
POLICIES & PROCEDURES RWTO/OERO

Retired Women Teachers of Ontario

Organisation des enseignantes retraitées de l'Ontario



October 2017

INTRODUCTION

The Constitution is the basic governing document of the Retired Women Teachers of Ontario / Organisation des enseignantes retraitées de l'Ontario. Policies provide a guideline for future action. They are stated in general terms and imply an intention. They clarify what the Board of Directors hopes to accomplish and how the Board wishes the organization to act. All policies must comply with the Constitution.

Policies are guidelines which assist the Board in making decisions. The Board has the authority to make policy, the obligation to see that policies are followed, and the responsibility to approve exceptions to policy. Only the Board has the authority to determine policy.

Policy answers the following questions:

How will the Board organize and direct the work of the organization?

What structure will be used to do this?

Employees and Board members must follow the established policy of the organization.

Procedures are the specific detailed steps for carrying out the policies of the organization. Procedures are developed for repeated and consistent application in day-to-day operations. They are based on policy and ensure that all operations are consistent with established policy.

The process of developing policies and procedures involves the policy makers, the Board, and those who must implement them, staff and members of the Board.

Decisions about policies and procedures are recorded in the minutes of meetings at which they are made. This Manual compiles those decisions in a document which is easy for all members to use, and which can be updated regularly. Policies are cross-referenced to relevant articles of the Constitution to enable users to easily locate all information available about a particular topic in the document.

Updated October 2012

POLICIES AND PROCEDURES MANUAL

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I. MEMBERSHIP POLICIES

It is the policy of RWTO/OERO that:

1. Membership

- a. To be a member of RWTO/OERO, a retired teacher must pay her Provincial fees.
- b. A retired woman teacher may join at any time during the year. (Revised October 2016)
- c. A retired woman teacher holds membership in the Branch to which she pays her Provincial fees. She is eligible to serve on the Executive of that Branch and/or be a delegate of that Branch. (Revised October 2016)
- d. In addition, a member may pay a local Branch fee to other Branches where she wishes to attend. (Revised October 2010)
- e. RWTO/OERO will provide branches with a free membership pin for each new member. (Revised October, 2012)

The following procedures will be used to implement this policy:

1. Upon request, the Program Coordinator will distribute membership pins to the Area Director.
2. Upon request, the Area Director will distribute membership pins to the Branch President.

2. Lapsed Membership

- a. Members are considered to be lapsed and no longer members if they have not paid Provincial membership fees by November 30 each year.
- b. On April 1, annually, the names of all members who have not paid their dues shall be removed from the membership database.
- c. If a branch wishes to make a lapsed member a Life Member, the membership fee for that member must first be paid. Then the branch may proceed to make her a Life Member. (Revised June 2011)

The following Procedures will be used to implement this policy:

1. In January each year, the Executive Secretary-Treasurer will prepare a list for each Branch of all branch members, including those with unpaid dues. This list shall be sent to the Branch Presidents and to the Area Directors by January 31st. **(Revised October 2017)**
2. Local Branch Treasurers shall notify all unpaid members of their status before this date. The Branch Treasurer or her appointee shall try to determine if the lapsed member would be better served by becoming a Life Member. (Revised October, 2010)

3. Life Member

- a. Life members are excluded from the membership numbers when calculating the number of paid-up members which determines the number of voting delegates for the Annual Meeting allowed for the Branch. (Revised October, 2009)
- b. Life Members and their spouses qualify for RWTO/OERO Insurance unless they are living in and receiving medical care and/or convalescent services in a facility that provides these services as part of the resident fee.

4. Death of a Member

- a. The death of an RWTO/OERO member should be communicated directly to the Executive Secretary-Treasurer at Provincial Office as soon as possible.

The following Procedures will be used to implement this policy:

1. Notification may be made by phone, e-mail or letter, including the member's name and address, and date of death if information is available.
2. A Branch President, Goodwill Convenor or Treasurer must verify a member's death when sending the information to Provincial Office.

SEE ALSO

CONSTITUTION

Article III - Membership and Fees

II. PROVINCIAL MEETINGS POLICIES

1. Meeting Arrangements

- a. The Provincial President or her designate makes the arrangements for accommodation and meals for each Executive and Board of Directors Meeting. The Convention Convenor shall make arrangements for meals for the Annual Meeting in consultation with the President. Board members are responsible for making their own arrangements for accommodation at the Annual Meeting. (Revised October 2010)

2. Minutes of Meetings

- a. The minutes of each all Board of Director Meeting will be sent to the Area Directors, Past President, incoming Honorary President, and any Chair of an Ad Hoc Committee who is not a member of the Executive prior to Board Meetings. (Revised October 2016)
- b. An electronic back-up of minutes of Executive and Board meetings will be kept centrally along with the back-up of financial records.
- c. If the Board wishes an action to become policy, there should be a written motion to that effect. (Revised June, 2009)
- d. ~~No~~ camera sessions are not to be recorded in meeting minutes. Only approval of the actions of the sessions should be recorded. (Revised October, 2010)
- e. Results of motions or business done electronically i.e. email, conference calls should be included in the next set of minutes. (Revised October, 2010)
- f. Documents and minutes are the sole property of the RWTO/OERO Board and are to be used only with the authority of the Board. (Revised June, 2009)
- g. All minutes must be signed by the recording secretary.

3. Audit Committee

- a. The Audit Committee meeting shall be held annually.
 - i. If the Executive Secretary-Treasurer has the auditor's report by the May board meeting, the report will be presented at that time.
 - ii. If the auditor's report is not ready until after the spring board meeting, the audit committee will meet prior to the Pre-Annual Board Meeting. (Revised May 2015)

SEE ALSO:

CONSTITUTION - Article V - Duties of the Board of Directors

Article VI - Duties of the Executive Officers

Article VIII - Duties and Structure of Provincial Committees - 4. Finance Committee, 5. Audit Committee

Article X - Annual Meeting

POLICIES AND PROCEDURES MANUAL

III - Finance Policies - 5. Reimbursement of Expenses

Appendix C - Job Descriptions

III. FINANCE POLICIES

It is the policy of RWTO/OERO that:

1. RWTO/OERO Funds

- a. Investment withdrawals/transfers will have two (2) authorized signatures.
- b. These signatures shall be those of the Executive Secretary-Treasurer and either the Provincial President or the Provincial First Vice-President.
- c. Copies of Financial Reports should be sent monthly to the members of the Finance Committee: President, Past President, First and Second Vice-President and also to the Chair of the Audit Committee (usually the President). (Revised October 2012)
- d. The Executive Secretary-Treasurer shall from time to time as necessary obtain a signature from the President or First Vice-President to transfer funds into a single-signature interest account to cover day-to-day operations.

2. Annual Budget

The following Procedures will be used to implement the budget process

1. The Finance Committee prepares the proposed budget at the May (spring) Executive and Board meetings based on detailed financial information provided by the Executive Secretary-Treasurer. The budget reflects the program priorities of the organization. (Revised September 2015)
2. The Provincial Executive, acting as the Finance Committee, is the watchdog of the financial affairs of RWTO/OERO.

3. Fees

a. Membership Fees

- i. The Provincial fee for each member who retired after August 31, 1980 shall be \$40.00 and must be received by the Provincial office on or before November 30 for inclusion in the calculation of Convention delegates for each branch.
- ii. The fee for each member who retired on or before August 31, 1980 shall be frozen in perpetuity at \$15.00.

b. Fee Rebates to Branches

- i. The annual branch rebate per paid Provincial member shall be 25% of the membership fee, commencing with the 2008-2009 membership year. The rebate on the fifteen dollar membership fee shall remain at \$8.00.
- ii. The minimum Branch rebate shall be \$200.00. (Revised June 2014)
- iii. Fees received for members who join after March 31, will be considered as fees for the next year, and rebates will be paid in the following year
- iv. Rebates will not be paid for renewing members who pay their fees after March 31.

The following Procedures will be used to implement this policy::

1. Rebates for fees received at the Provincial Office by October 15 will be mailed within 60 days of October 15.
2. Rebates for fees received at the Provincial Office by November 30 will be mailed within 60 days of November 30.
3. Rebates for fees received after November 30 will be mailed by March 31

4. Honoraria

- a. The President's honorarium shall be \$1200, effective June, 2009.
- b. The recording secretary's honorarium shall be \$750 annually, effective June 2011.

5. Reimbursement of Expenses

The primary goal of this policy is to reimburse members for their expenses in a fair and consistent manner so that all members and all Branches are treated equally. These provisions provide for the reimbursement of reasonable expenses necessarily incurred for RWTO/OERO business and do not constitute income or other compensation that would open the way for personal gain.

A. General

- a. Members shall be invited to official meetings by the President or the Committee Chair, and the President or Committee Chair shall inform the Executive Secretary-Treasurer in advance about all meetings with the list of approved attendees. Expenses related to meetings shall be reimbursed only for members whose names are on the approved invitee lists.
- b. Costs shall only be reimbursed to the member based on the contents of receipts for actual expenses incurred except:
 - i. Mileage will be logged by the member for the distance between the member's home address and the destination (may be verified by the Executive Secretary-Treasurer based on MapQuest) unless otherwise arranged in advance.
 - ii. Tips can be added to the cost of meals and with the tip amount printed onto the receipt.
 - iii. Where it would be difficult to obtain a receipt (e.g. transit fares), items worth less than \$10 do not require a receipt.
 - iv. If an ETR (electronic toll road) statement is unavailable in time for submitting an Expense Report, members can go online to the toll road site, (e.g. 407ETR) to determine the amount. Members must include the printout of the toll calculation bill as part of their Expense Report. Members are asked to travel on the ETR highway(s) only when necessitated by heavy traffic on alternate routes. (Revised October 2017)
- c. Expense claims must be submitted to the Executive Secretary-Treasurer within forty-five (45) days of the event and not later than March 31, the end of the fiscal year. Expense claims submitted after forty-five (45) days must be submitted to the President before any payment will be made. If the President decides there were special circumstances causing late submission of the claim, then authorizing payment would follow. (Revised October, 2012)
- d. RWTO/OERO is not responsible for any member's expenses even if incurred while on RWTO/OERO business except as outlined in the following sections (i.e. RWTO/OERO is not responsible for claims such as accident-related costs, speeding tickets, lost/damaged luggage, pet-sitting costs, etc.).

B. Travel

- a. Expenses shall be reimbursed for transportation from the member's home address to the destination and back using the most direct and economical means available (i.e. member's car, intercity bus/train + taxi, etc.). Any exceptions require preauthorization from the Provincial Office, and the reason must be noted on the Expense Report form.

- b. Mileage shall be reimbursed using RWTO/OERO's official mileage (\$.50/km) as of April 13, 2011. This will be reviewed and updated as required by the Board.
- c. When the member drives to a meeting, associated parking costs shall be reimbursed.
- d. Whenever possible, members who are claiming mileage expenses are asked to pick up and travel with other members in order to reduce RWTO/OERO's travel costs. In these cases, the distance each way will be from one member's home to the other's and then to the meeting destination. (Revised October, 2012)
- e. One half of the amount submitted as an ETR (electronic toll road) expense shall be eligible for reimbursement. (Revised October 2017)

C. Accommodation

- a. Whenever hotel accommodation is required in order to attend a meeting/function, expenses shall be reimbursed for the appropriate number of nights, including the evening prior to an early morning event or the evening following the conclusion of an evening event, where it is deemed necessary because of travel arrangements. Preauthorization from the Provincial Office is required for any additional nights, and an explanation should be noted on the Expense Report. Neither the Branch Delegate nor the Alternate Delegate may claim accommodations, meals on route or travel expenses. (Revised October, 2012)
- b. Members entitled to submit a claim for accommodations are expected to share a room with at least one other member. If a member travels with a spouse or other guest, RWTO shall pay for only one-half of the total for the contracted room rate plus associated taxes. Preauthorization from the Provincial Office is required for any member to be reimbursed for the full cost of an unshared room, and the reason must be noted on the Expense Report form. (Revised October, 2012)
- c. Only the room costs shall be reimbursed, i.e. no reimbursement for personal discretionary expenses such as entertainment, long distance, laundry, internet, etc. Members shall be reimbursed based on the double-occupancy rates at the designated hotel(s). Preauthorization from the Provincial Office is required for any claims that will exceed the rates at the designated hotel(s).
- d. Members entitled to submit a claim for accommodations and traveling more than five hours driving time each way to attend official meetings (Board, Committee, Convention,) are allowed to claim the cost of one extra night's lodging each way.

