



Operations

Handbook

Branch: _____

Retired Teachers Organization

of the Nova Scotia Teachers Union
3106 Joseph Howe Drive, Halifax, NS B3L 4L7

<http://rto.nstu.ca>

Revised September 2021

RTO HANDBOOK

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1. RTO MISSION STATEMENT:

The RTO is the official body representing the retired teachers of Nova Scotia and will advance, promote and protect the welfare of its members.

2. RTO VISION STATEMENT:

The Retired Teachers Organization (RTO) of Nova Scotia will be recognized and acknowledged by its members, the Nova Scotia Teacher's Union, the Government of Nova Scotia and the citizens of Nova Scotia as a respected leader in protecting and advocating for retired teachers and for a quality education for students in Nova Scotia.

The RTO will support members through its role as advocate and through programs and branch grants that provide for the needs articulated to the organization.

The RTO will keep members informed and will maintain open communication to enable members to become more involved, to provide input in all decisions and feedback on all actions of the organization taken on behalf of the members.

The RTO is well informed of the issues and opportunities for seniors in Nova Scotia through contact with members and is positioned to initiate responses, alone or in partnership with regional, provincial and national organizations, that engender a healthy, active and engaged life in retirement.

3. BRIEF HISTORY:

In 1956, a group of retired teachers sought to establish an association of retired teachers across Nova Scotia. They looked to a group of retired female educators entitled Halifax CPX for their inspiration. This organization would sow the seeds for a Retired Teachers Association which was formed on May 25, 1966. In June 2005 the Retired Teachers

Association was renamed the Retired Teachers Organization of the Nova Scotia Teachers Union.

We are now over 7,400 members strong across twenty-three (23) branches in seven geographical regions: Cape Breton-Victoria, Strait, Chignecto-Central, Halifax Metro, South Shore, South West Shore, and Valley.

We are affiliated with the Canadian Association of Retired Teachers, (ACER-CART) and pay an annual membership fee. The president of the RTO is a Director of ACER-CART.

The RTO is also affiliated with the Seniors' Advisory Council of Nova Scotia (Group of IX). The main objective of the group is to provide advice to the Minister of Health and Wellness on all aspects of the Seniors' Pharmacare Program.

The RTO and a number of RTO Branches have joined the Nova Scotia Community Transportation Network. This provincial non-profit organization supports the growth and development of transit services in communities across the province. This organization believes an individual's access to transportation is an essential connection to daily living, community development, and quality of life.

All retired teachers of Nova Scotia should be aware of the RTO and are invited to participate as provincial and branch members. For those not able to continue participation, branches are encouraged to arrange visits and inclusion through a variety of means.

4. AIMS OF THE ORGANIZATION:

- a) To maintain and increase professional and social contacts;
- b) To keep informed on subjects of education development;
- c) To maintain a liaison with the Nova Scotia Teachers Union;
- d) To be a strong voice for education in Nova Scotia, speaking in support of the principles and actions of the NSTU;
- e) To furnish recommendations and advice to the NSTU on matters affecting the welfare of retired teachers;
- f) To be knowledgeable of the rights and benefits of retired teachers;
- g) To have authority to appoint representatives to provincial and national non-teacher bodies whose specific mandate is to promote the interests of retirees; and
- h) To keep the NSTU apprised of representations made to external organizations, agencies or departments on all matters exclusive of NSTU policy issues.

5. THE RETIRED TEACHERS' LEGACY FOUNDATION

The objectives of the Retired Teachers Legacy Foundation are:

- a) To solicit, accept, receive, acquire by grant, donation, legacy gift, bequest; or otherwise; any kind of real or personal property and to enter and carry out agreements, undertakings and conditions in connection therewith;
- b) To disburse annually the donations, Teachers Plus Credit Union rebate, return on investments and First Rate Savings interest from the previous year.
- c) This disbursement is to honour the life and work of former teachers in the province of Nova Scotia.
- d) This annual disbursement is to benefit children younger than the age of 21 years.
- e) Annual disbursement(s) may benefit institutes which are defined as a Society or charitable organization founded for an educational, medical, social or similar purpose;
- f) To cooperate with charitable organizations.
 - All funds, investment certificates, assets and accounts are with the Teachers' Plus Credit Union.
 - An Audited Financial Statement is presented to the Legacy Foundation Annual General Meeting in April. [AGM].
 - The RTO Executive members are the Directors of the Legacy Foundation.
 - The recipients of awards are announced at the Retired Teachers Organization AGM.
 - The Legacy Foundation is a registered charity and issues Income Tax receipts.
 - The Legacy Foundation is registered with the Registrar of Joint Stock Companies, Province of Nova Scotia.
 - The Legacy Foundation has a Memorandum of Association and By-Laws.
 - The Legacy Foundation was certified on January 16, 1995.

