



THE RETIRED TEACHERS OF ONTARIO
LES ENSEIGNANTES ET ENSEIGNANTS RETRAITÉS DE L'ONTARIO
D I S T R I C T 1 6 / T O R O N T O

RTO/ERO TORONTO DISTRICT SIXTEEN

**EXECUTIVE MEMBER RESPONSIBILITIES
(Constitutional [2002] and Current Practice)**

Executive Body Constitutional Duties:

- ~ to hold at least two District membership meetings a year, one of which shall be the Spring AGM;
- ~ to select the second Senator and one or more observers (where possible, the first and second Vice-Presidents) to attend the RTO/ERO Senate Meetings (fall and spring);
- ~ to appoint or ratify the chairs of the standing committee;
- ~ to appoint such special committees as may be deemed necessary, and to establish the terms of reference and name the chairperson;
- ~ to send the District Annual Report and financial statement to the Provincial Executive Director;
- ~ to send to the Provincial Executive Director, resolutions which have been passed by a District General Meeting, or by the Executive, for Senate consideration;
- ~ to apply to the Provincial Executive for any additional grants that might be needed to promote District 16 programs for the welfare of its members;
- ~ to fill any vacancies occurring in any or all positions in the District organization;
- ~ present to a General Meeting, candidates for awards;
- ~ to distribute District Newsletters throughout the year; and,
- ~ to appoint representatives to RTO/ERO Toronto Districts.

Additional Executive Member Duties: (some determined by the occupant or a continuing practice)

- ~ provide content for the Newsletter and Website according to their responsibilities.

President Constitutional Duties:

- ~ to convene and chair the regular monthly and special meetings of the Executive;
- ~ to act as chairperson for the District Membership Meetings held in the fall and spring;
- ~ to be an ex-officio member of all standing committees of District 16;
- ~ to have a general responsibility for all activities of the District organization.
- ~ to send the District Annual Report to the Provincial Executive Director;
- ~ to carry on the correspondence that is required to conduct the business of the Executive and membership; and,
- ~ to be, or designate, a District Senator in fulfilment of the obligation to provide a Senator under the Provincial Constitution.

Additional President Duties: (some determined by the occupant or a continuing practice)

- ~ attend meetings of RTO/ERO Toronto Districts (about 4 per year);
- ~ attend external political action activities (CPE, TDSB);

Past President Constitutional Duties:

- ~ The Past President shall chair the Nominating Committee of at least *three Executive members*, one of whom will be a *member-at-large*.

Additional Past-President Duties: (some determined by the occupant or a continuing practice)

- ~ attend meetings of RTO/ERO Toronto Districts.

First Vice-President Constitutional Duties:

- ~ perform the duties of the President when the President is unable to carry out such duties;
- ~ and shall also chair the Resolutions Committee.

Second Vice-President Constitutional Duties:

- ~ perform the duties of the President or First Vice-President if neither is available;
- ~ chair the Program Committee.

Third Vice-President Constitutional Duties:

- ~ perform the duties of the President or First Vice-President or Second Vice-President if they are not available;
- ~ chair the Constitution Committee.

Secretary Constitutional Duties:

- ~ prepare and present the minutes of Executive Meetings, General Meetings, and any special meetings called by the President;
- ~ send notices of Executive Meetings, General Meeting, and special meetings, at the direction of the President and Executive;
- ~ prepare and present Agenda for such meetings as directed by the President and/or Executive.

Treasurer Constitutional Duties:

- ~ maintain in a separate trust account, in an accredited financial institution, all monies accruing to the District;
- ~ receive the annual rebate of monies from the RTO/ERO Provincial Treasury;
- ~ receive and collect charges levied by the local district, if applicable;
- ~ pay all invoices as directed by the Executive;
- ~ receive a copy of the provincial membership list of the full and associate members from the Membership Chair or District Secretary;
- ~ send the District Annual Financial Statement to the Provincial Executive Director;
- ~ present an audited report to the Executive at least one month before the April AGM;
- ~ present to the accredited financial institution in which District 16 maintains its accounts, a letter of introduction/authority for the President to access all accounts in cases of emergency;
- ~ arrange for the appropriate Certificates of Insurance as may be required from time-to-time.

Archives Chair/Committee Constitutional Duties:

- ~ retain, store and catalogue past copies of Minutes, Newsletter, Constitutions, and other historical data of District 16 and so maintain a complete historical record of the organization.

Communications Chair/Committee Constitutional Duties:

- ~ prepare and distribute a newsletter to the Members at least four times a year;
- ~ host a District website.

Additional Communications Chair/Committee Duties:

(some determined by the occupant or a continuing practice)

- ~ chair the Newsletter editorial committee (2 meetings for each of 5 issues per year);
- ~ receive and edit copy for Newsletter;
- ~ deliver copy to printer (hard copy or electronic file);
- ~ pick up Newsletters from printer and deliver for mailing;
- ~ mail out-of-country Newsletters;
- ~ receive and respond to communications arising from the Newsletter;
- ~ attend provincial RTO/ERO Newsletter workshops;
- ~ design, post and maintain a website in conjunction with the three other Toronto RTO/ERO districts.