D. Meals

- a. Executive and Board Members shall be reimbursed for the reasonable cost of meals while they are traveling on RWTO/OERO business up to a maximum of \$50 per day per person (excluding alcohol) plus up to 15% tip plus applicable taxes. Receipts are required. Whenever possible, members should ask for separate cheques. If a member pays for a group of members' meals, she must list all the names of the members she has paid for on her Expense Report.
- b. Members traveling more than 5 hours driving time each way to attend official meetings (Board, Committee, Convention,) are allowed to claim the cost of one extra day's meals each way.

E. Long Distance, Conference Calls, Supplies, Postage, etc.

- a. Executive, Board Members and Committee members shall be reimbursed for the reasonable cost of conducting RWTO/OERO's business including long distance, conference calls, office supplies, copying, photo printing, postage, etc. Receipts are required. The applicable Executive/Board/Committee classification and the reason for the expenditure must be noted on the Expense Report.

F. Convention – DEFINITIONS AND DELEGATE REIMBURSEMENT . (October 2011)

Provincial Delegate – The first voting delegate from each and every branch is called the Provincial Delegate. Allowable expenses for her (i.e. Convention Package Fee, travel and hotel costs) are reimbursed by the Provincial organization.

Branch Delegate – All other voting delegates are called Branch Delegates. Only Branches with 51 or more members, not including Life Members, qualify to send branch delegates. The Provincial Organization reimburses only one Branch Delegate per branch, for the cost of the *Convention Package Fee and the portion of travel expenses, which exceed 800 km. The Branch Delegate may not claim accommodations or meals on route when travelling more than 5 hours each way to an event. (Revised October 2012)

Alternate Delegate – The Alternate Delegate **only** applies to Branches with 50 or fewer members. This delegate is one who can replace the Provincial Delegate on the floor of the AGM when the Provincial Delegate is unable to serve. The Provincial Organization will reimburse the Alternate Delegate for the cost of the *Convention Package Fee. The Alternate Delegate may not claim accommodations or meals on route when travelling more than 5 hours each way to an event. (Revised October, 2012)

* **Convention Package Fee** – This fee includes the cost of registration plus all the meals (with the exception of Wednesday lunch) at the convention.

- a. The above policies will apply for reimbursement of all allowable expenses of the Executive, Board Members, Provincial, Branch and Alternate Delegates (as defined above), Seminar Speakers, Steering Committee Members and other approved invitees except as follows:(Revised October 2017)
 - i. If there is a chartered bus for the trips between the member's home area and the Convention site, and if its arrival and departure dates coincide with the member's RWTO Convention meeting schedule, members are expected to take the bus and to claim only their share for the chartered bus (with their bus receipt attached) plus their mileage to and from the chartered bus pick-up/drop-off point.
 - ii. The second delegate's (i.e. first branch delegate) travel expenses shall be reimbursed as outlined above, but only for the portion of the approved mileage that exceeds 800 km. Thus, if a second delegate from a Branch travels a total of 1000 km return by chartered bus, she shall only be reimbursed for $\frac{1}{4}$ of the bus fare (i.e. $(1000-800) / 800 = \frac{1}{4}$).
 - iii. Whenever a meal is available as part of the Convention program, members are expected to register for the Convention meal. There should not be any meal receipts for other meals during the Convention.
 - iv. The full Convention meal prices shall be reimbursed for the member's meals based on the member's Registration.
 - v. The basic Convention Registration fee shall be reimbursed, excluding any late fees.
 - vi. Tours are a discretionary expense provided for members' entertainment, and so they are not eligible for reimbursement.
 - vii. Board or Committee members attending to official RWTO business during the afternoon on the Wednesday of the Convention instead of going on a tour may have the cost of their lunch on Wednesday reimbursed. Prior approval must be obtained. (Revised October 2010)
 - viii. Allowable travel, accommodation for one night, and AGM Wednesday banquet costs shall be reimbursed by Provincial for any Honorary Membership Award recipient not already eligible to claim these expenses at the Annual Convention at which she receives her award. (Revised October 2017)

- ix. The cost of the luncheon for each RWTO/OERO member who attends the Thursday Noon Banquet as an Over 90sqguest or as Mother and Daughterqguests shall be paid by Provincial. Moreover, the luncheon cost for one companion for an Over 90sqguest (as applicable) shall be paid by Provincial. (Revised October 2017)

The following Procedures will be used to implement this policy:

1. Expense claims should be submitted within forty-five (45) days of the event and not later than March 31, the end of fiscal year. Expense claims submitted after forty-five (45) days must be submitted to the President before any payment will be made. If the President decides there were special circumstances causing late submission of the claim, then authorizing payment would follow. (Revised October 2012)
2. The Executive Secretary-Treasurer will prepare an Expense Report for each eligible individual for each meeting and for the Convention. She will send blank Expense Reports to eligible members for other purposes on request.
3. Relevant receipts should be attached to a separate sheet to accompany Expense Report.

SUMMARY OF RWTO/OERO REIMBURSEMENT OF EXPENSES (Revised October, 2012)

EXPENSE REPORTS

Expense claims **must be submitted** to Provincial Office **within 45 days of the event**. Any claims submitted after the 45 day period will not be allowed unless authorized by the Provincial President.

Expense reports must be fully completed and signed. Fully completed means entering the name(s) of any member(s) who may have travelled in a vehicle with you, or who may have shared a room with you. If you did not drive but travelled with another member, indicate that on your Expense Report including the name of the member you travelled with.

RECEIPTS

The receipt must show what was purchased or consumed if related to meals. Credit card and/or debit receipts alone will not be accepted. Tips can be added to the cost of meals with the tip amount printed on the receipt.

Where it would be difficult to obtain a receipt, items worth less than \$10 do not require a receipt. Any claims made for amounts over \$10 will not be reimbursed without a proper receipt.

Receipts for accommodations must show the date(s) and charge for the room. Credit card and/or debit receipts alone will not be accepted.

CONVENTION EXPENSES

The **Provincial Delegate** is the first voting delegate from each branch. The Provincial Delegate may claim mileage expense (if she drove to the Convention), the Convention Package Fee, excluding any tour(s), and her proportionate share of accommodations.

Branch Delegate . All other voting delegates are called Branch Delegates. Only branches with 51 or more members, not including Life Members, qualify to send branch delegates. Provincial only reimburses **one** Branch Delegate per branch for:

- The Convention Package Fee, excluding any tour(s)
- Mileage if she drove but only the mileage which exceeds 800 km round trip
- Accommodations or meals while travelling are not reimbursed.

Alternate Delegate . The Alternate Delegate only applies to Branches with 50 or fewer members. This delegate is the one who can replace the Provincial Delegate on the floor of the AGM when the Provincial Delegate is unable to serve. Provincial **only** reimburses the Alternate Delegate for the Convention Package Fee, excluding any tour(s). Mileage, accommodations and meals while travelling are not reimbursed.

GENERAL

Travel . Whenever possible, members who are eligible to claim mileage are asked to pick up and travel with other members. Mileage is reimbursed using RWTO/OERO's official mileage (\$.50/ km) as of April 13, 2011.

Accommodations . Members are expected to share a room with at least one other member. If a member travels with a spouse or other guest, or requests a room alone, Provincial will only pay one-half of the total room rate, based on the double-occupancy rates at the designated hotel(s), plus applicable taxes.

Meals . Any member who may otherwise be entitled to claim for meals will be reimbursed while travelling on RWTO/OERO business up to a maximum of \$50 per day per person (excluding alcohol) plus up to 15% tip plus applicable taxes.

Driving more than 5 hours . Any member who may otherwise may be entitled to claim for travel, accommodations and meals and is required to drive more than five (5) hours driving time each way to attend official meetings, may claim the cost of one (1) extra night's lodging each way and the cost of one (1) extra day's meals each way.

G. Annual Area Meetings (Revised June, 2009)

a. Insurance Workshop Expenses

RWTO/OERO will cover expenses for Area Insurance Workshops in the years that they travel according to their needs up to \$200.00 per Branch. This money can be accessed only through the Area Directors.

b. Area Meeting Expenses

a. RWTO/OERO will cover expenses for Area Meetings to which all Branches are invited, up to a total of \$125 per Branch per year, with a minimum of \$200 per area. (Revised May 2015)

b. Use of the funds will be at the discretion of the Area Director.

c. Combination of Insurance and Area Meetings Expenses

An expense claim may be made under either Insurance or Area Expenses but not both.
(Revised June 2009)

The following Procedures will be used to implement this policy:

1. Following the event, the Director and/or Insurance Convenor will submit an expense report with receipts for costs such as meals, room rentals, printing, and postage for reimbursement.
(Revised October, 2009)

H. Grant (Revised October, 2016)

- a. RWTO/OERO will fund a lump sum grant of \$200.00 annually to small branches of 50 or fewer members as of March 31st to assist with their RWTO/OERO programming and operating costs.
(Revised October, 2016)

SEE ALSO:

CONSTITUTION

Article III - Membership and Fees

Article X - Annual Meeting

Article V - Duties of the Board of Directors

Article VI - Duties of the Executive Officers - 11. Executive Secretary-Treasurer

Article VIII - Duties and Structure of Provincial Committees:

A. Standing Committees - 4. Finance Committee and 5. Audit Committee

Article X - Annual Meeting - 6. Delegate Expenses

POLICIES AND PROCEDURES MANUAL

I. - Membership Policies

II. - Provincial Meetings Policies

VIII. - Convention Policies

IX. - Insurance Policies

XIII. - Awards Policies - 1. Honorary Membership

Appendix C - Job Descriptions

IV. PERSONNEL POLICIES

It is the policy of RWTO/OERO that:

- 1. Performance Appraisal**
 - a. From time to time the Review Committee may review and change the instrument used to evaluate the employee.

- 2. Accommodation**
 - a. When the Executive Secretary-Treasurer travels on behalf of RWTO/OERO, and an overnight stay is required, she is entitled to single-room accommodation at the expense of RWTO/OERO.

SEE ALSO

CONSTITUTION

Article VIII - Duties and Structure of Provincial Committees - 8. Review Committee

V. BOARD OF DIRECTORS POLICIES

It is the policy of RWTO/OERO that:

1. Nominations to Board of Directors

- a. Nominations for positions on the Executive, Board of Directors and Committees, must be submitted to the Nominations Committee Chairperson before January 31.
- b. The qualifications necessary to hold these offices must be published in the Newsletter when the vacancies are advertised (See criteria below).
- c. All qualified nominations for elected offices duly received must be included in the slate of candidates presented to the delegates at the Annual Meeting.
- d. Where there is more than one person nominated for an elected position, the resume of each nominee shall be included in the information package presented to the delegates at the Annual Meeting.
- e. Each nominee shall have the opportunity to address the delegates at the Annual Meeting.
- f. Area Directors are elected /selected from the areas according to the process described in Selection of Area Directors, Appendix A.
- g. The name of a new Area Director should be submitted to the Program Coordinator by January 15.
- h. Where a division or amalgamation has occurred and after approval by the Provincial Board, the name of the new Area Director, if needed, should be submitted to the Program Coordinator as soon as possible. (Revised October, 2016)
- i. All members of the Board of Directors should be familiar with RWTO/OERO Constitution and Policy and Procedures Manual. (Addition May, 2015)

2. Qualifications for Positions on the Board of Directors

a. Criteria for Selection of Parliamentarian

A candidate for Parliamentarian should:

- i. be an RWTO/OERO member in good standing
- ii. have knowledge of ***Bourinot's Rules of Order***
- iii. have experience in presiding over meetings
- iv. have good diplomatic skills
- v. have good communication skills, oral and written
- vi. be able to attend all meetings of Board and Executive
- vii. be able to assist and advise the President.

b. Criteria for Selection of Area Director

A candidate for Area Director should:

- i. be willing to serve a two-year term
- ii. have held a Branch Executive position
- iii. show marked understanding of the needs of her fellow members and the ideals of RWTO/OERO ~~of~~ ^{+ Caring and Sharing+}

c. Criteria for Selection of Communications Convenors (Revised October 2016)

1. A candidate for Communications Newsletter Convenor should have the following experience and qualifications:
 - i. understanding of and commitment to the vision, goals, and organization of RWTO/OERO.
 - ii. previous experience on the Board, on a Branch Executive, or preferably, on the Communications Committee.
 - iii. good planning and organizational skills.
 - iv. excellent English composition, grammar and proofreading skills.
 - v. previous experience with design and preparation of newsletters or other publications.