6. ACRONYMS & DEFINITIONS:

ACER-CART: Association Canadienne des enseignantes et des enseignants retraités - Canadian Association of Retired Teachers

AGM Reports: Provincial reports document the work of the Executive and Committees and keeps members informed as to provincial activities. They are to be shared by all members.

Branch By-Laws Guide: The Branch by-laws guide is your special tool for assuring continuity and uniformity. An example of Branch By-Laws is included in Section 3.

CART [see ACER-CART]

Constitution and Operational Procedures: RTO Governance Documents in Section 2.

CPX: Coronation Pedagogist X-Teachers

Legacy Foundation: A registered charity that disburses the donations, Teachers Plus Credit Union rebate, return on investments, and First Rate Savings interest from the previous year annually.

Newsletter [Branch]: All branches are encouraged to prepare regular newsletters for circulation to members within the Branch. A copy of each should also be sent to the RTO President and Chair of the Communications Committee and shared with other branches at regular presidents' meetings.

Newsletter [Provincial]: The newsletter, "The Retired Teacher" [TRT], is published and circulated to all RTO members three times annually. It is your newsletter and you should contribute information for publication to make it an informative vehicle for communication.

PIPEDA: *Personal Information Protection & Electronic Documents Act.*

RRO: Regional Returning Officer.

TRT: The Retired Teacher

Website: The RTO maintains a web page on the NSTU site (rto.nstu.ca). Members are encouraged to access this site to view copies of Annual General Meeting (AGM) Minutes, The Retired Teacher, and other related information. Members are encouraged to register for a free NSTU email account by contacting the appropriate staff person at the NSTU (1-800-565-6788 or locally at 902-477-5621).

RTO EXECUTIVE 2021-2022

President

Alyson Hillier

27 Braeside Lane

Halifax, N.S. B3M 3J6

alyson.hillier53@gmail.com

902-443-5106 (h)

902-476-5384 (c)

Past-President

Bill Berryman

5965 Hwy 215, G.D.

Summerville, N.S. B0N 2K0

bbberryman459@gmail.com

902-633-2211

Vice-President

Eileen Coady

P.O. Box 641

Margaree Forks, N.S. B0E 2A0

eileencoady.80@gmail.com

902-248-2951

Treasurer

Peter Lewis

11162 Rte 6

Pugwash, N.S. B0K 1L0

lewisp@ns.sympatico.ca

902-243-2075

Secretary

Bonnie Mahaney

P.O. Box 1081

187 Mowatt Street

Shelburne, N.S. B0T 1W0

bgmahaney@nstu.ca

902-875-4636

Member-at-Large (South West Shore)

Brian Noble

5235 Highway 340

Forest Glen, N.S. B5A 5P9

bln73.z4j@gmail.com

902-761-2569

Member-at-Large (South Shore)

Debra Featherby

4923 Highway 10

New Germany NS B0P 1E0

debrafeatherby@gmail.com

902-521-7791

Member-at-Large (Valley)

Cathy Reimer

610 Church Street,

Port Williams NS B0P 1T0

cireimer@nstu.ca

902-680-1238

Member-at-Large (Halifax Metro)

Judy Knowlton

18 Gertrude Drive

Dartmouth, N.S. B2X 3S4

jaknowlton181@gmail.com

902-434-5966

Member-at-Large (Chignecto-Central)

Jim Harpell

P.O. Box 312

459 Cottage Lane

Brookfield, N.S. B0N 1C0

jimharpell@gmail.com

902-673-3012

Member-at-Large (Strait)

Marlene Boyd

35 Philpott Street

Port Hawkesbury, N.S. B9A 2G8

am.boyd@ns.sympatico.ca

902-625-3096

Member-at-Large (Cape Breton – Victoria)

Margie MacNeil

695 Coxheath Road

Sydney N.S. B1L 1B5

bigpondbeiley@gmail.com

902-564-4628

8. PROVINCIAL OFFICERS POSITION DESCRIPTIONS:

It is important that all officers maintain a good working relationship to ensure a harmonious operation.

