

District 39 (Peel)

Constitution

As amended Nov 2008

1.00 OBJECTIVES:

- 1.01 To promote the interests of persons receiving pensions under the TEACHERS' PENSION PLAN ACT.
- 1.02 To endeavour to have all members of RTO/ERO and their survivors receive the maximum benefits that are rightly theirs under the terms of the Teachers' Pension Plan Act.
- 1.03 To support or seek support for those members whom may be in financial, personal need or require visitation.
- 1.04 To encourage full and associate members to participate fully in all the other benefits the organization offers – e.g. health and insurance benefits, travel opportunities, retirement planning, and an opportunity for social interaction.
- 1.05 To increase membership by actively campaigning at the district level to sign up non-members by providing programmes to meet their special needs and to reach potential members among active teachers by personal contact.
- 1.06 To use a variety of media resources to publicize and promote district activities and accomplishments to its members, to retired teachers who are non-members, and to active teachers.
- 1.07 To develop closer relationships with local teachers' organizations in order to explain the RTO/ERO objectives and to offer assistance in educating active teachers to plan ahead for retirement.
- 1.08 To provide leadership and guidance to provincial representatives who attend the Senate Meetings of RTO/ERO.
- 1.09 To promote, stimulate, and participate in pension research and pension reform.
- 1.10 To help monitor government legislation in the field of pensions, taxes, health, and social services, and to recommend appropriate action to both the district and the provincial office.
- 1.11 To keep members informed, aware, and provide knowledgeable methods on how to campaign about significant issues and developments that affect retired teachers.

2.00 DISTRICT MEMBERSHIP

- 2.01 All persons who are members of the Provincial organization are automatically affiliated to the local RTO/ERO District of their choice. Provincial membership criteria are set out in Article 4 of the Provincial Constitution.
- 2.02 Rights and Privileges of Membership are outlined in Article 5 of the Provincial Constitution.
- 2.03 The geographical boundaries of District 39 are those of the county of Peel.

3.00 BANKING AND FINANCE

- 3.01 The fiscal year shall commence on January 1 and shall terminate at the close of business on December 31 each year.
- 3.02 The treasurer shall deposit or cause to be deposited all monies received in an accredited financial institution in the name of RTO/ERO District 39 Peel.
- 3.03
 - a. All accounts payable shall be made by cheque signed by the treasurer and either by the president or designated member of the Executive Board. In event that the treasurer is unavailable the president and the designated member will sign the cheque.
 - b. The signatures of the signing officers shall be registered with the designated financial institution(s).
- 3.04 **AUDITING**
An audit shall be conducted by two verifiers appointed by the Executive Board, as in 5.02 (i).

4.00 DISTRICT ORGANIZATION

- 4.01 **DISTRICT EXECUTIVE**
 - a. The District Executive shall be composed of: President, First Vice-president, Second Vice-President, Secretary, Treasurer, and Immediate Past-President.
 - b. The Executive Board shall be the District Executive members, plus chairpersons of standing committees. Non-voting members may include provincial committee members and members as invited by the Executive.
 - c. The Executive Board shall meet at the call of the President or at the request of any other two members of the District Executive.
 - d. A quorum shall be a simple majority of the Executive Board present at a meeting after all members have had due notice of 2 weeks (14 days).
- 4.02 **SENATE REPRESENTATION**

- a. Peel district will send two senators to represent Peel district at Provincial expense.
- b. Senator One shall be the district president or designate.
- c. Senator Two shall be a district member elected for a two-year term by the membership at the spring meeting.

5.00 DUTIES OF THE DISTRICT EXECUTIVE

5.01 DISTRICT EXECUTIVE

- a. shall have the power to act in a manner that will give most benefit to District 39 in an emergency.

5.02 DISTRICT EXECUTIVE BOARD

It shall be the duty of the EXECUTIVE BOARD to:

- a. hold at least two district membership meetings a year, one in the Spring and one in the Fall. The Fall meeting shall be the Annual Meeting at which time elections shall be held. The new members elected at the Fall Annual Meeting shall take over their official duties on January 1 following the Fall Meeting;
- b. appoint such special committee(s) as may be deemed necessary, name the chairperson, and establish the terms of reference;
- c. fill any vacancies occurring in the District Executive Board;
- d. appoint a District Observer to Senate meetings at district expense if finances permit.
- e. have the Treasurer send the Annual District Report and Financial Statement to the Provincial Executive Director;
- f. send to the Provincial Executive Director resolutions which have been passed at the District Executive Board or a district General Meeting for Senate consideration;
- g. direct the Treasurer to apply to the Provincial Executive for any additional grants which might be needed to promote District 39 programmes for the welfare of its members;
- h. review the names of district candidates presented by the Awards Committee for special recognition;
- i. appoint two verifiers for the following fiscal year, as directed by provincial RTO/ERO, to perform an audit.