Goodwill Chair/Committee Constitutional Duties:

- ~ communicate with Members who are either ill or incapacitated and with those who are bereaved;
- ~ in conjunction with the President, take appropriate action for special occasions such as 100th birthdays, 50th anniversaries or public recognition;
- ~ serve as liaison between a Member and the Provincial Member Services Committee when there is need for financial aid.

Additional Goodwill Chair/Committee Duties:

(some determined by the occupant or a continuing practice)

- ~ communicate deaths of members to Newsletter Editor;
- ~ mail welcome letters, fridge magnets, executive list to new members;

Health Services and Insurance Chair/Committee Constitutional Duties:

- ~ assist the membership of the District with information and advice regarding the RTO/ERO Group Benefits Program;
- ~ study and advise the Executive of such proposals re health insurance, car insurance and community housing, etc. as it may affect or be of interest to Members.

Additional Health Services and Insurance Chair/Committee Duties:

(some determined by the occupant or a continuing practice)

- ~ attend Health Services and Insurance provincial workshops held by RTO/ERO.

Hospitality Chair/Committee Constitutional Duties:

- ~ provide refreshments for Executive Meetings and to assist in planning District Membership Meetings.

Mailing Chair/Committee Constitutional Duties:

- ~ undertake responsibility for the mailing of the Newsletter and other important information to Members.

Membership Chair/Committee Constitutional Duties:

- ~ receive the membership lists from the Provincial Office and try to verify the Provincial list with the District membership list;
- ~ shall investigate and recommend to the Executive ways and means of increasing our Provincial and District membership for both those soon-to-retire active teachers, and for those retired teachers who are not members of RTO/ERO.

Additional Membership Chair/Committee Duties:

(some determined by the occupant or a continuing practice)

- ~ maintain an electronic version of the membership database;
- ~ provide labels for Newsletter mailings;
- ~ provide membership list and monthly updates to Goodwill Chair;
- ~ provide list of new members to Newsletter committee;
- ~ provide assorted statistics on membership to executive.

Political Action Chair/Committee Constitutional Duties:

- ~ spearhead political awareness on behalf of seniors and retired educators in particular in anticipation of Federal and Provincial government initiatives;
- ~ liaise with other organizations which express an interest in pursuing political awareness at the provincial and federal levels for seniors and retired educators.

Additional Political Action Chair/Committee Duties:

(some determined by the occupant or a continuing practice)

- ~ implement locally, provincial RTO/ERO political action programs and initiatives including media contact, materials distribution, etc.

Pensions and Retirement Chair/Concerns Committee Constitutional Duties:

- ~ keep the Members up-to-date on pension and retirement issues emanating from the RTO/ERO Pensions and Retirement Concerns Committee;
- ~ express any concerns of Members to the RTO/ERO Pensions and Retirement Concerns Committee.

Program Chair/Committee Constitutional Duties:

- ~ organize the program for the District Membership Meetings.

Additional Program Chair/Committee Duties:

(some determined by the occupant, some a continuing practice)

- ~ book sites, determine menus,
- ~ assist in the organizing of Spring and Fall Luncheons, the Annual General Meeting (on the same day as the Spring Luncheon), the Craft/Artisans' Show (on the same day as the Fall Luncheon).

Social/Recreation Chair/Committee - Club 16 Constitutional Duties:

- ~ organize and co-ordinate all social, cultural events of Club 16 including trips, and tours.

Additional Social/Recreation Chair/Committee Duties:

(some determined by the occupant or a continuing practice)

- ~ communicate events to Newsletter Chair;
- ~ seek conveners to host new events;

Travel Chair/Committee Constitutional Duties:

- ~ keep Members up-to-date on travel plans emanating from the RTO/ERO Member Services Committee;
- ~ express any concerns of Members to the Member Services Committee.

Additional Travel Chair/Committee Duties:

(some determined by the occupant, some a continuing practice)

- ~ liaise with Travel Guild to communicate their programs for RTO/ERO members;
- ~ organize additional excursions for District 16 members;
- ~ communicate schedules to Newsletter Chair.

STANDARDIZED ORGANIZATIONAL DATES

JANUARY	1 st Day 2 nd Thursday Last Thursday	Newsletter Submission Deadline Executive Meeting Newsletter Mailing
FEBRUARY	2 nd Thursday	Executive Meeting
MARCH	1 st Day 1 st Thursday Last Thursday	Newsletter Submission Deadline Executive Meeting Newsletter Mailing
APRIL	2 nd Thursday	Executive Meeting
MAY	1 st Day 2 nd Thursday Mid-Month Mid-Month Last Thursday	Newsletter Submission Deadline Executive Meeting AGM/Spring Luncheon RTO/ERO Spring Senate Newsletter Mailing
JUNE	2 nd Thursday	Executive Meeting
SEPTEMBER	1 st Day 2 nd Thursday Last Thursday	Newsletter Submission Deadline Executive Meeting Newsletter Mailing
OCTOBER	2 nd Thursday Mid-Month Last Wednesday	Executive Meeting RTO/ERO Fall Senate RTO/ERO Toronto Districts Joint Executive Meeting
NOVEMBER	1 st Day 2 nd Thursday Last Thursday	Newsletter Submission Date Executive Meeting Newsletter Mailing
DECEMBER	1 st Wednesday	New Member Welcome Breakfast