8A The **PRESIDENT** shall:

- ◆ Be a voting member of the Executive
- ◆ Provide leadership and direction to the Executive
- ◆ Uphold the Constitution and the Operational Procedures of the RTO
- ◆ Conduct and preside at Table Officers, Executive meetings and the AGM
- ◆ Maintain a close collegial relationship with the NSTU allowing for common concerns to be dealt with in a manner beneficial to both the RTO and NSTU
- ◆ Be the official voice and media contact for the RTO
- ◆ Be diligent and keep current with changes in pension and benefits and other issues that could affect the membership
- ◆ Meet with the Branch Presidents on a regular basis so that the membership is fully informed on current matters
- ◆ Appoint the Chairpersons of the RTO committees
- ◆ Direct the Secretary to issue notices of meetings, as required
- ◆ Circulate at least one week in advance an agenda for meeting(s)
- ◆ Represent the RTO on external bodies such as Seniors' Advisory Council of Nova Scotia
- ◆ Be the RTO spokesperson at ACER-CART and other national organizations, or to designate an alternate representative

8B The **PAST PRESIDENT** shall:

- ◆ Be a voting member of the Executive
- ◆ Provide an historical background of events for the new President and Executive
- ◆ Chair the Nominating Committee and present the names of candidates for election at the AGM.
- ◆ Work closely with the President and Executive and provide relevant information, as needed
- ◆ Be an RTO representative on the Seniors' Advisory Council of Nova Scotia
- ◆ Perform any other tasks designated by the President
- ◆ Circulate the expectations for each position to new executive officers and committee chairs.

8C The **VICE PRESIDENT** shall:

- ◆ Be a voting member of the Executive

- ◆ Attend Executive and other meetings of the RTO
- ◆ Maintain a good working relationship with the President and the Executive
- ◆ Chair the Resolutions Committee and present the RTO Resolutions to the AGM
- ◆ Conduct and preside at Branch Presidents' meetings
- ◆ Be aware of all issues and concerns at the Executive level
- ◆ Be ready to assume leadership of the RTO, should the occasion arise
- ◆ Assist the President and the Executive as needed
- ◆ Perform any other tasks designated by the President
- ◆ Coordinate RTO Presenters at NSTU Pre-Retirement Seminars
- ◆ Record any change in the Constitution and Operational Procedures

8D The **TREASURER** shall:

- ◆ Chair the RTO Finance Committee
- ◆ Review monthly statements of all accounts
- ◆ Maintain the RTO Organization and Legacy Foundation accounts via the SAGE 50 Program
- ◆ Reconcile monthly the Teachers Plus Credit Union bank statements for the Organization and Legacy Foundation with the SAGE 50 Program for the same accounts
- ◆ Prepare and make deposits of RTO Organization revenue and Legacy Foundation donations in a timely fashion
- ◆ Pay outstanding invoices and expenses in a timely fashion
- ◆ Issue Legacy Foundation receipts in a timely fashion
- ◆ Prepare the audited financial statements with notes for the Finance Committee and Executive
- ◆ Prepare an annual draft budget with notes for presentation to the Finance Committee and the Executive
- ◆ Be familiar with the NSTU accounting software (SAGE 50) as provided to RTO
- ◆ When necessary, meet with the NSTU Financial Officer
- ◆ Prepare and present to regular Executive meetings a Treasurer's Report which shall include revenue and expenditures relative to the current budget
- ◆ Present an annual budget and audited financial statement, both with notes, to the membership at the AGM
- ◆ With the approval of the Executive, make investments on behalf of the RTO Organization and Legacy Foundation
- ◆ Issue Branch Grants (usually in September) following successful completion of the Branch Financial Reports
- ◆ Any other duties as designated by the President and/or the Executive.

Please see the following for more information/detail:

Policy 9E Finance Committee mandate

Appendix A Treasurer – Roles and Responsibilities

Appendix B – Treasurer and Finance Committee Timelines

8E The **SECRETARY** shall:

1. Be a voting member of the Executive

2. Recording Minutes

The Secretary is responsible for the recording of Minutes for all RTO meetings including

- RTO Executive
- RTO Finance Committee, regular and special
- RTO Table Officers Committee
- RTO Branch Presidents meetings in October, February/March and May
- RTO Strategic Planning in August
- RTO Annual General Meeting (AGM)
- RTO Legacy Foundation AGM and special meetings as required
- others as requested