5.03 PRESIDENT

It shall be the duty of the PRESIDENT to:

- a. convene and chair the regular and special meetings of the District Executive and the regular meetings of the Executive Board;
- b. act as chairperson for the membership Meetings (held in the Spring and Fall);
- c. be an ex-officio member of all committees of District 39, Peel;
- d. act as liaison with the Provincial Executive;
- e. have a general responsibility for all activities of the District Organization.

5.04 IMMEDIATE PAST-PRESIDENT

It shall be the duty of the IMMEDIATE PAST PRESIDENT to:

- a. chair the Nominating committee.

5.05 FIRST VICE-PRESIDENT

It shall be the duty of the FIRST VICE-PRESIDENT to:

- a. perform the duties of the president when the President is unable to carry out such duties;
- b. be responsible for the programme for the Fall and Spring General Meetings together with the Second Vice-president;
- c. chair the Constitution Committee;
- d. chair the Resolutions Committee.

5.06 SECOND VICE-PRESIDENT

It shall be the duty of the SECOND VICE-PRESIDENT to:

- a. perform the duties of the President or First Vice-President if neither is available;
- b. assist the First Vice-president in planning the programme and preparing the resolutions;
- c. chair the Awards Committee;
- d. be a member of the Recruitment Committee.

5.07 SECRETARY

It shall be the duty of the SECRETARY to:

- a. prepare and present the minutes of the Executive Board and General Meetings and for any special meetings called by the President;
- b. prepare and present the minutes;

- c. distribute copies of these minutes to the Executive Board as soon as possible;
- d. carry on the correspondence that is required to conduct the business of the District Executive, the Executive Board and the Organization;
- e. prepare and send notices of Executive meetings, the annual General Meeting, and special meetings, at the direction of the President and the Executive Board.

5.08 TREASURER

It shall be the duty of the TREASURER to:

- a. register the signatures of the authorized signing officers with the designated accredited financial institutions after the annual meeting;
- b. apply for and receive the annual rebate of monies from the Provincial Treasurer of RTO/ERO;
- c. pay all invoices as directed by motion of the Executive Board;
- d. receive from the Membership Chairperson a copy of the Provincial membership list of District 39 (Peel) of full and associate members;
- e. present a financial report at each Executive Board and General Meeting;
- f. present a verified audit to the Executive Board at the first Executive Meeting following the end of the fiscal year (December 31);
- g. present the books for auditing when a new treasurer takes office;
- h. submit a financial report of District 39's past year's financial transactions to the Provincial Executive Director as required by the by-laws of RTO/ERO.

5.09 ELECTED SENATOR

It shall be the duty of the ELECTED SENATOR to:

- a. prepare resolutions for the Provincial Senate;
- b. present provincial resolutions to the executive for approval.

6.00 ELECTIONS

6.01 ELECTIONS

- a. The District President, First Vice-President and Second Vice-President shall be elected at the Annual General Meeting each year by a majority vote of those eligible members of District 39 who are in attendance.
- b. The Secretary and the Treasurer of the Executive Board shall be appointed by the Board for their year of office.

6.02 ELECTIONS PROCEDURE

- a. The Nominating Committee shall consist of the Immediate Past-President as chair, the Membership Chairperson and an additional minimum of two District Executive Board members.
- b. The Chairperson of the Nominating Committee shall submit nominations for the elective offices of the District Executive to the Annual General Meeting.
- c. Additional nominations for the elective offices may be made from the floor by district members in attendance at the Annual General Meeting.

