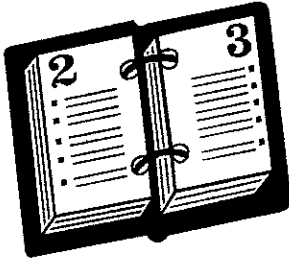
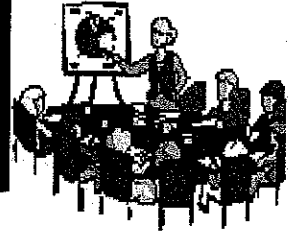


Labor Education Workshop



Conducting Successful Meetings



DATE: Saturday, July 18, 2009

TIME: 8:30 AM - 9:00 AM Registration
9:00 AM - 12:00 PM Program

LOCATION: CSEA Southern Region 3 Office
568 State Route 52
Beacon, NY 12508

To Register:

*Please call the CSEA Southern Region 3 Office at (845) 831-1000 to register. It is important to pre-register as class size is limited. A continental breakfast and light lunch are being provided, therefore, you **must** confirm your reservation for lunch when registering. Reasonable accommodations are available upon request. This workshop is open to the region.*

Workshop Description:

Much of the business of the union is done during meetings--general membership meetings, executive board meetings, committee meetings, steward meetings and many other types of meetings. In order for these meetings to be productive and useful, the leaders and participants of the meetings must be aware of some basic information. In this workshop, we will identify the characteristics of successful meetings, examine the different types of meetings held within the union context, learn the basics of parliamentary procedure, and practice meeting preparation and participation techniques.

Workshop Goals:

You will learn to:

- Understand the CSEA Constitutional requirements regarding meetings
- Identify preparation and participation techniques that lead to successful meetings
- Understand the basic principles of parliamentary procedure
- Identify the responsibilities of the meeting facilitator
- Constructively participate in membership, executive board and committee meetings

CSEA, AFSCME Local 1000, AFL-CIO
Danny Donohue, President