3. Presentation/ Communication of Minutes

- Minutes recorded by the RTO Secretary are prepared and circulated to the Chair of the meeting and the President, for review and clarification, before circulating to the larger group. Once reviewed,
 - Minutes from the Finance Committee are circulated by email by the Secretary to members of the Finance Committee following the meeting.
 - Minutes from the Executive meetings are circulated by email by the Secretary to members of the Executive following the meeting.
 - Minutes from the Branch Presidents meetings are circulated by email by the Secretary to Branch Presidents following the meeting
- Minutes from the Annual General Meetings of the Organization and the Legacy Foundation are kept on file for circulation closer to the date of the next AGM. These Minutes are circulated by the RTO President.
- Minutes from the previous Executive meeting, once approved (or amended and approved) by the Executive, are circulated by the Secretary to all Branch Presidents following the regular Executive meeting.
- Minutes are prepared in a format that includes page numbers for reference.

4. Archival Responsibilities

1. The Secretary is responsible to maintain a paper copy of
 - the Minutes for all Executive meetings of the RTO, to be stored in the Minute Book binder for the Organization
 - the Minutes for all Table Officers and Finance Committee meetings of the RTO, to be stored in the Minute Book binder for the Organization
 - the Minutes for all Branch Presidents meetings of the RTO, to be stored in the Minute Book binder for the Organization

- the Minutes for all Annual General Meetings of the RTO, to be stored in the Minute Book binder for the Organization
 - the Minutes for all Annual General Meetings of the Legacy Foundation, to be stored in the Minute Book binder for the Legacy Foundation
2. All Minutes of RTO meetings are to be stored on an external hard drive as well as a flash drive for useful reference and security.
 3. Minutes are stored in a format that files them in chronological order for easier reference.

5. General

- Give support as a member of the RTO Table Officers and Finance Committees
- Any other duties as required by Executive

8F The **TABLE OFFICERS** shall:

- ◆ Act on behalf of the Executive in the interval between the meetings of the Executive in accordance with the Constitution and Operational Procedures of the Retired Teachers Organization and the direction of the Executive
- ◆ Hold meetings at the call of the President. A majority of the members of the Table Officers Committee shall constitute a quorum
- ◆ Keep a record of all meetings and actions thereof.

8G The **MEMBERS-AT-LARGE** shall:

- ◆ Be a voting member of the RTO Executive Committee for the benefit of all RTO members
- ◆ Communicate with Branch Presidents within their geographical region
- ◆ Inform their respective Branch Presidents of decisions and issues arising from RTO Executive Meetings by having meetings within their region at least two times per year
- ◆ Meet with their respective Branch Presidents at Presidents Meetings
- ◆ Liaise among their respective Branches by:
 - Ask for ideas and input
 - Share ideas
 - Keep informed on issues
 - Encourage initiative and recognize contributions of Branches
 - Work through Branch Presidents to raise profile of RTO
 - Visit all branches and attend subsequent meetings at the request of the Branch President
 - Provide general information /referrals on the Teachers Pension Plan, Johnson Insurance and RTO Business
 - Volunteer at events and activities within Branches, if required

- ◆ Present the RTO Power Point at the NSTU Pre Retirement Seminars in their respective regions.
- ◆ Chair one of the 5 standing Committees or Legacy Foundation or Member of the RTO Finance Committee

8H The **PENSION REPRESENTATIVE** shall:

- ◆ Attend the RTO Executive Meetings as a voting member
- ◆ Attend the RTO Annual General Meeting and give a report to the membership at the AGM
- ◆ Take the concerns of the RTO Executive to the Pension Committee of the NSTU
- ◆ Keep the RTO informed of any proposed changes in pensions or benefits
- ◆ Monitor the workings of the NSTU Pension Committee as the RTO member
- ◆ Chair all meetings of the RTO Pension and Benefits Committee
- ◆ Perform any other tasks designated by the President

8I **ACER-CART** Representatives

- ◆ The RTO President shall:
 - Be the official RTO spokesperson
 - Prepare, with assistance, the report for the AGM
 - Attend the ACER-CART AGM

- ◆ The second ACER-CART representative shall:
 - Attend the ACER-CART AGM
 - Assist the President with the annual report

8J The **NSTU / RTO LIAISON** Committee shall:

Advise the Executive on sensitive issues and bring RTO concerns to the attention of the NSTU officer(s).