6.03 ELECTIONS

- a. If more than one candidate is nominated for any of the district's elective offices then a vote shall be held. The conducting of the election shall be the responsibility of the Past-President or an appointed substitute as follows:
 - i. The vote for elected office shall be by secret ballot.
 - ii. The President or Chairperson of the Annual General Meeting shall select from the members present sufficient scrutineers to distribute and count ballots.
 - iii. Each full member of RTO/ERO District 39 Peel present shall be eligible to vote (see Section 1.01 Regular Membership).
 - iv. Election shall be by a majority vote of RTO/ERO District 39 Peel full members present.
 - v. Failing a majority for any candidate on the first ballot, the candidate with the lowest number of votes shall be dropped from the succeeding ballots until the majority is reached.
 - vi. In the event of a tie vote, when there are three or more candidates on the ballot, the candidate(s) with the lowest number of ballots shall be dropped from the ballot.
 - vii. In the event of a tie vote, when there are only two candidates, there shall be a further ballot and if the tie persists, the candidate "by the choice of lot" shall be deemed to have won the vote.

6.04 REMOVAL FROM OFFICE

- a. Any elected member of the Executive may be removed from office only by resolution passed by a two-thirds majority at a District meeting, providing that notice specifying the intention to present such a resolution has been given at least thirty days in advance to the District.
- b. Any member of the Executive Board, because of sickness or absence, may request a temporary leave of absence but missing 3 consecutive District Executive Board meetings without a reasonable excuse shall be considered a resignation.
- c. Should any vacancy in any office occur for any reason, at any time, such vacancy shall be filled forthwith by resolution of the Executive Board, by appointment of a substitute, for such period of time as may be appropriate under the circumstances.

7.00 COMMITTEES - EXECUTIVE AND STANDING

7.01 EXECUTIVE COMMITTEES

The Executive Committees of RTO/ERO District 39 (Peel) are:

- a. Nominating Committee - shall consist of the Immediate Past President as chair, the Membership Chairperson, and with an additional minimum of two District Executive Board members. The Chairperson of the Nominating Committee shall submit nominations for the elective officers of the District Executive to the District Annual Meeting.
- b. Programme Committee - shall consist of the First Vice-president assisted by the Second Vice-President and any assistants as required. The Programme Committee shall set up the programme for all meetings of District 39 (Peel).
- c. Constitution Committee - chaired by the First Vice-president, shall consist of the President, the First Vice-president, Second Vice-president, and other District 39 members as required.

The Constitution Committee shall review the Constitution of RTO/ERO District 39, Peel as required.

- d. Resolutions Committee - chaired by the First Vice-president shall consist of the First Vice-President, Second Vice-President, and two other Executive Board members.

The Resolutions committee shall receive resolutions or recommendations from the Executive and from the District Annual Meeting which should be forwarded to the Provincial Executive Director for consideration by the Provincial Executive, or the Senate.

- e. Awards Committee - chaired by the Second Vice-President and shall consist of two other Executive Board members. The Awards Committee shall present the names of possible recipients of an RTO/ERO Pin and/or RTO/ERO Certificates to the Executive Board for consideration and approval. Pin and Certificate presentations are usually made at the Annual District Meeting.

7.02 STANDING COMMITTEES

The Standing Committees of RTO/ERO District 39 (Peel) are:

- a. MEMBERSHIP Committee shall consist of the Membership Chair and other volunteers. The mandate of the committee is to update and maintain the membership lists for District 39 to ensure proper communications with all members and the distribution of ID Tags at District meetings. The Book of Remembrance spokesperson and the Historian will convene with the Membership Committee as required.
- b. HEALTH SERVICES Committee shall consist of the chairperson and others to provide the membership of District 39, Peel with Information and advice regarding the various RTO/ERO Group Benefits Programmes.
- c. MEMBER ASSISTANCE Committee shall consist of the chairperson, north and south convenors, and others to communicate with and provide Good Will to district members who are hospitalized, ill, living alone or in a nursing home, or to those who have suffered an accident or bereavement as well as those who are celebrating very special days. The Member Assistance Committee shall have a Retirees' Assistance Awareness Programme.

- d. COMMUNICATIONS Committee shall consist of the chairperson, and others as required to maintain communications with the membership. The Communications Committee shall be responsible for the preparation the newsletter and maintenance of the Web site for the district membership or provide other communication whenever the Executive deems it necessary. (Rev 11_08)
- e. SOCIAL Committee shall consist of a chairperson and others to plan trips and excursions for district members to places of interest or suggest other events in which the members might participate or have fellowship.
- f. POLITICAL ACTION Committee shall consist of the chairperson and others as required to keep the members informed of issues or topics for which political action will be required, for example, changes in Teachers Pension Plan, Government Social programmes, Income taxes, Health programmes and others that affect retired teachers.
- g. PENSIONS AWARENESS Committee shall consist of the chairperson and others as required to provide information and counselling regarding teachers' pensions.
- h. RECRUITMENT Committee shall consist of the Recruitment Chair and other volunteer members. Their mandate is:
 - i. to ensure those nearing retirement know about RTO/ERO provincially and RTO/ERO District 39 (Peel), the benefits of membership, and fellowship;
 - ii. to actively recruit new members, in accordance with the Provincial RTO/ERO goals, including new retirees and those who are retired but not yet members, for networking and social purposes and, if they choose, for health/travel benefits; and,
 - iii. to develop, implement and review a plan to systematically reach out to prospective retirees in their last 5 years of working from DPSSDB, PDSB, and private schools.

