

# A - HCU Reporting Policy

HCU officers will provide reports of their activity.

## Article I – Officer Reports

- Section 1      **Executive reports** - Officers shall submit a report for each Executive Board meeting. This report shall cover activity in the previous month.
- Section 2      **Membership reports** - Officers shall submit a report at each general membership meeting. This report shall cover activity since the last general membership meeting.
- Section 3      **Final report** - Officers who leave the Board shall submit a final report. This report shall cover activity since the last executive report.
- Section 2      **Report structure** - Officer reports shall contain the following:
- A. Position
  - B. Dates covered by the report
  - C. Meetings attended list
  - D. Union Release time used (Executive Reports Only)
  - E. Work completed or status of current projects
  - F. Plans of what will be worked on during the next reporting period.

## Article II – Meeting Reports

- Section 1      **Labor management meetings** - Meeting notes for labor management meetings shall be submitted at the following Executive Board meeting.
- Section 2      **Management meetings** - Notes from meetings with management shall be submitted to the chief steward within five (5) business days. If a member was in the meeting, a copy will be provided to the member.
- Section 3      **Management Paperwork** - When management provides paperwork to an officer. They shall make the following notes on the first page of the document:
- A. Who provided it to you
  - B. Date of receipt
  - C. Your initials
- Section 4      **Committee Meetings** - The chair of the committee shall submit a report of work completed at the following Executive Board meeting. This report will include:
- A. Attendance List
  - B. List of Topics Discussed
  - C. Motions adopted

END OF POLICY

APPROVED 8/30/2017