

## Branch Teamwork

The Mississauga Branch has been offered an opportunity to collaborate with a non-profit Volunteer organization called Volunteer MBC (Mississauga, Brampton, Caledon) for Board Essentials and Membership Recruitment training in June 2024.

To assist with this training, our Branch Executive has been organized into teams of: Leadership, Membership (Recruitment and Retainment) and Lunch Get Togethers.

It is hoped that these teams will meet to look at new ways to expand awareness of our organization.

### TEAMWORK

Studies show that teamwork positively impacts productivity thanks to workload, responsibility sharing, and stress reduction. Additionally, working as a team gives room for more ideas, increasing the likelihood of coming up with creative solutions.

### RWTO/OERO Teamwork Groups for Branches:

#### Working in Teams:

**Leadership (manage provincial duties, branch finances, constitution)**

<b>Co-Facilitator - Provincial Duties, Executive Agenda, Branch Venue/Program Organizer, Branch Brochure</b>	<b>Secretary - Executive meeting minutes, Annual Executive Reports</b>
<b>Communications - Website, Newsletter. Photography</b>	<b>Branch Treasurer - Finance Statement, Budget, Membership Fees</b>

#### Membership (create new ways of recruiting, renewing and retaining members)

<b>Membership-Directory, New Members Introduction, Recruit Retirees</b>	<b>Insurance/Issues and Concerns - Guide and assist members with health needs and issues concerning senior women</b>
<b>Interest Groups - Enroll New Members in Social Groups, Seek New Convenors, Launch New Groups, Volunteer Appreciation</b>	<b>Friendship/Goodwill -recognize 80/90/100 birthdays, seasonal celebrations, illness, death, arrange a special presentation at a luncheon for over 80</b>

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**Lunch Team (October, December, March, May - one team for each luncheon)**

<b>Moderator - Agenda, Meal selection, Centrepieces</b>	<b>Coordinator of Program (Venue, Speakers, Christmas, Crafts, Books)</b>
<b>Communications - Flyer, Distribution, Name Tags, Announcements, Grace and O'Canada cards</b>	<b>Treasurer - Collects Fees for Program, Tallies</b>