the new team. Found on page 8 of the toolkit and on the OPSEU website [here](#).

Take a moment to fill out what you can now.

Local #: _____ Single-Unit: _____ Multi-or-Composite: _____

Date of Election of Officers: _____

Officer-Names	Work-Location	Private-email	Telephone
President			
Vice-President			
Secretary			

Here You Are

Now you have an idea of where you are at and what information you might want to look for.



Next Steps

Every person who becomes a local president brings their own set of skills and experiences to the role. Use the rest of our Local President Toolkit orientations to enhance your skill set.



Further Local President Training

OPSEU's Member Education Unit offers a three day training course for local presidents.

We urge you to apply the next time it is offered. Check the OPSEU website or call your OPSEU regional office to find out when the next course is being offered.



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Remember that you have local executive members, stewards, OPSEU staff and your executive board members that you can call on for help.



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MEMBER EDUCATION FORMATION DES MEMBRES



opseu.org/education sefpo.org/formation