8K The **NSTU ASSISTANT** shall:

- ◆ Conduct the correspondence of the RTO
- ◆ Keep a data base of all members;
- ◆ Inform the membership, Executive, committees and President of all relevant meetings
- ◆ Keep a list of all standing committees
- ◆ Record any changes in the Constitution or Operational Procedures

9. STANDING COMMITTEES

The six standing committees of the RTO are: Research/Review, Communications, Membership, Finance, Pension & Benefits and Programs.

9A The **RESEARCH / REVIEW COMMITTEE** shall:

- ◆ Consist of a maximum of five members including the Chair;
- ◆ Provide an in depth analysis and research in the areas identified by the Executive, for example:
 - Upgrading the Branch Initiative Program Electronic Database and Summary (The Executive should consider appointing one member with literacy skills)
 - Collate responses to the questionnaires assigned to Presidents by the Executive with recommendations made as a follow-up and
 - Continue to focus on social isolation issues and their impact on RTO
- ◆ Review and evaluate the effectiveness of the RTO areas identified by the Executive
- ◆ If necessary, complete the work of the previous year's committee in the areas identified within the annual report
- ◆ Follow PIPEDA guidelines
- ◆ Carry out any other duties as assigned by the Executive

9B The **COMMUNICATIONS COMMITTEE** shall:

The Communications Committee has the overall responsibility for the production of *The Retired Teacher* and the RTO Website and shall be expected to:

- ◆ Consist of a maximum of six members including the Chair. The Editor of *The Retired Teacher* and the RTO Webmaster shall be members of the Committee
- ◆ Because of the nature of the work, more than one member may have to serve more than one year
- ◆ Follows PIPEDA guidelines
- ◆ Coordinate the collection of news items, Committee reports, and other articles for the Editor of *the Retired Teacher* and RTO Webmaster
- ◆ Recommend to the Executive the names of Editor and Webmaster for yearly appointments
- ◆ Act as a sounding board for the Editor and Webmaster on content for *The Retired Teacher* and RTO Website
- ◆ Recognize that there are other area of communications with in the RTO that are the responsibility of others including, and not restricted to media contacts, productions of handbooks and brochures
- ◆ Carry out any other duties as assigned by the Executive

9B [1] RTO NEWSLETTER EDITOR:

The RTO Executive shall appoint, on a year-to-year basis an Editor for *The Retired Teacher*. Previous experience with local and/or provincial newsletters would be an asset, as would a working knowledge of desktop publishing. The successful candidate must be a retired teacher and RTO member.

The Newsletter Editor shall be expected to:

- ◆ Oversee the preparation and submission of material for each issue of *The Retired Teacher*
- ◆ Liaise with NSTU publication staff to ensure that the publications are printed and circulated to members as scheduled
- ◆ Recommend submission deadlines and publication dates from the Communications Committee to be ratified by the Executive
- ◆ Publish information as directed by the Executive and the Communications Committee
- ◆ Peruse other Branch newsletters to be aware of issues and information that may be relevant to members
- ◆ Solicit and accept articles of retiree/seniors-appropriate material for publication
- ◆ Determine the acceptability of material submitted for publication – at times in consultation with the Communications Committee and/or President and Executive
- ◆ Attend other meetings as determined by the RTO President – example: Branch Presidents Meetings
- ◆ Newsletter shall contain:
 - President's message in each of the issues
 - A space for the RTO Legacy Foundation
 - A change of address form in at least one issue
 - A Member Application form as well as a list of Branch Presidents and Executive in every issue
 - A space for ACER-CART and Seniors' Advisory Council of Nova Scotia in each issue
 - Place AGM Resolutions in winter edition of Newsletter and indicate that resolutions after that date will be placed on the RTO website
 - Pertinent Annual General Meeting material in the issue preceding the AGM
 - A space for all Standing Committee Reports
 - A space for RTO Branch Reports

9B [2] RTO WEBMASTER

The RTO Executive shall appoint a Webmaster on an annual basis and he/she shall be expected to:

- ◆ Revise and update the RTO website
- ◆ Publish information as directed by the Executive through the President and the Communications Committee
- ◆ Advise the Communications Committee on matters concerning the website

Please see Appendix C for Chair of Communications Committee Responsibilities

9C The MEMBERSHIP COMMITTEE shall:

- ◆ Consist of a maximum of five members including the Chair
- ◆ Ensure the RTO has an accurate and current data base