7.03 The terms of office of the District 39 (Peel) committee chairpersons and committee members shall be for one year with provision for reappointment. The Executive shall appoint the chairs and members of Standing Committees and shall set the maximum number of members on each committee.

7.04 To fulfil their mandate, the Standing Committees shall have the authority to co-opt, when necessary, district members with special expertise.

7.05 The Executive Board shall have the power to establish special committees, name the committee chairperson, and ratify the terms of reference.

7.06 The chairperson of each Standing Committee that handles District money shall submit a complete financial statement to the District Treasurer within two weeks of the end of the fiscal year.

8.00 AMENDMENTS TO THE CONSTITUTION

8.01 Amendments

This Constitution may be amended by the consent of two-thirds of the eligible District members voting at the Annual Meeting of the District, provided that a Notice of Motion has been sent to the members prior to the meeting; OR, by a 90% vote of the eligible members voting at the Annual Meeting of the District, previous notice not having been given.

8.02 Interpretation

Nothing in this District Constitution shall be interpreted in a manner or in terms inconsistent with the Provincial Constitution, Bylaws and Policies of The Retired Teachers of Ontario/les enseignantes et enseignants retraites de l'Ontario nor in a manner nor in terms prejudicial to the best interests of RTO/ERO.

9.00 MEETING PROCEDURES

9.01 With respect to procedures to be adopted in the conduct of district meetings that are not covered in this Constitution, the Sturgis Standard Code of Parliamentary Procedure shall govern.

10:00 APPENDICES

The appendices may be amended at any time through motions at the District Executive meetings.

APPENDIX A: ADDITIONAL DUTIES OF THE EXECUTIVE

Additional duties of the President

1. Have a copy of the Sturgis Standard Code of Parliamentary Procedure available at all meetings within RTO/ERO District 39, Peel.
2. Voting: At Executive Board Meetings, when voting on motions pertaining to a specific standing committee, the chair (or designate) shall be the only voting member of that committee. (06_08)

Additional duties of the Immediate Past-President

Additional duties of the First Vice-President

Additional duties of the Second Vice-President

1. Keep the attendance records of the Executive Board for the RTO/ERO pin awards.
2. Service to Others Project:
 - a. Prepare for the fall newsletter, a description of the Project: Service to Others programme, including details about how members may apply for funding, and the closing date for applications.
 - b. Receive all applications.
 - c. Present all of the applications received by the closing date to the January executive meeting for selection of the proposal to be forwarded by the President to provincial RTO/ERO .

Additional duties of the Secretary

Additional duties of the Treasurer

1. Keep an updated membership list of those who are paid-up members of District 39 (Peel) – if a District annual fee is levied.
2. Receive from any standing or special committee handling District money financial statements prior to April 30, September 30, and at the end of the fiscal year (December 31).

APPENDIX B: ADDITIONAL DUTIES OF THE EXECUTIVE COMMITTEES

Additional duties of the Nominating Committee

Additional duties of the Programme Committee

Additional duties of the Constitution Committee

Additional duties of the Resolutions Committee

1. The Resolutions Committee shall attempt to present properly worded resolutions to the District Executive for discussion, then to the Executive Board for discussion and decision before they are forwarded to the Provincial Executive Director, if time permits.

Additional duties of the Awards Committee

1. Forward to the Executive a list of nominees for District awards:
 - a. RTO/ERO Service Pin, as determined by this motion passed by the District Executive on April 17, 1996:
 - i. That District 39 award RTO/ERO pins to the following only: Past-President, President, First Vice-President, Second Vice-President, Secretary, Treasurer, Newsletter Editor, Health Insurance Chairperson, Membership Assistance Chairperson, Social Committee Chairperson, Pensions Awareness Chairperson, Membership Chairperson, Membership Convenors, Assistant Membership Convenors.
 - ii. Each person must have served a minimum of 3 years missing only two (2) meetings during the 3-year period. The President can approve "health related" missed meetings.

