



LOCAL UNION OFFICERS INSTITUTE

===== **2025**

Empower, Inspire, Lead

NEW DATES

October 5-10, 2025



The Walter and May Reuther
UAW Family Education Center
Onaway, Michigan



LOCAL UNION OFFICERS INSTITUTE

The UAW Education Department will hold its Local Union Officers Institute on October 5-10, 2025. This institute will be held at the Walter and May Reuther UAW Family Education Center in Onaway, Michigan.

The institute will offer broad training for local union officers to learn their roles and responsibilities as leaders of a fighting union. New and seasoned officers alike will find this institute beneficial, and all will walk away with greater clarity about the expectations of their role.

This institute will provide local union officers with a clear understanding of their administrative responsibilities. Role-specific training will be provided for local union presidents, vice presidents, recording secretaries, and financial secretaries. Broad leadership and local union administration skills training will be provided to all delegates who hold other local executive board positions or aspire to become leaders in their local union.

ELIGIBILITY TO ATTEND

This institute is open to UAW members in good standing who are interested in learning more about their role as leaders. This institute is an ideal fit for local union presidents, vice presidents, recording secretaries, and financial secretaries, as role-specific training will be provided for each of these officer roles.

All other local union executive board members, including trustees, sergeant-at-arms, guides, and others, are also encouraged to attend. This institute is a good fit for aspiring leaders who seek to develop their skills and prepare themselves for future local union leadership opportunities. Whether new, experienced, or aspiring, local union officers of all kinds will attend relevant training tracks to level up their leadership skills at this institute.

Local unions representing members in all sectors and industries - including TOP, Gaming, IPS, Higher Education, Heavy Truck, Agricultural Implement, Automotive, and others - will find this training useful and are strongly encouraged to send officers to attend.

Attendance is mandatory at all sessions and is taken daily. Local unions will be responsible for payment of all lost time.

REGISTRATION

Local unions must register their delegates no later than August 25, 2025. The institute registration fee is \$75 per delegate and must be paid by local unions using ACH in LUIS. This registration fee covers the cost of lodging, meals, and materials and is non-refundable. Local unions will pay online through LUIS. Funds will not be withdrawn from local unions until after the region approves the delegates, a process that will take place after online registration closes.



INSTITUTE AGENDA

Delegates should arrive at the Family Education Center by 3:00 p.m. on Sunday, October 5, allowing enough time to attend institute registration on arrival, where they will receive a detailed program agenda. Delegates are invited to explore the campus grounds on Sunday or to visit area sites. A campus tour will be provided at 5:00 p.m., departing from the Main Lobby. Dinner will be provided in the Dining Hall at 6:00 p.m. The institute program will kick off promptly at 8:45 a.m. on Monday.

<div>Agenda</div> <div>October 5-10, 2025</div>	Sunday, October 5 – Arrival 3 – 5 p.m. Registration 5 p.m. Center Tour 6 – 7 p.m. Dinner
	Monday, October 6 8:45 a.m. Institute Opens 1:15 - 5 p.m. Workshops All meals served
	Tuesday, October 7 8:45 a.m. - 5 p.m. Workshops All meals served
	Wednesday, October 8 8:45 a.m. – 5 p.m. Workshops All meals served
	Thursday, October 9 8:45 a.m. – 5 p.m. Workshops All meals served
	Friday, October 10 - Departure 7:30 a.m. Breakfast 9 a.m. Institute Adjourns

ACCOMMODATIONS

Due to limited accommodations, delegate spouses/guests are not permitted to attend the Local Union Officers Institute.

All delegates attending this institute will be housed with a roommate (double occupancy). Delegates requesting single occupancy in a double room must pay an additional \$319.90 plus tax for the week upon their arrival and must specify this request upon check-in. These payments must be made by personal credit card, debit card, check, or money order. ***Requests for single occupancy rooms cannot be guaranteed, as room assignments are made prior to arrival at the Family Education Center.***

TRAVEL INFORMATION

All delegates are expected to arrive at the Family Education Center by 3 p.m. Eastern Time (ET) on Sunday, October 5, and remain until the institute concludes at 9 a.m. (ET) on Friday, October 10. Arrivals and departures should be arranged accordingly. **Local unions are responsible for all transportation costs.**

Passenger Vehicle

Please be advised of the following Walter and May Reuther UAW Family Education Center policy:

Vehicles allowed to park in the Family Education Center must be union-made and have a VIN number beginning with 1, 2, 4, or 5. If the vehicle VIN number is anything other than 1, 2, 4, or 5, parking accommodations are available in a lot adjacent to the Center's front gate.

Air Transportation

Once the local union delegate is approved to attend, the local union must complete the online airline reservation. Arrangements for booking airline reservations have been made with Travel Solutions International (TSI USA).

To ensure maximum savings, delegates who fly to DTW will be required to arrive in Detroit on **Saturday, October 4**. The UAW International will provide overnight lodging in Detroit for October 4, based on **double occupancy** at a Detroit Metro Airport hotel. Hotel shuttles will be arranged by the Family Education Center to meet delegates outside the baggage claim when their flights arrive.

At 8:30 a.m. (ET) on Sunday, October 5, a charter bus will take delegates from the hotel to the Family Education Center. Estimated arrival is before 3:30 p.m. (ET). A one-hour lunch stop is planned during the bus trip. The bus will leave the Family Education Center for the airport at 9:00 a.m. (ET) on Friday, October 10. ***For the return trip on Friday, October 10, no flights should be made before 5 p.m. (ET).***

CANCELLATIONS

Registration fees are non-refundable. Local unions should notify their regional office of any alterations to replace delegates who cancel. This institute is an investment in the future of your local union.

This official call includes information that should be shared with local unions.

In Solidarity,



Shawn Fain

President