2. A candidate for Communication Website Convenor should have the following experience and qualifications:
 - i. excellent computer skills and experience including the following:
 - word processing and graphics applications
 - using various file formats
 - file compression and transfer
 - file management
 - web page design and editing (.html files)
 - ii. final newsletter layout is done by a graphic artist, and major changes to the website by the webmaster.

SEE ALSO:

CONSTITUTION

Article VI - Duties of the Executive Officers

Article VII - Duties of Other Members of the Board of Directors

Article X - Annual Meeting

Article XI - Communication

POLICIES AND PROCEDURES MANUAL

Appendix C - Job Descriptions

VI. PROVINCIAL COMMITTEES POLICIES

1. All Provincial Committees, including both standing and ad hoc, but excluding Annual Convention Committees, are established and appointed by the Executive according to the Constitution.
2. The Executive will determine the size, composition, mandate, duration and budget of any ad hoc committee which is established.
3. Each Provincial Committee will have in its membership at least one Board member, in addition to the President in her ex officio capacity. The appointed member will serve as liaison to the Executive and Board. The Membership and Communications committees may also include members-at-large. Vacancies for these positions will be advertised in the December newsletter.
(Convention 2015, Resolution #7)
4. A Committee may not enter into any commitment, agreement or contract - verbal, written or implied - for service or employment, with any individual, organization, or business without prior approval of the Executive.
5. Prior to beginning any of its duties, the Committee shall prepare a proposed budget for approval by the Executive.
6. Funds approved for Committee work will remain in Provincial bank accounts, and expenses will be paid by the Executive Secretary-Treasurer unless otherwise determined by the Executive.
7. A separate bank account may not be opened in the name of RWTO/OERO except as approved by the Executive, and within guidelines determined by the Executive.

A - Committee Reports (Revised May 2015)

- i. Committee reports will be informational, clear and concise.
- ii. A committee's report should be supported by a majority of committee members.
- iii. The report should be signed by the chair of the committee, or if the committee wants to give the report particular emphasis, by all members of the committee.
- iv. The chair of the committee shall present its report to the Board of Directors.
- v. Recommendations of the committee should be reported to the Board of Directors in the form of motions to be debated and possibly also amended.

SEE ALSO:

CONSTITUTION

Article V - Duties of the Board of Directors

Article VIII - Duties and Structure of Provincial Committees

POLICIES AND PROCEDURES MANUAL

Appendix C - Job Descriptions

VII. RESOLUTIONS POLICIES

It is the policy of RWTO/OERO that:

1. All resolutions to be presented to the Annual Meeting must be sent to the Constitution & Resolutions Convenor by November 15.
2. Resolutions received by the due date, along with their rationale, will be printed in the March newsletter to allow time for study and discussion.
3. Each resolution must contain only one key issue for decision. The intent of the resolution should be clear and concise.
4. The Constitution and Resolutions Convenor consults with the President and Parliamentarian when preparing the wording of resolutions.
5. Whenever a resolution presented to Annual Meeting has a possible financial implication for RWTO/OERO, the Board shall direct the Executive Secretary-Treasurer to prepare an accompanying information sheet for the delegates which outlines exactly what those implications would be and how the upcoming budget would be affected.(Revised October 2017)

SEE ALSO:

CONSTITUTION

Article V - Duties of the Board of Directors - 2. Board of Directors - (e)

Article VI -Duties of the Executive Officers - 4. First Vice-President

Article VIII - Duties and Structure of Provincial Committees - A. Standing Committees - 1. Constitution & Resolutions Committee

Article X - Annual Meeting

POLICIES AND PROCEDURES MANUAL

Appendix C - Area Director - Job Description

VIII. CONVENTION POLICIES

It is the policy of RWTO/OERO that:

1. Convention

a. Planning

- i. Each Convention Committee will be given an \$8000.00 non-refundable grant, payable two years in advance. (Revised October, 2017)
- ii. Each Convention Committee will be advanced a loan of \$5000.00 two years before the Convention. An additional loan of \$5000.00 is available upon request at the time of the contract signing. These loans shall be repaid to the RWTO/OERO Provincial Office before any Convention profits are calculated. (October 2017)
- iii. Profit from the Convention shall be divided 75/25 between the host Branch/ Branches and the Provincial Treasury. That is to say that the host Branch/Branches shall retain 75% of any profit and the Provincial Treasury shall receive the remaining 25% of any profit. The Convention Committee convenor shall submit a financial report listing income and expenses to Provincial at the following September Board meeting. That financial report will have been reviewed and signed by two Convention Committee members. (Revised October 2017)
- iv. The Provincial President is entitled to single-room accommodation at the Annual Meeting. Provincial RWTO/OERO shall pay Convention expenses (meals beginning with the Tuesday pre-annual lunch before the Board meeting, travel, accommodations (based on two members per room) for Incoming Board members. (Revised October 2010)
- v. Convention reports for the preceding three years shall be kept in the master copies of the Convention Handbook binder. The host Committee will update the Convention Handbook either electronically or with hard copies after each Convention, removing such materials that are no longer relevant. Four copies are required. One copy goes to each of the next two convening branches, one copy goes to the President and one copy is for the Executive Secretary-Treasurer. (Revised October 2015)
- vi. The Annual Report will be shipped camera-ready by the Recording Secretary to the Convention Convenor by mid-May for printing.
- vii. The Convention Convenor shall send a financial statement of income and expenses including original invoices to the Provincial Office by the September Board meeting following the Annual Meeting.

The following Procedures will be used to implement this policy:

1. The Convention Convenor selects her Committee from the Branches hosting the Convention. (Revised October, 2009)
2. The Convention Convenor works closely with the Provincial President throughout the entire planning process to ensure sufficient time for important business.
3. Progress reports are made to the Executive and Board of Directors throughout the year.
4. The Board approves the proposed registration fee at the September meeting.
5. The advertisement for the Convention appears in the December issue of Connections.
6. The Annual Convention of RWTO/OERO is held during the first week of June. The opening ceremonies begin on Tuesday evening and the final luncheon is held Thursday noon at which time the new officers and directors are installed.
7. The first business session takes place Wednesday morning and the second on Thursday morning. The Annual Banquet is held on Wednesday evening. (Revised October, 2009)

b. Registration

- i. Registration forms for the Convention will be sent as part of the March Provincial newsletter.
- ii. Completed delegate forms (sent out to Branch Presidents in January) should be returned to the Executive Secretary-Treasurer at Provincial Office by April 15. She will forward them to the Program Coordinator and Convention Registrar as requested by them.

2. Annual Meeting

- a. Incoming Board members attend the Tuesday Pre-Annual Board Meeting, but do not have voting privileges at that meeting. If the Incoming Board member is attending the AGM as an official Delegate from her Branch she will have voting privileges at the AGM business meeting. Otherwise, she is a visitor at the business meeting. (Revised October 2010)
- b. Provincial RWTO/OERO shall pay Convention expenses (meals, travel, accommodations) for those members appointed by the Program Coordinator to the Steering Committee.
- c. Scrutineers are chosen from the Host Branch (4 for each day) by the Convention Committee.
- d. The timekeepers and scrutineers shall be members of the local hosting convention area and shall be responsible for their own expenses.

3. Branch Delegates

- a. Each Branch is entitled to select voting delegates to represent their Branch at the Annual Meeting according to the number of paid-up members in their Branch as of November 30 of the previous year. A delegate must represent the branch through which she pays her provincial dues. (June 2011)
- b. If an appointed delegate is unable to attend the Annual Meeting (e.g. illness, family emergency), the Program Coordinator should be notified as soon as possible before the business meetings begin. The name of an alternate delegate should be given at that time.
- c. No substitutions will be accepted after the business meetings have begun.

The following procedures will be used to implement this policy:

- 1. The number of delegates allowed per Branch will be confirmed by the Program Coordinator based on information supplied to her from Provincial Office re paid-up memberships received on or before November 30.
- 2. Prior to the Annual Meeting, the delegates should become aware of the issues that will be arising at the Annual Meeting.
- 3. The delegates should gather information from their Branch regarding the issues so that they can knowledgeably represent their Branch's interests.
- 4. The delegates should attend all business meetings of the Annual Meeting.
- 5. The delegates should report back to their Branch decisions made at the Annual Meeting.
- 6. Individual Branches may remunerate additional delegates at their own discretion.

SEE ALSO:

CONSTITUTION: Article IV - Organization

Article VIII - Duties and Structure of Provincial Committees - B -3. - Convention Committee Convenor

Article X - Annual Meeting

**POLICIES AND PROCEDURES MANUAL:
XIII. Awards Policies**

III. Finance Policies –Reimbursement of Expenses

VIII - 2

IX. INSURANCE POLICIES

It is the policy of RWTO/OERO that:

1. There shall be yearly insurance workshops organized by the Provincial Insurance Convenor, Assistant Provincial Insurance Convenor and Insurance Broker for the purpose of training of branch membership.
2. There shall be regular contact with RWTO/OERO membership to keep them informed and updated concerning RWTO/OERO Insurance plans.

The following procedures will be used at the discretion of the Provincial Insurance Convenors and as the budget permits.

1. Annual training workshops for Branch Insurance Convenors and Branch presidents will be organized using a central provincial meeting, regional meetings, area meetings or branch presentations.
2. Various forms of communications including phone, mail, articles in Connections, email information, an information kiosk at the AGM, as well as a workshop presentation whenever possible, will be used throughout the year to keep the membership informed.
3. Contact information will be readily available and members will be encouraged to contact a member of the insurance team when questions or concerns regarding the RWTO/OERO insurance plans arise.

SEE ALSO:

CONSTITUTION

- Article VI** - Duties of the Executive Officers - 7. Provincial Insurance Convenor and
8. Assistant Insurance Convenor

POLICIES AND PROCEDURES MANUAL

- III. Finance Policy** - 5. Insurance Workshops
Appendix B - Guidelines for Branches
Appendix C - Insurance Convenors - Job Description
Area Director - Job Description

X. GOODWILL POLICIES

It is the policy of RWTO/OERO that:

1. Greetings shall be sent to all members who are 90 years of age and over for Birthdays, Christmas and in the spring.
2. Flowers or an appropriate tribute will be sent to each member celebrating her hundredth birthday. (October 2017)
3. *Get Well* and *Thinking of You* cards will be sent at the direction of the President.
4. A card and memorial donation, as determined by the President and Goodwill Convenor, will be sent in the event of the death of a member of the Executive or a Past President.
5. A card and memorial donation of \$50.00 will be sent in the event of the death of an immediate family member (spouse, child, parent) of a current Board member. (October 2017)
6. At the Post Annual Board meeting, an advance of funds will be made to cover goodwill costs. The Goodwill Convenor will maintain a record of all expenses, and present a report at the June meeting. (Revised May, 2015)

The following procedures will be used to implement these policies:

1. Flowers or an appropriate tribute for 100th birthdays should be sent through the local Branch who will verify the correct address and health of the recipient. Amount to not exceed \$100. (Revised September 2015)
2. The Goodwill Convenor will report any change of status of members over 90 to the Executive Secretary-Treasurer for updating the membership database.

SEE ALSO:

CONSTITUTION

Article VI - Duties of Executive Officers - 5. Second Vice-President

Article VIII - Duties and Structure of Provincial Committees .

B. Appointed Committees/Convenors - 1. Goodwill Convenor

POLICIES AND PROCEDURES MANUAL

Appendix B - Guidelines for Branches

XI. COMMUNICATIONS POLICIES

It is the policy of RWTO/OERO that:

1. The newsletter and website shall be the official communication with the membership of RWTO/OERO.
2. Publication of the newsletter shall be the responsibility of the Communications Newsletter Convenor and committee. Maintenance of the website shall be the responsibility of the Communication Website Convenor. (Revised October, 2016)
3. RWTO Provincial Office is identified as the official address for all mail, e-mail, and telephone calls from outside the Board in the newsletter and on the website. All communications will be forwarded to the Communications Newsletter Convenor and Communications Website Convenor by the Executive Secretary-Treasurer.(Revised October, 2016)
4. The Executive Secretary-Treasurer is responsible for business aspects of the newsletter and website, including, but not limited to, the following:
 - a. contracts for
 - i. layout, printing, and distribution of the newsletter
 - ii. host and major design changes of the website
 - b. budgeting and payment of bills

5. Newsletter:

- a. Content may include, but is not limited to:
 - i. information about the organization
 - ii. business meetings of the Executive, Board of Directors, and Committees
 - iii. Branch news of interest to all members (Revised October, 2009)
 - iv. public service announcements of interest to the general membership
- b. Advertising will not be included in the newsletter.
- c. Public Service Announcements (e.g. notices of school reunions) will be published at no cost for members.
- d. Format for the newsletter will be determined by the Communications Newsletter Convenor and Committee in consultation with the Executive Secretary-Treasurer and the Board of Directors. (Revised October, 2016)
- e. Each issue of the newsletter will be mounted on the website.