- ◆ Establish the fundamentals for an annual recruitment of members, both new retirees and existing retirees
- ◆ Follow PIPEDA guidelines
- ◆ Maintain and update the RTO Wall as it reflects our current Executive, Committee members and ongoing branch activities
- ◆ Periodically survey RTO branches on their operational and social activities
- ◆ Provide up-to-date membership information via the RTO newsletter
- ◆ Have the Committee Chair or designate update Branch Presidents on membership issues at provincial meetings of the Branch Presidents
- ◆ Annually review the membership application forms with a view to making recommendations, if appropriate, to the Executive
- ◆ Recommend to the RTO Executive the purchasing of merchandise to promote the RTO
- ◆ To provide accurate and current information for the NSTU Retirement Kits
- ◆ To ensure documents such as “Benefits of Membership”, and “RTO Accomplishments since 2005” are accurate and updated as requested
- ◆ Carry out any other duties as assigned by the Executive

Please see Appendix D for Membership Committee Annual Action Sheet

9D The **PENSION & BENEFITS COMMITTEE** shall:

- ◆ Consist of a maximum of five members including the Chair
- ◆ Keep RTO members informed on pension and benefit matters
- ◆ Propose pension and benefit changes through the RTO Executive to the appropriate body
- ◆ Become and stay informed on relevant pension and benefit information.
- ◆ Review the annual Actuarial Valuation of the Teachers Pension Fund, the Teachers Pension Plan Annual Report, Quarterly Investment Reports and other relevant TPP documents
- ◆ Review NSTU Annual Council pension and/or benefit resolutions and make such recommendations as deemed appropriate
- ◆ Review the Annual Report submitted by the NSTU Insurance Trustees to NSTU Annual Council
- ◆ Submit an article(s) in each issue of the “Retired Teacher”
- ◆ Keep the RTO webmaster updated re pension and benefit matters
- ◆ Seek benefit improvements for RTO members
- ◆ Seek discounts and special offers for RTO members
- ◆ Upon invitation, participate in the meetings between representatives of the NSTU Group Insurance Trustees and the RTO Executive
- ◆ Upon invitation, participate in the biennial NSTU Pension symposium

- ◆ Carry out any other duties as assigned by the Executive

9E The **FINANCE COMMITTEE** shall:

- ◆ Consist of the Treasurer as Chair, President, Past-President, Vice-President, Secretary and one other member of the Executive appointed annually by the Executive
- ◆ Review the annual audited financial statements (income and balance sheets) of the Legacy Foundation at the end of the fiscal year in preparation for the Foundation AGM
- ◆ Review the annual audited financial statements (income sheet relative to budget and balance sheet) of the Organization at the end of the fiscal year in preparation for the Organization AGM
- ◆ Prepare notes to the annual audited financial statements of the Organization
- ◆ Prepare a budget and budget notes for the upcoming fiscal year
- ◆ Review expense vouchers at each meeting
- ◆ Monitor all expenses and make recommendations to Committee and Executive as appropriate
- ◆ Review the trial balance sheets of the Organization and Foundation at each Committee meeting and present the same to the Executive
- ◆ Review the Organization income relative to budget sheet at each Committee meeting and present the same to the Executive
- ◆ Regularly review the investments of the Organization and Foundation and make recommendations to the Executive as appropriate
- ◆ Regularly review the cash flow of the Organization and make recommendations to the Executive (particularly if the Line of Credit is used)
- ◆ Make recommendations to the Executive re any financial matters of the Organization, including budget, and Foundation as appropriate
- ◆ Review the Organization and Foundation reconciliation reports
- ◆ Review for accuracy, and take appropriate action if necessary, the annual financial reports as submitted by the Branches
- ◆ Make recommendations to the Executive re Branch Initiatives/Programs Grant applications
- ◆ Work with the Executive and Membership Committee, as appropriate, to make reasonable best efforts to resolve membership database issues
- ◆ Review the monthly Johnson RTO fees remittance
- ◆ Follow PIPEDA guidelines
- ◆ Carry out any other duties as assigned by the Executive
- ◆ For further details, please see 8D Treasurer mandate, and Appendices A and B

9F The **RTO LEGACY FOUNDATION CHAIR** is a member of the Executive and shall:

- ◆ Raise awareness of the Legacy Foundation throughout Nova Scotia
- ◆ Encourage donations to the Legacy Foundation
- ◆ Maintain and distribute the Legacy Foundation Memorial Cards
- ◆ Promote the Legacy Foundation at the RTO Annual General Meeting and at Branch

