

RWTO/OERO

**Retired Women Teachers of Ontario
Organisation des enseignantes retraitées de l'Ontario**



Windsor-Essex Branch Guidelines

Fall 2021

Table of Contents

Preamble.....	Page 3
Branch Organization.....	Page 3
Term of Office.....	Page 3

Duties of Executive Officers

<i>Past President</i>	Page 4
<i>President</i>	Page 4
<i>First Vice-President</i>	Page 5
<i>Second Vice-President</i>	Page 5
<i>Recording Secretary</i>	Page 5
<i>Treasurer</i>	Page 6
<i>Insurance Convenor</i>	Page 7

Duties of the Honorary President and Convenors

Honorary President.....	Page 7
Archivist.....	Page 7
Goodwill Convenor.....	Page 8
Issues and Concerns Convenor.....	Page 9
Membership Convenor.....	Page 9
Newsletter Convenor.....	Page 10
Social Convenor.....	Page 10
Website Convenor.....	Page 10

Voting Rights	Page 11
----------------------------	---------

Delegates to the Provincial Annual General Meeting	Page 11
---	---------

Provincial Awards

Cora Bailey Award.....	Page 12
Barbara Bain Award.....	Page 12
Feather in Your Hat Award.....	Page 12
Honorary Membership Award.....	Page 12

PREAMBLE

The Windsor-Essex Branch of RWTO/OERO will be governed by the **Constitution** and the **Policies and Procedures** documents of **Provincial RWTO/OERO**.

In addition, we will adhere to these **Branch Guidelines**. A copy of this document will be kept in the front of the RWTO/OERO Provincial Policies and Procedures Manual for future reference.

A copy will be provided to Branch Board members.

BRANCH ORGANIZATION

1. The **Executive** shall consist of the following: Past President, President, First Vice-President, Second Vice-President, Recording Secretary, Treasurer and Insurance Convenor.
2. Other officers may include: Honorary President, Archivist, Goodwill, Issues and Concerns, Membership, Newsletter, Social and Website Convenors.
3. The **Board** shall consist of the Executive and other Officers.
4. Board members must be RWTO/OERO members in good standing, who pay their Provincial fees through this local Branch.
5. Branch Officers shall be elected at the local Annual Meeting usually held in the Spring.

TERM OF OFFICE

1. The term of office for the President is one year. The term of President shall not exceed two consecutive years unless a candidate has not come forward at the end of that time. In this instance, the President may serve an additional one year term.
2. The term of office for the First Vice-President is one year. It is understood that the First Vice-President shall move up to the office of President when the latter's term ends.
3. The term of office for the Second Vice-President is one year. It is understood that the Second Vice-President shall move up to the office of First Vice-President when the latter's term ends.
4. It is understood that the term of Past President, First Vice-President and Second Vice-President shall correspond to the presiding President.
5. All other offices shall be for a term of one year, renewable on a yearly basis.
6. With the exception of the position of Past President and Honorary President, all offices are open for nominations at the local Annual Meeting.

DUTIES OF EXECUTIVE OFFICERS

Past President

1. Participates in all Branch functions and supports the President.
2. Remains an active member of the Executive in an advisory role.
3. Conducts elections at the Spring Meeting.
4. May participate in installing new Board members at the Spring Meeting.

President

1. Works in conjunction with the Board.
2. Provides new Branch Board Members with a copy of the Branch Guidelines.
3. Participates in all Branch functions.
4. Is an ex-officio member of all committees.
5. Supports committee initiatives and may establish ad hoc committees.
6. Prepares a President's Message for each Branch newsletter.
7. Provides leadership and plans the agenda of each Executive meeting and Luncheon.
8. In consultation with the Executive, is responsible for arranging for Board and Luncheon meeting venues.
9. Is a signing officer on the Branch account.
10. Will review the Treasurer's books at the end of the March 31st fiscal year with the First Vice-President.
11. Approves all information to the public prior to its dissemination.
12. Is responsible for communication between the Branch membership and the Provincial Executive.
13. Maintains and updates the Branch copy of the Provincial Policy and Procedures Manual.
14. Attends the Provincial Annual General Meeting (AGM).
15. Invites the Provincial President to attend a Branch general membership Luncheon meeting.
16. Presents the Past President's pin at the Spring Luncheon
17. Maintains a list of Executive and Board Members and their terms of office. This list is given to the Archivist at the end of the President's term.
18. Organizes and maintains a President's file as a guide containing pertinent information and timelines for the next President.