6. Website:

- a. Content of the website may include, but is not limited to:
 - i. history of and information about the organization, its goals, benefits, and activities
 - ii. contact information for Provincial Office, Board of Directors and Committees
 - iii. current events, activities and news from Board, Committees and Branches
 - iv. links to RWTO/OERO branches and other educational/retireesqorganizations
 - v. links to other sites of relevance to the general membership.
- b. Updates to information will be made in a timely manner to ensure accuracy and relevance of information.
- c. Advertising will not be included on the website.

6. Communications Committee

The Communications committee edits "Connections" three times a year in August, November and February. We do not change the style and intent of the material, but maintain consistency of language and punctuation throughout the edition. This is a one-year term, with the option of renewal for a second year.

An editor requires the following:

1. Excellent language skills, especially grammar and spelling. A style sheet will be provided for consistency.
2. Editing experience.
3. Solid computer skills and access to a computer.
4. The ability to commit to on-line editing in the first two weeks of August, November and February.

SEE ALSO:

CONSTITUTION

Article VI - Duties of the Executive Officers - 12. Communications Convenor

Article VIII - Duties and Structure of Provincial Committees - A. Standing Committees - 6.

Communications Committee

Article XI - Communication

POLICIES AND PROCEDURES MANUAL

Article V - Board of Directors' Policies - 2. Qualifications for Positions on the Board of Directors

Appendix C - Job Descriptions

XII. ARCHIVES POLICIES

It is the policy of RWTO/OERO that:

1. The following will be provided to the Archivist each year for placement in the archives:
 - a. a copy of all minutes and motions from Board, Executive and Annual Meetings
 - b. a copy of each Provincial Newsletter
2. Names in the "*In Memoriam*" book are to be those published in the March issue of the Provincial Newsletter. The names include all members whose notice of death was received by the Executive Secretary-Treasurer up to January 31 of that year.
3. Each year, the earliest year's photo(s) and write-up(s) will be removed from the Cora Bailey binders and placed in the archives. (Revised October 2017).

SEE ALSO:

CONSTITUTION

Article VII - Duties of Other Members of the Board of Directors - 2. Archivist

POLICIES AND PROCEDURES MANUAL

Appendix B - Guidelines for Branches - 2. Responsibilities of Branch President

Appendix C - Job Description - Archivist

XIII. AWARDS POLICIES

It is the policy of RWTO/OERO that the following honours may be bestowed on members:

1. **Honorary Membership**

Provincial Honorary Membership in RWTO/OERO is the highest honour that can be bestowed on a member for outstanding services to the organization at the Provincial level. This award is presented at the Annual Meeting.

a. **Criteria for Selecting Honorary Members**

- i. The most important consideration must be the member's contribution to RWTO/OERO at the Provincial level.
- ii. The contribution may include: length of service, provincial offices held with distinction, extraordinary care and devotion to a task, outstanding ideas or innovations introduced.
- iii. No more than four members may be selected in any one year.
- iv. The retiring Provincial President is automatically recommended for this honour at the completion of her term of office.

The following procedures will be used to select recipients of this award:

1. A notice and the criteria for selecting a recipient are placed in the December Newsletter by the Honorary Membership Chair, inviting Branch Executives and/or members-at-large to submit nominations for this award.
2. The name and the accompanying background information about the proposed recipient must be forwarded to the Honorary Membership Chair by January 31.
3. The Committee selects the recipients as soon as possible after January 31. The Chair presents the choices, along with the rationale for the selections, at the May (spring)-Executive and Board Meeting for discussion and ratification. The Chair of the Honorary Membership Committee then notifies the recipient(s).

The Committee then proceeds as follows:

1. The Honorary Membership certificates are obtained from the Provincial Office.
2. The names of the recipients are inscribed on the certificates. (Revised October, 2009)
3. The citation for each recipient is professionally typed or printed on one page so that it can be affixed to the back of the certificate.
4. The President signs each certificate. The Vice-President signs the certificate of the outgoing President.
5. The certificates should be mounted and framed for presentation.
6. The citation presenter shall be decided by the Honorary Membership Committee in consultation with the Branch or the individual involved.
7. A corsage is given to each recipient prior to the Annual Banquet.
8. Each recipient's expenses for one night's accommodation and traveling expenses are paid by the Provincial Office. A motion authorizing these payments should be presented at the May (spring) Provincial Board meeting. Recipients who are not presently Board members will receive an expense form from the Executive Secretary Treasurer.
9. The cost of each recipient's banquet ticket and corsage is the responsibility of the Honorary Membership Committee in conjunction with the Convention Convenor.
10. If the recipient(s) are not presently on the Board, the Honorary Membership Chair books the necessary rooms at the Convention venue. She must cancel these rooms if they are not required by the recipients.

2. Cora Bailey Award (Revised October 2017)

Cora Bailey was RWTO/OERO's first Executive Secretary-Treasurer. She held this position for eleven years until 1982 and wrote the RWTO/OERO History Book, **OASWT 1956-1976**. This award is made in her honour. The picture of Cora Bailey, donated by Jean Axcell from Peterborough, is on display at Provincial Annual General Meetings. (October 2017)

- a. The Cora Bailey Award is a Provincial Award that is given to a worthy recipient by an individual Branch.
- b. The Cora Bailey Award may be presented to any Branch member who has contributed outstanding service to her Branch. Serving on the Branch Executive is not a requirement.
- c. One to three recipients per Branch may receive the award per Membership year (September 1st to August 31st).
- d. A recipient receives the award only once from the Branch to which she pays her Provincial fees. She may not receive the award twice from the same Branch.
- e. All Branch members are eligible for this award whether or not they have received a Provincial Honorary Membership Award.

The following procedures and timelines will be used for the promotion and maintenance of records of Cora Bailey Award recipients:

1. Area Directors should promote the Cora Bailey Award among their respective Branches.
2. The Cora Bailey Award, including both the Certificate and Pin may be presented by a Branch at any time during the year.
3. Cora Bailey Award recipients are recognized at the Annual Convention via a display.
4. When a Branch has determined the Cora Bailey recipient(s), the Branch President shall forward to her Area Director, an 8 ½ x 11 page that includes:
 - Identification of the Area, membership year and name of Branch,
 - A photo of the recipient,
 - A short summary of the recipient's accomplishments within the branchA page shall be submitted to the Area Director for each recipient. The layout, border and design are at the discretion of each Branch. (Please see sample in Appendix D of the Policies and Procedures Manual). May 1st is the deadline date for submission. These information sheets will be placed in the Area Binder for display at the Convention.
5. It is the responsibility of the Area Director to bring the Cora Bailey Award binder for her Area to the Provincial Convention. Insertions for the binder should be organized by Branches and then by successive years, to make the information easier to access by Branch members.
6. The Convention Convenor, with the help of her Committee, will determine where the display will be set up. Area Directors will place their binders at the display. (Revised June 2011)
7. After display at the Provincial Annual General Meeting, the Cora Bailey Award binders will be picked up by the Area Directors, to be completed for the next year.
8. Each year, the Area Director will remove the earliest year's information, (maintaining four years in the binder), place it in the designated 9 x 12 envelope, (provided by the Archivist), and give the envelope to the Archivist at the September Board meeting, for permanent storage in the Archives at York University. The recipient(s) name(s), Branch and membership year should be recorded on the outside of the envelope.
9. Branches are encouraged to keep ongoing records of Cora Bailey recipients. (October 2017)

3. Barbara Bain Membership Award

The Barbara Bain Membership Award was created to honour Barbara Bain, a Past President and first Membership Convenor. Branches who achieve the largest actual increase in membership from April 1 to March 31 are eligible for cash awards.

- a. This award is presented to the three Branches with the largest increase in the number of regular paid-up members in their respective Branch size group. The calculations are based on the increase in the number of actual members in the Branch (How many new members join, minus the number of existing members that did not renew that year.) Adjustments are made so that no Branch is penalized by changes in the status of members (Life Members, Obituaries), other than having members cancel their RWTO/OERO membership.
- b. The three categories, based on the size of the Branch, are determined by the Executive Secretary-Treasurer in consultation with the President and the Membership Committee.
- c. The awards are \$100 for 3rd place, \$200 for 2nd place and \$300 for 1st place within each tier.
- d. Awards are presented at each Annual Meeting. (Revised May 2015)

4. Feather in Your Hat

The Feather in Your Hat was established by the Membership Committee to recognize creative, innovative and successful activities carried out by a Branch or a group of Branches who have worked cooperatively on a project that has clearly enriched the programs offered by RWTO/OERO. (Revised October 2014)

- a. Submissions for the award must be made to the Membership Convenor after January 1 and before March 1. In order to ensure that the submission has been received, notify the Membership Convenor by email and send the submission (i.e. hard copy) by mail. The Membership Convenor will confirm its arrival by email. (Revised June 2011)
- b. Chosen Branches have an article describing their activity or program published in the Provincial Newsletter and the Hat+itself is presented at the Annual Meeting.
- c. Two or three activities are honoured each year. (Revised October 2014)
- d. A list of recipients will be kept on file by the Membership Convenor. (Revised June 2011)
- e. After five years, the list of recipients will be given to the Archivist to be taken to the Archives at York University. (Revised June 2011)

SEE ALSO:

CONSTITUTION

Article III - Membership and Fees - 2. Honorary Member

Article VIII - Duties and Structure of Provincial Committees - A. Standing Committees -
3. Honorary Membership

XIV. BRANCH AND AREA POLICIES

It is the policy of RWTO/OERO that:

1. Branch Directory

- a. To facilitate the compilation of the Provincial Branch Directory, the outgoing President of each Branch will supply the names of the Branch President, Treasurer, Insurance Convenor(s), Goodwill Convenor(s) and Communications Convenor for the following year. (Revised September 2014)

The following Procedures will be used to implement this policy:

1. The form must be submitted even if there are no changes.
2. This information sheet should be sent via e-mail or mail to the Executive Secretary-Treasurer by mid-May prior to the Annual Meeting, so that the preliminary version of the Branch Directory can be distributed at the Annual Meeting.

2. Amalgamation Guidelines

Occasionally, it becomes feasible to amalgamate one or more Branches. The following Guidelines have been developed to facilitate this:

- a. The Provincial President will organize a meeting in that area with the Area Director, Branch Presidents and Treasurers.
- b. Costs will be covered by Provincial Office.
- c. Each Area will bring audited financial information and a complete list of members to the meeting.
- d. The willingness to amalgamate as well as any concerns will be discussed.
- e. Each Branch President will take the information to her Executive and full membership who will then vote.
- f. A formal letter from the one Branch will be sent to the other Branches, members with the signatures of the Area Director, Branch Presidents and the Provincial President.
- g. This letter will outline the problems and options, i.e. join the amalgamated Branch or become a Pay-Direct member. The attached form should be returned to the Branch President.
- h. A meeting of members from both groups will then be held.
- i. This would include a formal ceremony to turn over books, cheques, photos and artifacts.
- j. If possible, the current Provincial President should initiate the process, with the Area Director and Branch President delegated to follow-up.

3. AREA DIVISION OR AMALGAMATION (Revised October, 2016)

- a. The Area Director will have a discussion within the area that is seeking a change, ensuring that the executives of the affected Branches are in agreement that the proposal be taken to their membership for approval.
- b. The Area Director should include the issue in their Report at meetings if their area is holding discussions so that the Provincial Board is aware of the possible change.
- c. If a vote of the affected Branch membership supports the change, the Area Director will make a presentation, including rationale, to the Provincial Organization. The Provincial Board will hold a discussions and has final approval.
- d. The affected branches, under the direction of their Area Director would update their criteria for Appendix A, Procedures for Election/Selection of Area Directors.
- e. Any Change to Policy as a result of the division or amalgamation will be made according to XV in the Policies and Procedures Manual.
- f. In Appendix A the Area numbers will be added or deleted as required. New criteria would be added to Appendix A as submitted by the Area.
(Revised October, 2016)

SEE ALSO:

CONSTITUTION

Article VII - Duties of Other Members of the Board of Directors - 1. Area Directors

Article IX . Branch Organization

POLICIES AND PROCEDURES MANUAL

III. Finance Policies, 3.b. Fee Rebates to Branches

Appendix B - Guidelines for Branches

Appendix C - Job Description - Area Director

XV. POLICIES FOR REVISION AND UPDATE OF CONSTITUTION AND POLICIES

It is the policy of RWTO/OERO that:

1. Constitutional Changes

- a. Changes to the Constitution and Guidelines for Board of Directors made at the Annual Meeting will be updated by the Parliamentarian.

