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