First Vice-President

1. Participates in all Branch functions and supports the President.
2. Performs duties of the presidential office in the absence of the President.
3. In consultation with the Executive, is responsible for the non-business portion of the Luncheon program.
4. Contacts charitable organizations prior to Membership Luncheons.
5. Prepares information and acknowledgement cards to assist member volunteers with delivery donations.
6. Is responsible for the organizing of Luncheon canned goods, toiletries, gifts and monetary donations including pick-up and delivery. Maintains a record of the organizations receiving these donations.
7. Will review the Treasurer's books with the President.

Second Vice-President

1. Participates in all Branch functions and supports the President.
2. Assists the First Vice-President with the non-business portion of the Luncheon program.
3. Is responsible for purchasing Branch gifts as needed (e.g. Visiting Provincial President, Area Director, guest speakers, donations for conventions). Cost of these gifts to be determined in consultation with the Board.

Recording Secretary

1. Participates in all Branch functions and supports the President.
2. Receives written reports from Board members.
3. Attends all Executive meetings and records the Minutes. Minutes should include the time and place of both the current and next meeting, along with names of those present or those who have sent regrets.
4. Forwards minutes to the President for approval.
5. After the President's approval, provides the Minutes of Executive meetings to Board members within a week.
6. Maintains a record of Minutes from all Board meetings to be passed to the next Secretary. This record should contain a yearly Membership list and a separate list of deceased members for the current year with the date of their death.
7. Ensures that the Branch Archivist receives each year's Minutes, Membership lists and deceased member lists at the completion of her term.

Treasurer

1. Participates in all Branch functions and supports the President. Becomes familiar with the **RWTO/OERO Constitution** and the **Provincial Policy and Procedures** with regard to the role of the Treasurer. These documents are forwarded to the incoming Branch Treasurer.
2. Attends the Area Director's training workshop to make sure she understands her responsibilities and obtains the latest information from the provincial Board of Directors.
3. Opens and maintains a bank account under the name:
RWTO/OERO WINDSOR-ESSEX BRANCH.
4. Arranges the necessary signing authority at the banking institution to include: the President, Treasurer, First Vice-President and Social Convenor
5. Keeps an accurate record of all receipts, monies received and disbursed. Reports at each Executive Meeting to the Board.
6. Collects Luncheon and Membership fees.
7. Communicates the final number of members and guests attending each luncheon to the President.
8. Prepares a cheque for the charity selected for the *Share the Wealth* monies and forwards it to the President.
9. Prepares a financial report after each luncheon and presents it at the next Board meeting.
10. Maintains an up-to-date Membership list with the assistance of the Membership Convenor.
11. Forwards Provincial fees to the Provincial Office.
12. Prepares an Annual Financial Report for each fiscal year as designated by Provincial to be reviewed by the President and First Vice-President by March 31st.
13. Prepares an Annual Income/Expense Statement to be forwarded to the Provincial Executive Secretary-Treasurer by early April and presents it at the Spring Luncheon.
14. Prepares an Annual Proposed Budget, presents it to the Board for discussion and approval in August and then to the full membership at a following Luncheon.
15. May select an Assistant Treasurer.
16. Presents a report at Board meetings and submits it to the Secretary. If absent, emails the report to the President and Secretary.

Insurance Convenor

1. Participates in all Branch functions and supports the President.
2. Attends information meetings and training workshops organized by the Area Director and/or the Provincial Insurance Convenor.
3. Serves as the initial contact person for members requiring Insurance information or assistance.
4. Promotes the *RWTO/OERO Hospital and Home Care Plan* and the *Personal Accidental Death and Dismemberment Plan*.
5. Informs members of information updates regarding the RWTO/OERO Insurance Plan.
6. Informs newly retired members of the advantages of joining the Insurance Plan in the first year of their retirement.
7. Provides highlights of the Insurance Plans in the Branch newsletter and website.
8. Provides feedback to the Provincial Insurance Convenor.
9. Presents a report at Board meetings and submits it to the Secretary. If absent, emails the report to the President and Secretary.