Presidents' Meetings

- ◆ Seek applications for the Annual Legacy Foundation Award(s)
- ◆ Bring applications to the Executive for selection of the winner(s)
- ◆ Submit an annual Report to the RTO Annual General Meeting

9G The **PROGRAMS COMMITTEE** shall:

- ◆ Consist of a maximum of five members including the Chair
- ◆ Organize/coordinate programs and/or workshops, as determined by the Executive
- ◆ Report, to the Executive, on programs and/or workshops
- ◆ Follow PIPEA Guidelines
- ◆ Carry out any other duties as assigned by the Executive

9H The **CHAIR** of each Committee shall:

- ◆ Review the Annual Report filed the previous year for outstanding business
- ◆ Notify all members as to meeting times, dates and locations
- ◆ Remind those requiring accommodation to reserve a room
- ◆ Prepare and send out an agenda for each meeting along with the draft minutes of the committee's previous meeting
- ◆ Once approved place a hard copy of the minutes in the appropriate file in the RTO storage area
- ◆ Appoint a recorder
- ◆ Each September, review the committee's mandate, report this review in the minutes, recommend any changes to the Executive and advise members of RTO meeting cancellation guidelines
- ◆ Conduct business between meetings via the internet
- ◆ Provide all committee recommendations to the Executive
- ◆ Prepare an annual report for the Executive and the AGM
- ◆ Seek the prior approval of the President before changing the meeting time, date or location of a previously scheduled committee meeting
- ◆ Carry out all duties assigned by the President and/or Executive.
- ◆ Submit a report to the RTO Executive following each committee meeting, to the Branch Presidents, at the fall and winter meetings, and the newsletter editor for publication in each edition of the RTO Newsletter

9I Travel Expense Policy

- a) RTO members are eligible to claim hotel, meals, travel and other appropriate expenses while on RTO related business, according to rates established from time to time by the Executive and stated in the Travel Expense Guidelines.

b) Accommodation:

1. For months, where the NSTU contract hotel is being used, reservations must be made through the NSTU; otherwise, the maximum per day hotel amount as contracted by the NSTU (plus taxes) will apply with the hotel receipt attached to the completed expense claim form.
2. For months, where RTO uses a hotel other than the NSTU contract hotel, each member on RTO business, will make individual reservations with the hotel designated by RTO for that month. The hotel receipt must accompany the travel claim.
3. For months when staying at hotels other than the NSTU contract hotel or for months when staying at hotels other than the hotel designated by the RTO, a receipt must accompany the travel claim and reimbursement will be made at the NSTU hotel contract rate or at the RTO designated hotel rate as the case may be.
4. Without a receipt, the RTO will accept a claim in accordance with a rate as established from time to time by the Executive and stated in the Travel Expense Guidelines.

c) Travel

Claims for metrage distances are from your usual place of residence, or less as the case may be.

d) Meals

Meal allowance rates, including taxes and gratuities, are paid in accordance with the NSTU meal allowance rate as stated in the Travel Expense Guidelines.

e) Parking

If you are not staying at any hotel, parking fees with official parking receipts will be accepted.

f) All other claims must be substantiated by receipts and may need to have prior approval from the Executive.

g) The Finance Committee shall administer the RTO Travel Expense Guidelines.

h) All travel and related expenses over that stated in the RTO Expense Guidelines must receive prior approval from the RTO President or by approval through a motion made and approved by the RTO Executive.

9J RTO Expense Guidelines

1. Travel

1.1 At the NSTU metrage rate approved by the RTO Executive to reimburse Executive, Presidents and Committee members for:

- Travel to and from usual place of residence to meeting site.
- Travel related to office held – ie:

President: ACER-CART, Seniors' Advisory Council of Nova Scotia (Group of IX), Liaison Committee, NSTU Insurance Trustees, Branch Visits and other approved meetings or travel necessary for carrying out the work of the RTO

Past President: ACER-CART, Seniors' Advisory Council of Nova Scotia (Group of IX) (1st term); Liaison Committee, NSTU Insurance Trustees; and other meetings at the request of the President

Vice President: ACER-CART, Seniors' Advisory Council of Nova Scotia (Group of IX) (2nd term), Liaison Committee, NSTU Insurance Trustees; and other meetings at the request of the President

Treasurer: Meetings with the NSTU Financial Officer and other meetings at the request of the President.