2. Policy Manual Changes

- a. Changes to the Policy Manual will be made by the Policy Committee chaired by the Past President.
- b. The Policy Committee should include at least one member from the previous year's committee to maintain continuity in the updating and formatting.
- c. A master file of the Policy Manual in PDF should be held at the Provincial Office.
- d. One copy of the Policy Manual should be available per Branch or Board member per year. (Revised June, 2009)
- e. Only one member of the Policy Committee should have the PDF and the other members should have the Read Only copy.

The following Procedures will be used to implement this policy: (Revised June, 2009)

1. Policy revisions must be done after the September Board Meeting. Any policy change resulting from the Annual Meeting must be identified by the incoming Policy Committee and brought to the full Board for approval. (Revised October, 2016)
2. After the minutes have been received, the Policy Committee shall make a change in the Policy Manual once a policy, a procedure or job description has been duly presented in writing, moved, seconded, approved and designated for inclusion in the Policy Manual by the Board of Directors.
3. The committee member who is in charge of computer revisions shall make a working copy only of the pages which need to be changed.
4. The committee member shall make the changes in colour and strikeout what has been removed and shall send those pages as an attachment to the Policy Manual Committee. Beside each change or section she shall write %evised+and date of revision.
5. The committee members shall review and edit the changes if need be and return them to the member in charge of the working copy.
6. The committee member in charge of the working copy shall change the font colour to black and shall replace the amended pages in the document.
7. The committee member responsible for the revision shall send the revised PDF copy to the Executive Secretary-Treasurer indicating on a list the pages which have been changed.
8. The Executive Secretary-Treasurer then shall send a copy of each page that has been changed, in PDF to all the Area directors who will make sure each Branch in their Area gets a copy.
9. All communications regarding the Policy Manual must be shared by all members of the Policy Committee, including the Provincial President.
10. Board members wishing to propose additions or changes to the policies should consult the committee prior to bringing them to the Board to confirm that the revisions are consistent with the rest of the document.

CONSTITUTION

Article VI - Duties of the Executive Officers

-2. Past President (h)

Article VIII - Duties and Structure of Provincial Committees - Standing Committees

-1. Constitution and Resolutions Committee.

-9. Policy Committee

XVI. RWTO / OERO ELECTION PROCEDURE

A) A Candidate

1. A candidate will submit a one-page bio with photo, following a form provided to the candidate, and forward it to the Chair of the Nominations Committee by **January 31st**. (Revised October, 2016)
2. A precis of this information should be included, for publication in the March Newsletter. Only those who have their candidacy will have the option of publication in the March Newsletter. (Revised October, 2016)
3. Campaigning at the Convention will consist of the one page summary of information about the candidate, including a picture, which will be inserted in the Convention package by the Convention Committee, under the direction of the Program Coordinator. The candidate is responsible for the one page summary to be submitted to the Program Coordinator by April 1. (Revised October, 2016)

B) The Election

1. The election will be held on the Wednesday morning of the AGM. The Presiding Officer will be the Past President/Chair of the Nominations Committee.
2. Each candidate will be allowed a three minute (maximum) speech, with a warning at the two minute mark. Speakers will proceed in alphabetical order, which will be announced before the speeches commence.
3. Each candidate will be allowed one scrutineer, who may be present for the counting of the ballots. They will observe all requirements of candidates' scrutineers, which will be explained to them by the Parliamentarian previous to the sessions of the AGM. Each candidate's scrutineer will sign the election results, which the Chief Scrutineer will turn over to the Presiding Officer of the election. (Revised October, 2016)
4. Ballots will be provided by the Program Coordinator, who will instruct the Delegates regarding eligible voters and marking of the ballot. (Revised October, 2016)
5. According to the Constitution, Article IV, 4 (b): If more than one candidate is nominated for any Executive Officers positions a secret ballot shall be held. Election of the candidate shall be by majority vote of the voting delegates in attendance. The election for each position will be held separately with the AGM business continuing as the ballots are being counted. (Revised October 2016)
6. In the case of a tie, the Presiding Officer/Past President shall cast the deciding vote. (Revised October, 2009)
7. Further details can be found in the election handbook. (Revised October 2016)

SEE ALSO:

CONSTITUTION

Article IV – Organization . 4. Elections

Article VI - Duties of Executive Officers . 2. Past President

Article VIII – Duties and Structure of Provincial Committees . 2. Nominations Committee

Article X - Annual Meeting -2. Annual Meeting - 8. Election

APPENDICES

This section of the manual provides detailed guidelines to assist members who hold various positions in the organization, or who might be interested in finding out what a particular position entails before making a commitment to assume such a position.

- A. Selection of Area Directors**
- B. Guidelines for Branches**
- C. Job Descriptions**
 - 1. Executive Secretary-Treasurer
 - 2. Past President
 - 3. Honorary President
 - 4. President
 - 5. First Vice-President
 - 6. Second Vice-President
 - 7. Recording Secretary
 - 8. Program Coordinator
 - 9. Insurance Convenor
 - 10. Goodwill Convenor
 - 11. Communications Convenor - Newsletter
 - 12. Communications Convenor - Website
 - 13. Membership Convenor
 - 14. Archivist
 - 15. Area Director
 - 16. Parliamentarian

APPENDIX A

PROCEDURE FOR ELECTION/SELECTION OF AREA DIRECTORS

Area 1 (*Owen Sound and Area, South Bruce, Dundalk-High Point, Beaver Valley, Wiarton and Flesherton*)

1. The area director's position is rotated among the six branches in Area 1.
2. The established rotation is: Owen Sound and area, South Bruce, Dundalk-High Point, Beaver Valley, Wiarton and Flesherton.
3. Notify each branch that the current Area Director has completed her term and will need to be replaced.
4. Ask for volunteers who would be willing to serve as a Director from the rotating Branch. If a Branch is unable to appoint a Director in turn, then the opportunity is passed on to the next Branch in the rotation.
5. A Director may serve one term (two years) or two terms (4 years) on the Provincial Board.
6. The current Director informs the appropriate Branch (next in rotation) one year in advance of her resignation date that the next director should be selected from their branch.
7. The current Director will meet with the incoming Director to discuss the role of the director and to mentor her in the new position.

Area 2 (*Palmerston, Guelph-Wellington, Kitchener-Waterloo, Stratford, Cambridge, Listowel*)

1. A Director should be a member of the RWTO/OERO who has had at least 2 years of experience on the Branch Executive preferably at least one as President.
2. The Area 2 Director's position should be rotated among the Area 2's six Branches.
3. If a Branch is unable to appoint a Director in turn, then the opportunity is passed on to the next Branch in rotation.
4. The sequence of Branches should be: Palmerston, Guelph-Wellington, Kitchener-Waterloo, Stratford, Cambridge, Listowel.
5. A Director may serve one term (two years) on the Provincial Board, unless she is unable to complete her term due to illness, death, or other unforeseen circumstance. She may opt to serve a second 2-year term with the agreement from the other five Branches.
6. The current Director informs the appropriate Branch (next in rotation) one year in advance of her termination date so that the next Director can be selected from that Branch.

Area 3 (*Chatham-Kent, London-Middlesex, Sarnia-Lambton, Windsor-Essex, St. Thomas-Elgin*)

The Area Director's position is rotated among Area 3's five Branches.

1. If a Branch is unable to appoint a Director in turn then the opportunity is passed on to the next Branch in rotation.
2. A Director may serve one term (2 years) or two terms (4 years) on the Provincial Board.
3. The current Director informs the appropriate Branch (next in rotation) one year in advance of her termination date that the next Director should be selected from their Branch.
4. Renewal of a Director's term is at the discretion of the Director.

Area 4 (Brant, Haldimand, Hamilton-Wentworth)

1. The Area Director's position is rotated among the three Branches in Area 4
2. The established rotation is: Brant, Haldimand, and Hamilton-Wentworth.
3. The current Area Director notifies the next branch in the rotation one year before the end of her term.
4. If a Branch is unable to select a Director in turn, then the opportunity is passed on to the next Branch in the rotation.
5. An Area Director serves one two year term and may serve a second two-year term with the affirmation of the Branches in the area.(Revised October, 2016)

Area 5 (Rendezvous, Scarborough, York North)

1. The current Area 5 Director initiates the process early in the year in which she completes her term of office (as soon as possible after the Annual Meeting). She contacts Area 5 Branch Presidents requesting nominations for potential candidates for the Directorship from their members.
2. Interested candidates are responsible for submitting a resume and letter of intent by a deadline determined by the Area 5 Director.
3. The Area 5 Director circulates the information about the candidate(s) to the Area Branch Presidents for their scrutiny.
4. Should there be a single candidate, the Area Director shall notify the Branch Presidents for consensus in sending the nomination forward to the Provincial Executive.
5. If there are two or more candidates, the Area 5 Director carries out a vote of the Area Branch Presidents (or their designate) by telephone, email, post or meeting. Each Branch has one vote.
6. In the event there is an even number of votes from the Branches, the Area 5 Director has a vote.
7. The current Area 5 Director notifies the Chair of the Provincial Nominations Committee of the name of the successful nominee as soon as possible before the departure of the current Area 5 Director.
8. Renewal of a Director's Term is at the discretion of the Director and Branches.

Area 6 (Blue Mountain, Daisy Wilson Coldwater, (Revised October 2014) East Parry Sound, Muskoka, Orillia)

1. Notify the branches that it is time for the current area director to be replaced.
2. The position of Area Director rotates among the five branches in the following order . Orillia, Daisy Wilson Coldwater, East Parry Sound, Muskoka, Blue Mountain.
3. If the branch whose turn it is cannot select a member, the opportunity passes to the next branch in the rotation.
4. An area director may serve one term (two years) or two terms (four years).
5. Renewal of the Director's term is at the discretion of the Director and the Branches,

Area 7 (Belleville, Durham North, Northumberland South Durham, Peterborough, Trenton)

1. A candidate must be a member in good standing of her Branch and of the Provincial organization.
2. The position shall rotate among Branches under the RWTO/OERO Constitution.
3. President of eligible Branches shall assist the outgoing Director in seeking a candidate.
4. Experience in Executive position(s) at Branch level would be an advantage, but is not a requirement.
5. The most interested and capable person will be sought.
6. Established geographical rotation will be followed: Belleville, Trenton, Northumberland, Durham North, Peterborough.
7. If the Area Director decides to step down after one term, the position will rotate to the next Branch.
8. If the Area Director exercises her option to serve a second term, the position will rotate on completion of the second term.
9. If no person from the appropriate Branch (according to the rotation schedule) is willing to serve, the candidate will be sought from the following Branch.
10. If more than one person offers her name as a candidate, that Branch will (s)elect the Director.
11. If no candidate offers herself, the Area Director, in consultation with the President(s), will recruit among members.

Area 8 (Gananoque, Upper Canada East, Kingston, Brockville, Napanee)

1. Notify each Branch that it is time for the current Area Director to find a replacement.
2. If no volunteers for the position are forthcoming, approach suitable candidates from various Branches to determine who might take on the position.
3. If possible, rotate the choice among the Branches.
4. Renewal of a Director's term is at the discretion of the Director and Branches.

Area 9 (Lanark, Ottawa-Carleton)

1. By October of the second year of her term, the Area Director shall inform the Branches that nominations are in order for the position of Area Director.
2. A nominating committee comprised of the President, Past President, First and Second Vice-Presidents shall prepare a slate of nominees.
3. At the November Executive meeting, the final selection of a nominee for the position shall take place.
4. An Area Director may serve an additional two-year term if she so chooses.
5. If the position becomes vacant for any reason, a replacement may be appointed by the Executive for the remainder of the term.
6. Renewal of Director's term is at the discretion of the Director and the Branches.

Area 10 (Sudbury)

1. The Executive discusses whom to approach and then talks with the chosen person to see if she will accept the position.
2. The candidate is presented to the membership at a General Meeting before March 15.
3. A call is made for any further nominations.
4. If there are any further nominations, a vote is held.
5. The name of the candidate is submitted to the Chair of the Provincial Nominations Committee by March 31.

Area 11 (Central Algoma, Sault Ste Marie)

1. The position of Area Director rotates between the two Branches.
2. Each Branch in its turn identifies a member to serve as the Director.