DUTIES OF THE HONORARY PRESIDENT AND CONVENORS

Honorary President

1. Participates in all Branch functions and supports the President.
2. Is the immediate Past President.
3. Participates as an active member of the Board in an advisory role.
4. Welcomes new members to the Branch at Luncheons.
5. May participate in installing new Board members at the Spring meeting.

Archivist

1. Participates in all Branch activities and supports the President.
2. Collects, files and preserves historical material relevant to the Branch.
3. Maintains a scrapbook of photos, articles and materials concerning Branch member activities for display at Luncheons.
4. Keeps a record of certificates and awards presented to Branch members.
5. Ensures a photographer is available for Branch events.
6. Collects member obituary notices. Records a tribute and photo if available in *The Memorial Book*.
7. Presents a report at Board meetings and submits it to the Secretary. If absent, emails the report to the President and Secretary.

Goodwill Convenor

1. Participates in all Branch activities and supports the President.
2. Assembles a committee to carry out the Goodwill program:
 - Arranges for a “*Forever Young*” certificate and gift to be presented to 90-year-old members near their birthday.
 - Provides the Provincial Secretary-Treasurer with an updated list of the over 90-year-old members.
 - Arranges for the *Forget-Me-Nots* to visit Life Members and those members in nursing and retirement homes.
 - Sends greeting cards:
 - Birthday cards to 75+ year old members during the year
 - Get Well, Sympathy, Thinking of You, Encouragement cards as required.
 - Valentine, Easter, Christmas cards to Life Members and those in nursing and retirement homes.
 - Christmas cards to out-of-town members
3. Upon the death of a member and in consultation with the President, contacts the family of the deceased for permission to hold a brief *In Memoriam* service during visitation time. Makes arrangements with the funeral home and invites members to participate in the service. Presents a Branch candle and card to the family following the service.
4. Informs the Branch Treasurer and Membership Convenor of the member's death and arranges for a children's book to be donated to a local library in her memory.
5. Maintains a record of deceased members.
6. Arranges an annual memorial service at the Spring luncheon.
7. Prepares a Goodwill article for each Branch newsletter.
8. Presents a report at Board meetings and submits it to the Secretary (reports should not include personal member information). If absent, emails the report to the President and Secretary.

Issues and Concerns Convenor

1. Participates in all Branch functions and supports the president.
2. Identifies issues of concern to women in society particularly retired women teachers.
3. Suggests possible advocacy or support initiatives.
4. Seeks Board approval for the recommended action
5. Collaborates with other local organizations regarding issues involving women in society.
6. Prepares an article about current issues and concerns for each Branch newsletter.
7. Presents a report at Board meetings and submits it to the Secretary. If absent, emails the report to the President and Secretary.

Membership Convenor

1. Participates in all Branch functions and supports the President.
2. Receives membership information from the Treasurer. Distributes Membership cards to all members.
3. Assembles a committee to carry out the Membership program:
 - Ensures local records match Provincial membership records.
 - Informs Provincial Office of changes in a member's address or the death of a member.
 - By October 30th, contacts former members who have not renewed their membership.
 - Contacts and maintains a list of prospective members.
 - Compiles and distributes a Directory of Membership to the Board by January. Provides updates.
 - Organizes, distributes and collects member name tags at luncheons.
 - Arranges to have an RWTO/OERO Welcome card and flower presented to first time retired teacher attendees at each Luncheon.
 - Submits for Board approval, the names of potential Life Members.
 - Presents names for the Cora Bailey Award nomination to the Branch Board for approval. The President forwards the approved name to the Provincial Office. A certificate from Provincial will be framed for presentation at a Branch Luncheon.
4. Connects with upcoming retirees who may be potential new members and provides RWTO/OERO information. (June)
5. Presents a report at Board meetings and submits it to the Secretary. If absent, emails the report to the President and Secretary.