- iii. The Executive can support additional recipients for outstanding service.
- b. Certificate of Merit
 - i. All other executive members will receive a "Certificate of Merit" for their service.
 - ii. Recognition of the telephone committee members when they have asked to be relieved of their duties will receive the "Certificate of Merit" if they have served at least 5 years. Recommendations for these awards will come from the Chairperson of the Membership Committee to the Executive.
- 2. The Second Vice- President will keep the attendance records and maintain the list of past recipients.
- 3. Second Vice- All awards will be given after they leave their positions on the Executive or Committees.

APPENDIX C: ADDITIONAL DUTIES OF THE STANDING COMMITTEES

Additional Duties of the Membership Chairperson

The membership chairperson shall:

1. Attend executive meetings called by the president and present a report if required.
2. Keep a complete list of RTO/ERO District 39 members and associates.
3. Provide a copy of this list to all executive members and committee chairs, as updated by the Provincial Office every 6 months.
4. Provide information about deceased members and associates to the members' assistance convener.
5. Provide information to the newsletter editor regarding changes or additions to the membership for inclusion in Peelings.
6. Attempt to locate the whereabouts of any members whose mail is returned as undeliverable.
7. Be responsible for the provision and distribution of name tags to those attending the general meetings.
8. Keep an account of all relevant expenses and hand the bills to the treasurer for reimbursement.
9. Shall be a member of the Recruitment Committee.
10. Be responsible for checking address labels for the newsletter, to ensure there is only one mailing per family, and that member's requests for no mail are honoured.

APPENDIX D: ADDITIONAL DUTIES OF THE HEALTH SERVICES COMMITTEE

The chairperson shall:

1. attend the annual Group Benefits Seminar, held in Toronto in September;
2. meet with the committee members when necessary, at least once annually. Keep in touch on a regular basis;
3. report to the Executive and to the general membership at both the spring and fall meetings explaining, any changes or proposed changes in benefits and outlining the work done by the committee. The fall report shall include a summary of highlights from the Group Benefits Seminar;
4. write articles for the newsletters emphasizing points of importance to members in matters relating to health and welfare.

The members of the committee as a whole shall:

5. assist District 39 members to find answers to questions about health services;
6. keep on hand, for distribution, as needed, a supply of claims forms and a supply of printed pamphlets outlining each of the plans;
7. urge membership to contact a committee person about members in need of our attention.

APPENDIX E: ADDITIONAL DUTIES OF THE MEMBER ASSISTANCE COMMITTEE

1. To serve as a liaison between a district member and the Provincial Good Will Committee when there is a need for financial aid.
2. Send suitable cards/notes to members, or their families, in cases of illness, bereavement or death of a member.
3. Send seasonal greetings at various times throughout the year as deemed appropriate to members who are shut-ins in either private or nursing homes.
4. Be prepared to make the occasional visit as circumstances indicate. This could mean a trip to a hospital, nursing home, funeral home, etc.

5. Make sure members are aware that the provincial office maintains a fund to help those with serious financial problems. A member may apply directly to the provincial office for aid which is in the form of grants. Each case is investigated by the provincial chairperson. Strict confidentiality is observed.
6. To assist members in need of transportation to meetings.
7. To keep an up-to-date list and descriptions of public or independent retirement residences and nursing homes with Peel Region.

APPENDIX F: ADDITIONAL DUTIES OF THE COMMUNICATION COMMITTEE

1. Assist in the distribution of the District 39 Newsletter

APPENDIX G: ADDITIONAL DUTIES OF THE SOCIAL COMMITTEE

APPENDIX H: ADDITIONAL DUTIES OF THE POLITICAL ACTION COMMITTEE

1. To develop for the District Executive suggestions for political action on matters of local concern.
2. To provide at the local level appropriate assistance and support for endeavours that are spearheaded by the Provincial RTO/ERO on behalf of all seniors and retired educators
3. To develop strategies that can be used to raise the district's local political profile, e.g. attending town meetings with MPs and MPPs and meet-the-candidates' nights, submitting presentations to local municipal politicians on matters of interest to retired educators, remaining current on the latest activity and thinking (on matters of interest to seniors) of elected officials, etc.
4. To be knowledgeable about electoral boundaries as they relate to district boundaries and the MPs and MPPs who represent the various areas (addresses are available in the blue pages of the telephone book).
5. To encourage local members to become involved in election campaigns.
6. To encourage local members to communicate with locally-elected politicians, to sensitize them to the concerns of RTO/ERO members.
7. To liaise with local chapters of other seniors' groups and organizations.
8. To liaise with local teacher federation affiliates.
9. To report regularly to the RTO/ERO Provincial Executive on the status of political action activities on provincial issues in which the district has become involved.