Area 12 (Burlington, Lydia Snow North Halton, Mississauga, Oakville and Peel North)

1. The Area Director's position rotates among Area 12 's five Branches in the following order: Burlington, Lydia Snow, Mississauga, Oakville and Peel North.
2. The Area Director will be a full member (not social or associate) of the Branch and have had some experience of being on the executive.
3. The Area Director is a two year term on the Provincial Board and she should keep track of the rotation of Branches.
4. One year in advance of her termination date, the current Area Director will inform the appropriate Branch President (next in rotation) that their branch is responsible for filling the position.
5. If a Branch is unable to appoint an Area Director in turn, then the position should be offered to the next branch in the rotation until it is filled.
6. If the above process has not been able to successfully fill the position before the end of her 2 year term, the current Area Director has the option of continuing for 1 more year and the process will begin again. (Revised May 2015)

Area 13 (St. Catharines, Lincoln West, Niagara South, Niagara Falls)

1. A Director is appointed for a term of 2 years and has the option of continuing on the Provincial Executive providing:
 - a) she wishes to continue
 - b) she has the affirmation of all Branches in her areaNote: 2016-2017 is the 2nd year of the term for the Area Director of St Catharines who served year 1 as Area 4 Director.
2. The Area Director's position is rotated among the four Area 13 branches. The established rotation is: St. Catharines, Lincoln West, Niagara South, Niagara Falls.
3. If a Branch is unable to recommend a candidate for the position, then the opportunity is passed on to the next Branch in the rotation schedule. (Revised October 2016)

APPENDIX B

GUIDELINES FOR BRANCHES

The Branch Executive in each area is a very important link between the Members-at-large and the Board of Directors. The Area Director is knowledgeable about provincial policies and procedures and can give ideas regarding local programs and activities.

1. Branch Executive Responsibilities

- a. **The Branch Executive shall consist of** members willing to fulfill the duties of the following: Past President, President or Co-Presidents, Vice-President, Secretary, Treasurer, Communications Convenor and Insurance Convenor. Additional members may be part of the Executive as determined by the branch: Honorary President, Membership, Issues and Concerns, Goodwill, Publicity, Newsletter and Social Convenors. Note: An Insurance Convenor must be appointed.
- b. The Branch Executive is encouraged to meet in a timely manner to plan the next year's program (meetings, projects, outreach, etc.).
- c. The Executive will ensure that a budget is prepared each year to be approved by the branch members. The budget should include all expected revenue and proposed expenditures for the fiscal year April 1 to March 31.
- d. The Executive is encouraged to produce an Annual Branch Brochure which lists the first names, e-mail addresses and/or phone numbers of the members of the Executive, the Area Director and Committee Convenors. The year's program with dates, places and times of the meetings should be printed and distributed to all members of the Branch and to the Area Director upon completion.
- e. A complete membership list with names and contact information of its members will be compiled and may be shared as agreed upon by the branch. Please be mindful of Privacy concerns.
- f. Annual Provincial fees are due to the branch treasurer on September 1 each year. They should be forwarded to the Provincial Office by October 15. Fees must be received by November 30th for paid members to be counted as eligible branch convention delegates. Note: Fees can be forwarded to Provincial Office as they are received.
- g. A Branch wishing to host a Provincial Convention/Annual General Meeting should extend the invitation, in writing, to the Provincial President at least two years prior to the proposed event.
- h. The Branch may send resolutions to the Provincial 1st Vice-President as deemed necessary by November 15th.
- i. The Branch Executive will send in submissions or applications for awards (e.g. Cora Bailey, Feather-In-Your-Hat) when requested.

2. Branch President Responsibilities (Updated September 2015)

- a. The Branch President should be familiar with the RWTO/OERO Constitution and Policy and Procedures Manual. It is available on the RWTO/OERO website, or by request.
- b. The Branch President will ensure that Guidelines for Branches be followed, paying particular attention to Program and Budget requirements (i.e. Financial Report and Membership Fees).
- c. The Branch President is the ex-officio of all branch committees.

- d. The names, addresses, phone numbers and e-mail addresses of the incoming Branch President, Treasurer, Insurance Convenor, Goodwill Convenor and Communication Convenor must be forwarded to the Provincial Office (for the Annual Provincial Directory) prior to May 15 following the Branch Annual Meeting.
- e. The Branch President and the Insurance Convenor are the chief promoters for the RWTO/OERO Hospital & Home Care Insurance Plan.
- f. The Branch President ensures that the names of deceased members are sent to the Provincial Office. Names received before January 31 will be published in the March edition of *Connections* and in the provincial *In Memoriam* book, which is displayed at the Convention /Annual General Meeting. Names received after January 31 will be published the following year.
- g. The Branch President should ensure that her branch is represented at all Area Meetings that are offered.
- h. The Branch President should invite the Area Director to one Branch Meeting per year (see Duties of Area Director, Revised October, 2010).
- i. It is recommended that the Branch President invite the Provincial President to one meeting each year. This could be accomplished as a single branch or in combination with another branch or branches from the same Area.
- j. The Branch President must send her Branch Annual Report to her Area Director by March 15. (Revised October, 2012)
- k. The Branch President ensures that the Branch sends delegates to the Convention/Annual General Meeting and that the delegates are registered.
- l. The Branch President should follow the timelines for Presidents provided by the Provincial Program Coordinator.

3. Branch Treasurer Responsibilities

- a. Each Branch must have a separate bank account under the Branch name.
- b. At least two signing officers must be appointed each year - usually the Branch President and the Branch Treasurer - with a third executive officer given the authority to sign in the absence of one of the others.
- c. The Branch Treasurer must keep a list of all the Branch Provincial members together with a record of the annual fees paid by each member. A list is prepared and provided to the Treasurer by Provincial Office to assist with record keeping.
- d. There is an annual flat fee for membership in RWTO/OERO which became effective April 1, 1999. Members who retired on or before August 31, 1980 will pay a flat fee of \$15.00 in perpetuity. Honorary members pay the annual fee.
- e. Each Branch Treasurer will receive from the Provincial Executive Secretary-Treasurer a package of materials containing new membership lists and cards, annual financial reporting forms, and an Invitation to Join brochures.

- f. The Branch Treasurer's books must begin April 1 each year when the balance from the last year's audited financial statement is recorded. All the money received, including the revenue from the luncheons should be recorded. The books must be closed March 31 to allow time for auditing before the Branch Annual Meeting. The audited financial report should be printed in the Branch Annual Report.
- g. A copy of the audited Branch Financial Report must be forwarded to the Executive Secretary-Treasurer no later than April 30th so it can be included in the Provincial Financial Report. It is satisfactory for two Branch members to audit the Branch Financial Report. Their dated signatures would indicate that they have completed the review and that the Treasurer's books are in order. (Revised June 2011)
- h. The Treasurer, the Branch President and one other Executive member are responsible for preparing the budget for the coming year. This budget must be presented first to the Branch Executive and then to the Membership for approval.
- i. The Branch Treasurer should attend the Area Directors' training workshop to make sure she understands her responsibilities and gets the latest information from the Provincial Board of Directors.
- j. Every Branch Treasurer should have a copy of the current Constitution and the Policies and Procedures Manual and be familiar with the contents of each. At the conclusion of her term of office, she shall pass her copy of both documents to the incoming Branch Treasurer. (Revised October 2010)
- k. In the event that a Branch Treasurer does not submit an audited financial report to the Executive Secretary-Treasurer by April 30th, the Executive Secretary-Treasurer shall notify the Branch Treasurer, the Branch President and the Area Director. (Revised October, 2012)

4. Branch Insurance Convenor Responsibilities

- a. The Branch Insurance Convenor shall attend the annual training workshop organized by the Area Director.
- b. The Branch Insurance Convenor and the Branch President are the chief promoters of the RWTO/OERO Hospital and Home Care Insurance Plan.
- c. At each meeting short, interesting presentations should be made concerning the value and benefits of carrying the plan.
- d. A supply of insurance brochures and applications should be available at every meeting to answer individual concerns.
- e. Every Branch Insurance Convenor should be familiar with the current RWTO/OERO Constitution, Policies and Procedures, and Insurance Convenors Manual. At the conclusion of her term of office, she should pass on all insurance-related materials and ensure the incoming Insurance Convenor is able to access the above documents
- f. The Branch Insurance Convenor should attend the annual insurance training workshop to become familiar with new aspects of RWTO insurance plans, and share ideas for promotion of these at the Branch level

APPENDIX C

EXECUTIVE SECRETARY-TREASURER - JOB DESCRIPTION

1. Be a liaison, working with the Provincial President, the Board, Branches, Committees, and individual members of RWTO/OERO.
2. Attend the full session of all Executive meetings, Board of Directors meetings, and Annual General Meeting.
3. Update the Provincial database with regular memberships, life memberships, cancelled memberships, obituary notices, address changes, etc.
4. Send letters to Pay Direct members annually in July or early August to remind them that membership fees are due in September. (Revised October 2014)
5. Prepare Treasurer's package in April or May to include (i) Memo to Treasurer, (ii) Remittance Report, (iii) blank Membership cards, (iv) Membership Brochures, and (v) Privacy Form. Note: Packages usually given to Area Directors at May Board meeting for delivery to Branches in their respective areas. (Revised October 2014)
6. Prepare a Directory of RWTO/OERO officers including names, address, phone number and email address. The Directory should include all Board Members, Committee Convenors, and Branch Officers (President, Treasurer, Insurance Convenor, Goodwill Convenor and Communications Convenor). This should be prepared and distributed as soon as possible following the Annual General Meeting to Board Members, Committee Convenors and Branch Presidents. **The report should be labelled with the Privacy Statement.**
7. Post membership fee payments to the Provincial database. Reconcile deposits and fees. Prepare and distribute remittance packages for Treasurers on an ongoing basis including receipts, updated remittance reports, and interim rebate cheques.
8. Issue expense cheques and pay other bills throughout the year.
9. Issue rebate cheques to Branches in accordance with the provisions of the Policy and Procedures Manual.
10. Send monthly financial statements and membership statistics reports to the Provincial President, Past President, and First and Second Vice-Presidents.
11. Prepare and send lists of ~~Over-Nineties~~ to the Provincial Goodwill Convenor as needed. (Revised October 2010)
12. Make backup copies of all updated files and accounting records for each month, and store them in the RWTO/OERO safety deposit box.
13. Prepare and present Financial Statements at each Executive and Board of Directors Meeting, and at the Annual General Meeting.
14. Prepare list of names of deceased members and forward to Communications Convenor at beginning of February for inclusion in March Newsletter. Send copy of list to Archivist for In Memorial List. Advise the printer of the provincial newsletter regarding the number of copies to be printed and email a spreadsheet of the list of names and addresses to the mail house. Receive reports from Canada Post re: undeliverable mail and record in database. Contact Branches for change of address for members where Canada Post has advised a Newsletter was undeliverable. Receive report on incorrect addresses from mail house and update database as required. (Revised October 2014)

14. Maintain e-mail list for members wishing to receive their Newsletter by e-mail rather than regular mail. Forward e-mail list of members to Communications Convenor for each Provincial Newsletter. (revised October 2014)
15. Assist the Board in the development of the Annual Budget for each year.
16. Arrange for the annual audit, prepare working papers as required by the auditor, and present the audited financial statements for the fiscal year from April 1 to March 31 to the Audit Committee prior to the Annual General Meeting.
17. Order office supplies such as cheques, membership cards, etc.
18. Print expense forms, Cora Bailey certificates and Honorary Membership awards as requested. (Revised October 2010)
19. Assist in the preparation of the Program Coordinator's annual mailing to the Branch Presidents and Area Directors, including the preparation of the Area Director's Annual Report, the Branch President's Annual Report, the Convention Delegate form and list of Branch members.
20. Receive instructions from Branches as to their Convention Delegates, and pass information along as needed to the Convention Committee and the Program Coordinator.
21. Work with the Convention Committee to collect the information needed to prepare Delegates and Board Directors' Expense Report forms. (Revised October 2010)
22. Prepare an analysis of the financial implications for presentation at the Annual General Meeting for any proposed resolutions.
23. Implement all assigned tasks and requests resulting from policy changes or other decisions passed by the Executive and Board of Directors.
24. In consultation with the President and the Edward Jones advisor, invest surplus monies in recommended investments.
25. Arrange for the transfer of funds between accounts (brokerage, bank's operating, and bank's savings) as required.
26. Perform office duties as required, pertaining to answering telephone and email (including those from website) and responding to their requests.
27. Contact Insurance Broker and /or Provincial Insurance Convenor in response to any inquiries from members or their family.
28. Obtain Certificate of Insurance for Branches as required for meetings.
29. Prepare and send letter to ETFO in March or April each year requesting a donation to RWTO/OERO's Annual Convention.
(Revised June, 2010)

PAST PRESIDENT - JOB DESCRIPTION

The Past President shall:

1. Chair the Nominations Committee.
2. Present the slate of officers and appointees to the Board of Directors, and to the membership at the Annual Meeting and conduct the election. (Revised October, 2009)
3. Be a member of the Constitution and Resolutions Committee
4. Chair the Review Committee.
5. Chair the Policy Committee and, with the help of her committee, update the Policy and Procedures Manual by adding, deleting and clarifying changes approved by the Executive and the Board of Directors during her term.

