

[INSERT LA LOGO]

[INSERT DATE]

LOCAL ASSOCIATION TEMPLATE LETTER ELECTED REPRESENTATIVES TO ANNUAL CONFERENCE

You may want to use this template to write to members to encourage them to stand for election to Annual Conference. (Please note that the text in red and blue below is guidance and should be over-typed or deleted.)

Your Union, Your Voice

Represent your Local Association at the NASUWT Annual Conference 2025

ACC, Liverpool
Friday 18 April to Saturday 19 April 2025

The Union's Annual Conference makes the NASUWT's policy and sets the Union's priorities for the forthcoming year. Policy is made by serving teachers attending the Conference.

Every Local Association has the opportunity to elect members to attend Conference to debate and vote on those motions which are chosen for debate by a ballot of all members. Every full member of the Union is entitled to seek election.

If you would like to be considered by your Local Association to be an elected Representative at Annual Conference you should contact your Local Association as soon as possible and by [insert deadline] at the latest and, where possible, attend the meeting where nominations are being discussed.

If more nominations are received than places available a ballot of members of the Local Association will be held.

Members who have been successfully nominated will be notified by the Local Association.

The following information may be helpful to you in considering your interest in becoming a Representative:

The [insert name of Local Association] Local Association will be electing [insert number of representatives] to represent them at Annual Conference 2025, which will be held in Liverpool. All Elected Representatives will:

- receive (or have provided) funding for travel, accommodation and meals;
- [insert any information that has been agreed by your Local Association members about expectations of Representatives, for example: *be expected to attend the Conference sessions and any meetings to discuss Conference business, and provide a report for the Local Association membership on their experience (these expectations cannot be discriminatory or exclusive, for*

example you cannot require that a member has previously attended Local Association meetings nor that they will speak at Conference)];

- *[insert any other relevant information that has been agreed by your Local Association members, for example about partners and children and whether they will be funded or not: (please refer to the NASUWT Local Financial Procedures - remember if the Local Association funds this it is a taxable benefit-in-kind and will be declared to HMRC)].*

An outline of the events at Conference is below:

Conference sessions

At which policy is debated and agreed.

Keynote addresses.

Opportunities for networking with teachers from around the UK.

A free **crèche** is available via pre-booking, for children aged 0 to 16 whose parents are attending Conference as an Elected Representative alone or both parents are attending as Elected Representatives.

[Insert a closing sentence, for example: Please contact [name of elected person in LA] for more information. The [Name] Local Association will meet at [time] on [date] at [venue] to confirm its Elected Representatives. We look forward to seeing you at the meeting and hope to see you at Annual Conference.]

[Name]