

APWU WEBINAR SCHEDULE - Updated July 16, 2009*

Date	Day	Time	Title	Duration	Description
7/7/2009	Tuesday	10:00 AM	Fiduciary Responsibilities: Part 1	2 hrs	Part 1 of this workshop will cover the fiduciary and legal responsibilities of union officers, the LMRDA, and the APWU National Constitution.
7/9/2009	Thursday	5:00 PM	Fiduciary Responsibilities: Part 2	1.5 hrs	Part 2 of this workshop will cover the responsibilities of various officers, working as a team, planning for the future and goal setting.
7/14/2009	Tuesday	10:00 AM	Union Elections: Workshop for Officers	2 hrs	This workshop will address the local president and treasurer's roles in supporting the local election committee so that they may conduct a successful local election.
7/16/2009	Thursday	2:30 PM	Union Elections: Workshop for Committee Members	2 hrs	This workshop will assist local election committee members in understanding the laws and constitutional regulations concerning local elections.
7/21/2009	Tuesday	2:30 PM	Insurance & Benefits	1 hr	This workshop will discuss benefits that locals and state can provide to their membership, including supplemental insurance and 401k for the officers
7/23/2009	Thursday	5:00 PM	Recording Secretary's Duties	1.5 hrs	This workshop will address the proper way to take meeting minutes, the importance of standing motions and how to maintain meeting records
7/28/2009	Tuesday	10:00 AM	Trustees & Conducting an Internal Audit	1.5 hrs	This workshop will explain how to conduct an internal union audit and the responsibilities of trustees.
7/30/2009	Thursday	2:30 PM	Budgeting & Setting Goals	1 hr	This workshop will explain how to establish a local budget and set financial and other goals for the local union.
8/4/2009	Tuesday	2:30 PM	Fiduciary Responsibilities: Part 1	2 hrs	Part 1 of this workshop will cover the fiduciary and legal responsibilities of union officers, the LMRDA, and the APWU National Constitution.
8/13/2009	Thursday	5:00 PM	Trustees & Conducting an Internal Audit	1.5 hrs	This workshop will explain how to conduct an internal union audit and the responsibilities of trustees.

8/18/2009	Tuesday	5:00 PM	Fiduciary Responsibilities: Part 2	1.5 hrs	Part 2 of this workshop will cover the responsibilities of various officers, working as a team, planning for the future and goal setting.
8/20/2009	Thursday	10:00 AM	Union Finances: Part 1	2 hrs	This workshop will cover various aspects of managing the finances, budgeting, bookkeeping, and managing financial accounts.
8/25/2009	Tuesday	2:30 PM	Union Elections: Workshop for Officers	2 hrs	This workshop will address the local president and treasurer's roles in supporting the local election committee so that they may conduct a successful local election.
8/27/2009	Thursday	10:00 AM	Union Elections: Workshop for Committee Members	2 hrs	This workshop will assist local election committee members in understanding the laws and constitutional regulations concerning local elections.
9/1/2009	Tuesday	2:30 PM	Union Finances: Part 2	1 hr	This workshop will address creating a travel and business expense policy in accordance with the IRS.
9/10/2009	Thursday	5:00 PM	DOL & IRS Audits	1.5 hrs	This workshop will cover areas of concern for the IRS & DOL when local's are audited.
9/15/2009	Tuesday	10:00 AM	Union Finances: Part 1	2 hrs	This workshop will cover various aspects of managing the finances, budgeting, bookkeeping, and managing financial accounts.
9/17/2009	Thursday	2:30 PM	COPA	1 hr	This workshop will cover how to properly raise and collect COPA funds.
9/22/2009	Tuesday	10:00 AM	Union Finances: Part 2	1.5 hrs	This workshop will cover areas of concern for the IRS & DOL when local's are audited.
9/24/2009	Thursday	5:00 PM	Insurance & Benefits	1 hr	This workshop will discuss benefits that locals and state can provide to their membership, including supplemental insurance and 401k for the officers
10/8/2009	Thursday	10:00 AM	LM-2	1 hr	The LM-2 is the annual financial report required by the Department of Labor for unions that take in over \$250,000 in annual receipts. Learn the essentials about this form, so you may complete it properly.

10/13/2009	Tuesday	5:00 PM	LM-4	1.5 hrs	The LM-4 is the annual financial report required by the Department of Labor for unions that take in less than \$10,000 in annual receipts. Learn the essentials about this form so you may complete it properly
10/15/2009	Thursday	10:00 AM	LM-3	2 hrs	The LM-3 is the annual financial report required by the Department of Labor for unions that take in between \$10,000 and \$250,000 in annual receipts. Learn the essentials about this form, so you may complete it properly.
10/20/2009	Tuesday	5:00 PM	LM-3	2 hours	Department of Labor for unions that take in between \$10,000 and \$250,000 in annual receipts. Learn the
10/22/2009	Thursday	2:30 PM	LM-2	1 hr	Department of Labor for unions that take in over \$250,000 in annual receipts. Learn the essentials about this form, so you may complete it properly.
10/27/2009	Tuesday	10:00 AM	LM-4	1.5 hrs	The LM-4 is the annual financial report required by the Department of Labor for unions that take in less than \$10,000 in annual receipts. Learn the essentials about this form so you may complete it properly
10/29/2009	Thursday	2:30 PM	IRS Reports	1.5 hrs	This workshop will review the most commonly required IRS reports for locals

- *1) APWU has the right to cancel if there's not a sufficient amount of Participants
- 2) Copies of the presentation will be available 24 hours after the webinar
- 3) We suggest that you provide time-off for officers to participate in this training
- 4) We suggest that you call 10 minutes prior to the start of the webinar to ensure that you're able to connect