HONORARY PRESIDENT – JOB DESCRIPTION

The Honorary President shall:

1. Serve on the Board of Directors for one year.
2. Attend the September, the May and Pre-Annual meetings of the Board of Directors.
3. Install the elected officers and members of the Board of Directors at the Annual Meeting.
4. Serve on the Honorary Membership Committee with three members of the Board of Directors.
5. As Incoming Honorary President, serve as a member of the steering Committee at the AGM. (Revised October 2014)

PRESIDENT - JOB DESCRIPTION

The President shall:

1. Create the agenda and chair all Executive and Board meetings.
2. Create the agenda and chair the Finance Committee.
3. Create the agenda and chair the Audit Committee, if one is required.
4. Create the agenda and chair the Annual Meeting at the end of her term.
5. Serve as an ex officio member of all RWTO/OERO committees.
6. Be an official signing officer of RWTO/OERO.
7. Monitor RWTO/OERO finances and ensure that monies are appropriately used.
8. Be an active liaison with the Insurance Convenor and sign all communications sent to members by the Insurance Company.
9. Arrange for hotel accommodation and meals for all Board and Executive meetings.
10. Arrange for the signing of the Cora Bailey Awards.
11. Prepare and present a report at each Board and Executive meeting.
12. Prepare a report for the Annual Meeting reporting on the year's activities.
13. Visit Branches at the request of the Branch.
14. Communicate with Branch Presidents, informing them of pertinent information as often as necessary, throughout her term of office.
15. Respond to correspondence and e-mail in a timely fashion.
16. Actively participate in the planning of the June Annual Meeting. Invite the current and incoming Board members to a Pre-Annual luncheon.
17. Be a member/chair the hiring committee, when a new employee is hired.
18. Perform any duty that is necessary to ensure the smooth operations of the organization.
19. Present the incoming President with the Gavel of Office.
20. Ensure a report of the Convention over which she presides is prepared for the September Newsletter, and submit according to Newsletter timelines. (Revised October, 2013)

FIRST VICE-PRESIDENT - JOB DESCRIPTION

The First Vice-President shall:

1. Prepare Board Resolutions for the September Executive and Board meeting, if any are forthcoming.
2. Prepare the revised Resolutions, if necessary, for the following May Executive and Board meeting.
3. Submit completed Resolutions with their rationale to Communications Convenor for March Newsletter, according to timelines.
4. Make reports for each of the Executive and Board Meetings.
5. Line up speakers and seconders for each of the Resolutions for the Annual Meeting.
6. Read to the assembly each of the Resolutions for discussion and voting.
7. Present the Past President's pin at the Annual Meeting.
8. Prepare the agenda for the Post-Annual Board Meeting in preparation for chairing it after assuming the Presidency at the Annual Meeting.
9. Assign Board members to Committees for the year of her Presidency.
10. Prepare the time and place for the Executive Meetings and the Board Meeting for the following year.

SECOND VICE-PRESIDENT - JOB DESCRIPTION

The Second Vice-President shall:

1. Chair Goodwill Committee, prepare and present a written report at each Board and Executive meeting, as well as prepare a report for the Annual Report outlining the year's activities and accomplishments. Prepare Goodwill articles for the Provincial newsletter. (Revised October 2010)
2. Act as a member of the Policy and Procedures Committee. (Revised October 2010)
3. Act as a member of the Audit Committee, if one is required. (Revised October 2010)
4. Act as a member of the Finance Committee. (Revised October 2010)
5. Prepare rooming lists for the September and May Executive/Board of Directors meetings. (Revised October 2014)

RECORDING SECRETARY - JOB DESCRIPTION

The Recording Secretary shall:

1. Be elected at the Annual meeting for a one-year term. (Revised June, 2010)
2. Be responsible for recording the minutes of all Provincial meetings.
3. Receive the Annual Reports from the Officers and Directors.
4. Prepare the Annual Report in consultation with the Provincial President and forward it electronically to the Convention Convenor for printing.
5. Be a member of the Audit Committee, if one is required.
6. Receive a copy of all reports before the Board meetings.

Specific duties include:

1. Work closely with the Provincial President, being of assistance wherever possible.
2. Keep an official copy of all minutes including reports presented at the meetings and consecutively numbered motions.
3. Distribute a copy of all minutes, including Executive meetings, to each member of the Board of Directors, preferably within a month of the meeting.
4. Submit receipts for all expenses to the Executive Secretary-Treasurer.
5. Prepare stand-up name cards for all members of the Board of Directors.
6. Ensure that the Executive-Secretary Treasurer receives an electronic copy of all minutes which can be stored on disk.
7. Provide an approved copy of the year's minutes, with accompanying reports and motion forms, and the Annual Report to the Archivist. When the minutes from the Board and Annual Meetings at the Convention are approved at the September Board meeting, they should be given to her to complete the year's written records. (Revised October 2010)
8. Pass a copy of the previous year's minutes and other materials on to the incoming Secretary.
9. Forward the final edited Annual Report electronically to the Convention Committee for printing. (Revised October, 2015)
9. **Annual Report and Convention Responsibilities:**
 - a. Receive reports from all Directors, Convenors and Officers, electronically whenever possible, by mid-April for the Annual Report. Format, edit and proofread all reports to ensure accuracy and provided consistency throughout the report.
 - b. Include Minutes from previous Annual Meeting, Financial Report and Budget, summary of Rules of Order and such other items as may be identified by the Board.
 - c. Take minutes of the Audit Committee, if one is required, Pre-Annual Board Meetings, and Annual Meeting, and distribute them to the incoming Board and Recording Secretary. (Revised October 2015)

PROGRAM COORDINATOR - JOB DESCRIPTION

The Program Coordinator shall:

1. Coordinate the activities of all Area Directors including chairing a session at Convention to assess needs and discuss duties of the Area Directors.
2. Act as a liaison between Provincial Executive and the Area Directors by making reports at all Executive meetings and Board of Directors meetings regarding the activities of the Area Directors and Program Coordinator, and staying in contact with Area Directors regarding changes and requests from the Provincial Executive.
3. Support Area Directors in their planning for Area meetings.
4. Remind Area Directors to complete their Area Annual Report. Compile these reports for the Annual Report.
5. Prepare Program Report for the Annual Meeting.
6. In consultation with the Provincial President, choose topics for Networking Sessions at the Annual Convention, and contact facilitators for these presentations.
7. Send out information in January to all Branch presidents regarding Convention.
8. In coordination with the Executive Secretary-Treasurer and the Convention Registrar, ensure complete delegate list is compiled.
9. Organize the details for the official count of the voting Delegates at the Annual Meeting.
10. Select Returning Officer, Timer, and Scrutineers for the Annual Meeting in consultation with the hosting Branch. Hold a training session for these positions at Convention.
11. Select Steering Committee members, usually Past Presidents.
12. Prepare a seating plan for all Delegates for the Annual Meeting business sessions.
13. If there is an election, ensure that the one page summary submitted by the candidates is printed and submitted to the Convention Committee for inclusion in the Convention package. (Revised September 2015)
14. Manage and promote sales of any RWTO/OERO supplies at the Annual Meeting and throughout the year. (Revised May 2015)

PROVINCIAL INSURANCE CONVENOR – JOB DESCRIPTION

The Provincial Insurance Convenor shall:

1. Be a member of the RWTO/OERO Executive and Board of Directors, and report at all meetings.
2. Train and involve the Provincial Assistant Insurance Convenor in all aspects of the program.
3. Study all insurance materials thoroughly in order to represent the Insurance Plan at a highly professional level, and thus provide RWTO/OERO members with qualified information.
4. Organize and facilitate Insurance Workshops for all Provincial Areas in cooperation with each Area Director. (Revised June, 2009)
5. Make use of all available resources to promote the insurance plan to the membership.
6. Supply Branch Insurance Convenors with the necessary resources: e.g. applications, claim forms, lists of frequently asked questions, etc.
7. Present an overview of the Insurance Services at Branch meetings when invited. (Revised June, 2009)
8. Reply to all telephone and written queries from the membership concerning insurance.
9. Provide current insurance information for each RWTO/OERO Newsletter.
10. Submit to the Recording Secretary, in April, a report to be included in the Annual Report booklet. (Revised October 2010)
11. Work with the Insurance Broker in presenting a workshop (if feasible) as well as having a display of the insurance coverage and materials at the Annual Meeting.
12. Present a report at the Annual Meeting.
13. Keep detailed records of all business transactions, expense receipts, etc. to present to the Executive Secretary-Treasurer.
14. Transfer all pertinent information and records with Job Description to the Provincial Assistant Insurance Convenor at the end of the term of office.
15. Prepare a preliminary budget, subject to approval by the Board and present at the Spring Board of Directors meeting.

SEE ALSO:

Constitution: Article VI, 7. Duties of Executive Officers

GOODWILL CONVENOR - JOB DESCRIPTION

The Goodwill Convenor shall:

1. Send greetings to all Provincial Past Presidents and all those members who are 90 years of age and over for birthdays, Christmas and in the spring.
2. Arrange for flowers or a suitable tribute to be sent to each member celebrating her 100th birthday through her local branch, who will verify the correct address and health of the recipient. The cost is to be up to fifty dollars plus applicable charges.
3. Assist the Executive Secretary-Treasurer with keeping the data base current for the members over 90.
4. Send *Get Well* and *Thinking of You* cards at the direction of the President.
5. Send a card and memorial donation in the event of the death of a member of the Executive or a Past President upon consultation with the President.
6. Send a card and memorial donation in the event of the death of an immediate family member (spouse, child, parent) of a current Board member, upon consultation with the President.
7. Maintain a record of all expenses incurred in the performance of the above duties, and present the report to the June Board meeting.
8. Report to the Board at each meeting.
9. Prepare a submission for each newsletter.
10. Notify, in writing, a member who reaches the age of 100 that she may become a Life Member and shall no longer be required to pay membership fees as of the September following her one hundredth birthday. (Revised June, 2009)

COMMUNICATIONS NEWSLETTER CONVENOR - JOB DESCRIPTION

Major Responsibility: Content, currency and accuracy of newsletter

The Communications Newsletter Convenor shall:

1. Attend all Board meetings to be fully informed of RWTO/OERO initiatives, goals, activities, concerns, and receive direction/suggestions from the Board.
2. Liaise with Executive Secretary-Treasurer regarding business aspects of newsletter.
3. Identify possible changes, additions which would enhance members and visitors enjoyment and use of the newsletter.
4. Consult with President regarding content.
5. Chair the Communications Newsletter Committee and distribute responsibilities among committee members.
6. Whenever possible, train a member of the Communications Committee to assume the duties of the Communications convenor. (Revised October 2010)

For Newsletter:

1. Determine what articles, information will be in each of the 3 issues . suggestions from Executive or Board, information from Executive Secretary-Treasurer.
2. Establish time line for production of all issues in a year.
3. Establish procedure for receiving items from writers and managing files.
4. Identify writers or source for articles for each issue . e.g. Executive Members, Directors, Committee Chairs and Executive Secretary-Treasurer.
5. Receive updated branch directory from Executive Secretary-Treasurer and contact Branch Presidents with article submission procedure and schedule
6. Make necessary contacts to get articles by specified time in appropriate format.
7. Write and/or prepare articles and items as needed.
8. Make follow up contacts for articles if needed to meet deadlines and ensure accuracy.
9. Edit documents as submitted when necessary . e.g. to fit space available, style or format.
10. Submit finished articles in appropriate format by e-mail to Graphics Layout Artist with instructions as to order of articles, appearance, etc.
11. Make necessary changes and corrections to first draft . edit, proofread.
12. Receive and proofread final draft before signing off for printing to ensure it is error-free.
13. Proof printers copy for page order and colour quality.
14. Send newsletter to be loaded on website.
15. Receive e-mail list from Executive Secretary-Treasurer and e-mail newsletters to members on the list. (Revised October 2014)

COMMUNICATIONS WEBSITE CONVENOR-JOB DESCRIPTION

Major Responsibility: Content, currency and accuracy of website

The Communications Website Convenor shall:

1. Attend all Board Meetings to be fully informed of RWTO/OERO initiatives, goals, activities, concerns, and receive direction/suggestions from the Board.
2. Liaise with Executive Secretary-Treasurer regarding all business aspects of website.
3. Identify possible changes, additions which would enhance members' and visitors' enjoyment and use of the website.
4. Consult with the Provincial President regarding content.
5. Whenever possible, train a member to assume the duties of the Communications Website Convenor.

