

No. 228/18

17th April 2018

TO: ALL BRANCHES

Dear Colleague

CWU MEMBERSHIP SYSTEM – MANDATORY OLS UPDATE OF CWU OFFICERS AND REPRESENTATIVE'S DETAILS REQUIRED

The CWU is required to hold accurate records of all CWU Officers and Representatives on our database.

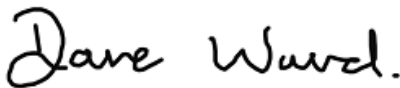
Following local elections and the reporting of results at the Annual General Meeting the branch should have updated their membership database using OLS.

It is clear that a number of branches have not made any changes to their listed branch officers or representatives during this period and therefore branches are immediately instructed to input any such changes to the system and to keep their representative records updated at all times.

We attach the OLS User guide explaining the process to Branch Secretaries for amending branch officer and representatives details and should branches require any further assistance or guidance in the completion of this mandatory task then please contact Matt Edwards at medwards@cwu.org or 0208 971 7260.

If branches have **any** changes to be made to their official CWU listed branch office details including address, contact numbers and email addresses they should immediately send these to gsoffice@cwu.org

Yours sincerely



Dave Ward
General Secretary