APPENDIX I: ADDITIONAL DUTIES OF THE PENSION AWARENESS COMMITTEE

1. To provide awareness to RTO/ERO District 39 members regarding Teachers' Pension Plan, Canada Pension Plan, and Old Age Security.

APPENDIX J: ADDITIONAL DUTIES OF THE RECRUITMENT COMMITTEE

The Recruitment Chairperson shall:

1. attend Executive meetings and present a report from the Recruitment Committee;
2. liaise with the Membership Chair as needed;
3. convene Committee meetings and encourage members to take on tasks;
4. maintain records and documents including forms used in a binder (for use of the future chair of the committee and in emergencies), and up-to-date database;
5. prepare an Annual Budget and current list of committee members for the Treasurer;
6. receive email updates monthly from Provincial Office re new members and cross-checks to see the names are in the database.

Clerical duties:

- a) buy sufficient stamps, letterhead, envelopes, paper, printer ink etc.;
- b) ensure documents copied in time;
- c) update and arrange for printing of Information Brochure as needed for wide distribution;
- d) maintain database;
- e) arrange for preparation/collation of different mailings in sufficient quantities;
- f) phone people on database to confirm attendance at New Retirees Celebrations;
- g) send a personal Welcome note to each new member.

Regular Communication to Prospective Members

1. PDSB: Get names of new retirees from Peel DS Board Minutes and other sources. Send them first letter and form to fill in with stamped self-addressed envelope at their school or home address.
2. DPCDSB: Human Resources Contact is sent quantities of First Contact Form and brochures for distribution to all retirees.
3. Enter names and school location in database.
4. If the form is sent back, enter home address info and email and send them an Information Kit with a letter, 3 brochures and a newsletter.
5. If the form is NOT sent back, keep them in the database for follow-up with a second and last letter to their school with a stamp, for forwarding to home address.
6. Track and record addresses and date sent/outcome on EXCEL spreadsheet. Note member as "Name (M)." once joined.
7. When all this fails, send last letter.

Advertising

1. Use General Meetings, *Peelings* articles and Web site to communicate information to current members to help them be informed recruiters. Every member is a recruiter because our strength is in our numbers.
2. How to Join Brochures given to each Federation Office;
3. poster sent to each school with contact label asking for a place on staff bulletin board;
4. direct mailings to schools through both board courier systems;
5. Speaker Series events;
6. other: as planned by committee.

September and February New Retiree Celebration Events

names come from replies from Recruitment Process and Membership Updates from monthly Provincial RTO/ERT e-mails;

purposes of the Celebration are to celebrate and welcome new members and provide information they need as well as signing up those in attendance who are not yet members.

1. set dates and locations;
2. develop menu;
3. e-mail and then mail invitation to names on database list;
4. track replies;
5. phone non-replies;
6. make reminder phone calls to confirm final numbers.

Near the date:

1. name tags prepared from spreadsheet, (with drink ticket if applicable);
2. arrange decorations – flowers, balloons, RTO banner;
3. audio-visual equipment for video and any powerpoint;
4. door prizes ordered/ arranged;
5. make sure Membership Kits are in stock, and our D39 brochures;
6. agendas and pens ready;
7. signs if needed;
8. get enough table facilitators – using newer retirees;
9. make packages for them – instructions, envelopes;
10. comparison charts from Provincial;
11. feedback forms with Volunteer request.

Two Retirement Planning Workshops

12. set date(s) and locations and registration fee;
13. arrange caterer if needed;
14. arrange speakers for each section;
15. call Johnson Inc. for a speaker;
16. make labels for envelopes:
 - * put "Principal" as address – no names or schools needed;
 - * send one to Program Dept in both boards;
 - * and Resource Teachers at North and South Field Offices;
 - * and Federation Offices;
17. develop poster (cardstock) and paper copy – dates and Registration info along with any Speaker Series;
18. meeting to stuff envelopes and put on labels;

19. mail these with at least 2 months notice.