For Website:

1. Following each Executive, Board, Annual meeting, review contents of website to determine what changes are needed to the existing information based on new activities, decisions and notify Webmaster to make changes as soon as possible. (revised June 2011)
2. Obtain accurate information from appropriate sources - e.g. Insurance Convenor, Convention Convenor, and Provincial Office - and edit files as needed.
3. Send edited files to webmaster to be uploaded.
3. Initiate changes to the site which would make it more useful to members and the public - e.g. adding documents or links of interest to members or to facilitate RWTO/OERO activities.
5. Contact Branch Presidents and branch Communication Convenors to obtain updates for each branch. Updates to include yearly program, contact person and any newsletters or photos which the Branch wishes to submit.
6. Send updates to the Webmaster with %cc+ to Executive Secretary-Treasurer for payment purposes.

(Revised October 2016)

Criteria for Communication Committee Members

The Communications committee edits "Connections" three times a year in August, November and February. The style and intent of the material does not change, but maintains consistency of language and punctuation throughout the edition.

This is a one-year term, with the option of renewal for a second year.

An editor requires the following:

1. Excellent language skills, especially grammar and spelling. A style sheet will be provided for consistency.
2. Editing experience.
3. Solid computer skills and access to a computer.
4. The ability to commit to on-line editing in the first two weeks of August, November and February. (October 2015)

MEMBERSHIP CONVENOR - JOB DESCRIPTION

The Membership Convenor shall:

1. Call meetings to carry out the committee's business.
2. Prepare an agenda for the committee's business meetings.
3. Chair the committee's business meetings.
4. Support existing Branches.
5. Assist any Branch in need.
6. Speculate concerning areas in the province that may wish to learn more about RWTO/OERO.
7. Assist in opening new Branches.
8. Offer workshops, seminars and presentations when requested.
9. Supply updated and meaningful information to branch presidents at least once a year, preferably at the Annual Convention or shortly after.
10. Prepare and submit a Membership Report for each Newsletter.
11. Work closely with committee members, sharing in the responsibility.
12. Report to the Provincial President, the Executive and the Board of Directors.

Criteria for Membership Committee Members

Membership Committee Members will be expected to have an interest in and be willing to:

1. Support existing Branches and assist any Branch in need if requested to do so by the Convenor.
2. Generate ideas for maintaining existing membership and suggest creative ways of encouraging newly retired teachers to join RWTO/OERO.
3. Help to identify areas of the province, not currently served by RWTO/OERO where our organization might be of interest and, if required, assist in forming new Branches.
4. Be willing to offer workshops or presentations if requested to do so by the Membership Convenor.
5. Commit to responding to any on-line discussions promptly and thoughtfully.
(October 2015)

ARCHIVIST - JOB DESCRIPTION

The Archivist shall:

1. Be a voting member of the Board of Directors.
2. File into the archival records the materials collected by the Recording Secretary each year, including minutes and motions from Board, Executive and Annual meetings.
3. File into the Archival records a copy of each Provincial Newsletter.
4. File into the archival records other materials at the request of the Board of Directors.
5. Maintain the *In Memoriam* book and the *Honorary Membership* book, ensuring the appropriate names are inscribed in each. Names in the *In Memoriam* book should match those in the March newsletter.
6. Place the *In Memoriam* book and the *Honorary Membership* Book on display at the Annual Meeting.
7. Plan and conduct the *In Memoriam* Service at the Annual Meeting. This will require some assistance from the Convention Convenor.
8. In conjunction with the Convention Convenor, arrange for the display of the Cora Bailey recipients.
9. Arrange for the archival material to be taken to York University for storage in the Scott Archives every five years, i.e. years ending with a ~~0~~+ or a ~~5~~+.
10. Keep an inventory of all material sent to York University.
11. Keep a record of the recipients of the following awards: Cora Bailey, Barbara Bain, and Feather in Your Hat.
12. Collect and organize photos of provincial events into an album.

(Revised October 2014)

AREA DIRECTOR - JOB DESCRIPTION

The following are the responsibilities of an Area Director:

1. When she is first appointed, the Area Director shall:
 - i. attend the Tuesday afternoon session of the Pre-Annual Meeting as an observer,
 - ii. attend the Annual Meeting as a Branch Delegate or visitor,
 - iii. attend the Post-Annual Meeting as the new Director. (Revised October 2010)

2. During her term,
 - i. attend Annual Meeting as a voting member of the Board.
 - ii. attend all Board of Directors Meetings.
 - iii. be prepared to work on Provincial Committees.

3. (A) Organize an Area Meeting in her Area to include the Branch Presidents and other members of each Branch Executives as needed. Agenda items should include:
 - i. Duties of Branch Officers
 - ii. RWTO/OERO forms and their use
 - iii. Sharing of relevant information from Board of Directors and Annual Meeting.
 - iv. Review of the current time line for Presidents as outlined by the Program Coordinator.
 - v. Review the contents of the RWTO/OERO website.
 - vi. The sharing of individual Branch plans for the upcoming year.

(B) The Area Meeting maybe a joint Insurance Meeting with the Provincial Insurance Convenors and Branch Insurance Convenor(s) (Revised October, 2016)

4. At the discretion of the Area Director and/or the Provincial Insurance Convenor and/or Assistant Provincial Insurance Convenor, provide training and information for the Branch Insurance Convenors and/or membership as needed

5. Maintain close contact with Branch Presidents to assist in promoting RWTO/OERO or problem-solving. Each Area Director should visit each of her Branches at least once yearly. Mileage should be calculated from Area Directors home to destination. (Revised October 2016)

6. Follow up with Branches on communications and requirements for Provincial operations including:
 - i. Information from the Program Coordinator
 - ii. Unpaid dues lists, especially important for RWTO/OERO insured members
 - iii. Information regarding over-90 members
 - iv. Annual Branch Program Reports due March 15 to Director
 - v. Names of Delegates for Annual Meeting due April 15
 - vi. Updated list of Officers for the coming year before Annual Meeting,
 - vii. Support Branch Presidents regarding their responsibilities to Provincial as outlined in the Timeline for Presidents. (Revised October, 2016)

7. Review the Annual Branch Reports, then collate the reports and submit them as the Area Annual Report to the Program Coordinator by March 30. (Revised October, 2016)

8. Assist Branches with writing and submission of Resolutions for the Annual Meeting.

9. Assist Branches with amalgamation or division of Branches, and with the starting of new branches in her Area as required. (Revised October, 2016)

10. Contact the Program Coordinator, who is always available to provide assistance, whenever necessary. (Revised October, 2016)

The following procedures may assist with the implementation of these responsibilities:

1. A candidate for Area Director, prior to accepting the position, should give consideration to the time commitment, amount and type of driving required, and the amount of work involved.
2. For a smooth transition, the retiring Director and newly appointed Director should meet to review instructions from the Program Coordinator, letters or instructions previously sent to Branch presidents, and questions or concerns about the office of Director.
3. In some areas the Director may feel more comfortable travelling with a companion (i.e. the previous Director) when visiting outlying Branches.
4. Obtain the help of persons who have had previous experience with the preparation of Resolutions if necessary.
5. Contact the Program Coordinator, who is always available to provide assistance, whenever necessary.

Parliamentarian - Job Description

The Parliamentarian shall:

1. Be fully knowledgeable of ***Bourinot's Rules of Order***, organization of RWTO/OERO, and the RWTO/OERO Constitution.
2. Assist the President in following Parliamentary Procedure at Executive, Board and Annual Meetings.
3. Provide aid in the drafting of motions, amendments to the Constitution, or resolutions to the Annual Meeting as requested. She may offer recommendations for changes in wording or actions to the members, Executive Board, or authors of motions or resolutions.
4. When requested, advise the Provincial President or presiding officer on questions of Parliamentary Procedure. Only the Chair has the power to rule on a question of order. If the Parliamentarian has expressed an opinion at the request of the Chair, the Chair must still make the ruling.
5. During meetings, assist the President by keeping track of the order of those wishing to speak; status of motions or amendments; voting; etc.
6. Attend all Board of Directors, Executive and Annual Meetings or other meetings as requested by the President.
7. Clarify points of procedure if necessary.
8. Explain the process of passing a resolution.
9. Assist in ensuring that the business of the assembly moves along in an orderly manner.
10. Ascertain the presence of a *quorum* for convening meetings and legally transacting business.
11. Update the electronic file of the Constitution as needed.
12. Review and study the Constitution. If changes are required, ask the Chair of the Constitution and Resolutions Committee to present amendments or recommend the appointment of an Ad Hoc Committee to revise the document.
13. When requested, provide training in simple Parliamentary Procedures: how to state a motion; rules of debate; procedures; and other information to promote active participation in debate.
14. Preside at the Annual Meeting during debate of resolutions.
15. Before the Annual Meeting, provide the Program Coordinator with updates for delegate voting cards if required.
16. Provide Parliamentary Procedure updates for the final page of Annual Report if requested by Convention Convenor.

SEE ALSO:

CONSTITUTION

Article IV - Organization 1. Board of Directors (b) Executive Officers

4. Elections (d) Appointments to the Board of Directors (e) Voting

Article VI - Duties of Executive Officers (1) Parliamentarian

AREA (NO.) REPORTS

BRANCH NAME

PRESIDENT'S NAME

Guidelines for completion:

1. The first sentence is to include the following; branch name, paid-up membership, number of general meetings per year and average number attending the meetings.

Example: *Hamilton-Wentworth has 4 meetings/events a year with approximately 130 of our 304 members in attendance.*

2. The article is to contain approximately but no more than 150 words (about 10 lines of typing).
3. Your report should reflect activities that others would find interesting or that others may be inspired to initiate.

Suggestions for the Report:

- É Good **topics** for speaker or activity
- É A **charity** that was well supported and could be considered by others
- É An idea for demonstrating **Caring and Sharing** in your branch/community
- É A special **project** · e.g. how you increased membership, etcetera
- É Any other unique or interesting activity/idea that your branch would like to share

**RETIRED WOMEN TEACHERS OF ONTARIO
RWTO/OERO**



Date: _____

To: Provincial President

From: _____

Please consider this notification as my resignation from the position of
_____ within the Provincial Board of

Directors, effective _____.
(Date)

(Signature)

(Name . Please Print)

**Cora Bailey Award (Membership Year)
RWTO/OERO (Insert your Area and Branch)**

Insert picture of recipient

Name of the recipient

**Summary of what the member has contributed to her
RWTO/OERO Branch**

Letter size page 8 1/2 x 11. Choose your own border/font, etc.

Forward your submission to your Area Director by May 1st.

**Write-up with photo will be placed in the Cora Bailey Binder
by your Area Director for display at the Convention.**

INSTALLATION SERVICE

*** Note to Branches:** For installation service at the Branch level, please insert the word "Convenors" to replace the word Directors.

Will the newly elected Officers and Directors come forward as your names are called?
(Read each name and office)

At the beginning of your new year of work, it is fitting to review the goals of The Retired Women Teachers of Ontario / Organisation des enseignantes retraitées de l'Ontario. (RWTO/OERO)

These are:

1. To provide a strong communication network and opportunities for social interaction among retired women teachers at both the local and provincial levels.
2. To provide interesting and challenging programs for intellectual stimulation, information about issues of particular interest to retired teachers, and opportunities for cultural enrichment.
3. To provide support for colleagues especially in times of illness, loneliness, stress and sorrow.
4. To provide a unique form of hospital & home care insurance exclusively for members and their spouses at a reasonable cost.
5. To formulate an organized plan to increase membership in RWTO/OERO.
6. To ensure that RWTO/OERO is a financially well-managed organization both provincially and locally.

To the Newly elected Officers and Directors:

Do you promise to fulfill the duties and responsibilities conferred on you by the office to which you have been elected?

Answer: (I do)

To the members of RWTO/OERO:

Do you promise to support and cooperate with these elected Officers and Directors in the coming year as they carry out their duties?

Answer: (I do)

You have chosen your Officers and Directors for the coming year and they have accepted their duties and responsibilities. They are dependent upon your encouragement and support for the coming year.

Congratulations and Best Wishes for a very successful year. (*Shake Hands.*)