Newsletter Convenor

1. Participates in all Branch functions and supports the President.
2. Prepares and organizes the newsletter layout for three (3) editions: Spring, Fall and Winter.
3. Schedules timelines to collect newsletter articles from the Executive, Board and Members.
4. Arranges for a newsletter hard copy to be produced.
5. Mails or emails newsletters to the membership three (3) times annually.
6. Presents a report at Board meetings and submits it to the Secretary. If absent, emails the report to the President and Secretary.

Social Convenor (Duties revised with Board approval, July, 2023)

1. Participates in all Branch functions and supports the President.
2. Assembles a committee to plan and arrange activities of interest to Members.
3. Provides the Board with information on upcoming events. Publicizes events in the newsletter and on the website.
4. May coordinate a Travel Club for interested members.
5. Plans the June 80+ Tea Party.
6. Presents a report at Board meetings and submits it to the Secretary. If absent, emails the report to the President and Secretary.

Website Convenor

1. Participates in all Branch functions and supports the President.
2. Communicates with the Provincial Communications Convenor to update the Branch website to keep local Members informed.
3. Presents a report at Board meetings and submits it to the Secretary. If absent, emails the report to the President and Secretary.

VOTING RIGHTS

1. Voting privileges are reserved for the Executive positions and Committee Convenors. The following shall have the right to vote on motions at Board meetings:

Past President	Archivist
First Vice-President	Goodwill Convenor
Second Vice President	Issues and Concerns Convenor
Recording Secretary	Membership Convenor
Treasurer	Newsletter Convenor
Insurance Convenor	Social Convenor
	Website Convenor

2. The Honorary President and Committee Members can express an opinion but may not vote.
3. The President only votes to break a tie.

DELEGATES TO THE PROVINCIAL ANNUAL GENERAL MEETING

1. Branch members in good standing may be delegates.
2. Whenever possible, the President and Treasurer should be delegates.
3. Prior to the Annual General Meeting, delegates meet to discuss resolutions being presented at the Annual General Meeting. Branch members are encouraged to inform delegates of their views so delegates can represent Branch interests.
4. Delegates must attend all business meetings of the Annual General Meeting.
5. The Branch Provincial Delegate should be someone who has not been so named previously.
6. The Branch Provincial Delegate prepares an article about the Convention for the Branch Fall newsletter.
7. As long as funding permits, Branch delegates' expenses shall be covered. Delegates must complete a Branch expense report to be reimbursed for expenses. Carpooling is encouraged.
8. If there are more volunteers than places for delegates, the priority should be President, Treasurer, First Vice-President, Second Vice-President, Membership Convenor, Insurance Convenor and then other Board members.
9. Should a vacancy still exist, a volunteer should be sought from the general membership.

PROVINCIAL AWARDS

Cora Bailey Award

1. This award is presented for outstanding service to the Branch.
2. Up to three(3) *Cora Bailey Awards* may given in a membership year (September 1st – August 31st). The immediate Past President shall receive this award at a Branch Luncheon upon completing her term as President.
3. Nominations from any member shall be submitted to the President and Membership Convenor.
4. Awards shall be presented at a general membership Luncheon.
5. A record of the award citation for each recipient shall be kept by the Archivist.
6. A recipient will be recognized on the Branch website.
7. A photo and summary of the recipient's accomplishments should be forwarded to the Area Director by the President.

Barbara Bain Membership Award

1. This monetary Provincial award is presented to three (3) Branches with the largest increase in the number of regular paid-up members in their respective Branch tier.
2. Calculations are described in the *Provincial Policy & Procedures* document.

Feather in Your Hat Award

1. This Provincial award is presented 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.
2. Two or three activities are honoured each year by Provincial.
3. A clear plan must be prepared and executed by the Branch Board.
4. A prepared submission with photos describing the activity or program must be forwarded to the Provincial Membership Convenor between January 1st and March 1st.
5. A record of a received award shall be kept by the Archivist.

Honorary Membership Award

The Provincial Honorary Membership Award is the highest honour bestowed on a member for outstanding service at the **provincial level**.

Additional descriptions and requirements for each award are available in the Provincial Policy & Procedures document. [rwto.org]