Member-at-Large: At the request of Branches, other than her/his own Branch, in her/his geographical region and at meetings of Branch Presidents in her/his geographical region. The expenses of an incoming Member-at-Large (MAL) will be paid to attend the Annual General Meeting (AGM).

Secretary: As approved by the Executive.

Branch Presidents: (a) Travel and related expenses to attend Provincial Branch Presidents' meetings and to attend the RTO Annual General Meeting (AGM) will be paid. (b) Branch presidents will also be paid travel expenses, only, to attend meetings of branch presidents in their region that are called by their Member-at-Large (MAL). (c) The expenses of an incoming Branch President will be paid to attend the Annual General Meeting (AGM).

Meetings related to elections of Members-at-Large (MALs): Travel and related expenses will be paid to those members (selection committee) who elect the Member-at-Large (MAL) in their region if a forum/ election is held and to the Regional Returning Officer (RRO) in the region if a forum/ election is held. Reasonable expenses related to renting a room for the Member-at-Large (MAL)

forum/election will also be paid. The RRO will be responsible for sending the related expense forms to the RTO Treasurer.

1.2 Travel Related Expenses

- Bridge & highway tolls (no receipt)
- Taxi fare (special circumstances with receipt) Taxi/bus/Uber expenses, with receipt, will be paid to those members not staying at the RTO hotel to attend a RTO approved reception at the RTO hotel or to attend a RTO approved reception at another location.
- Parking (special circumstances with receipt)
- When travelling on RTO business with expenses being paid by an outside agency/group, the RTO shall top up the expenses when the outside agency/group rates are less than those of the RTO.
- Sundry Expenses: at the rate of \$8.00 per hotel night for incidental expenses. This provision is in addition to highway/bridge tolls.

2. Meals

1. At the NSTU meal allowance rate.
 - Eligibility: If RTO meeting/business/travel occurs close to the normal meal hours (B: 7-9 am; NL: 11:30am – 1:30pm; D: 4:30pm onward). Note: the noon period is normally a lunch unless special circumstances prevail.

3. Overnight Accommodations

1. Evening prior to a meeting, if meeting is scheduled prior to 10:00am.
Evening after a meeting when meeting goes later than 2:00pm.
- 3.2 The hotel rate shall not exceed, for months when the NSTU contract hotel is being used the NSTU contract hotel rate; or, for months when the RTO designates another hotel, the rate of that hotel. This guideline is subject to special circumstances (e.g. AGM; high/peak demand periods or out of province meetings). Should anyone opt to stay at a location other than the designated hotel(s), payment shall not exceed the foregoing specified rates and a receipt is necessary.
- 3.3 A rate of \$25.00/night shall be paid for staying at a private residence other than one's own home (in accordance with the terms governing overnight stays).

4. Expenses shall be paid for the incoming Branch President and/or recently elected Regional

Member-at-Large to attend the RTO Annual General Meeting, according to the RTO Expense guidelines

5. When an official RTO function is held at a Halifax Regional Municipality hotel and/or RTO Executive approved Halifax Regional Municipality location, the RTO shall cover the expenses of travel by taxi or shuttle to and from the hotel to home for Halifax Metro Executive members, Branch Presidents or their designates according to the RTO expense guidelines.

6. RTO Communication Allowance

1. The RTO shall establish allowable amounts that can be accessed by the webmaster and newsletter editor for RTO work.
2. Each person shall pick one of two options:
 - A. An annual Communications Allowance of \$750 that does not require receipts and is a taxable allowance **OR**
 - B. An annual \$500 amount that requires receipts and is not taxable.
3. Option B allowable expenses (upon the presentation of receipts) are: internet/long distance charges up to \$200, equipment purchases up to \$200 (e.g. printers, monitors), supplies including paper, ink cartridges, toner or other expenses as approved by the RTO Finance Committee. For greater clarity, the RTO shall not purchase a computer (PC), laptop or tablet either to be given outright to the webmaster or newsletter editor or to be returned by the webmaster or newsletter editor when he/she leaves her/his position with the RTO.

10. RTO CANCELLATION / CHANGE IN MEETING DATES POLICY

General Statement

The RTO shall follow the “err on the side of caution” approach when dealing with inclement weather and hazardous road conditions.

Cancellation of Committee Meeting

1. The Chair shall contact the RTO President and advise that he/she believes the meeting should be cancelled. If possible, this contact should be made at least 24 hours prior to the meeting.

2. If the decision of the President is to cancel the meeting, the Chair shall notify the NSTU Receptionist and request he/she cancel the rooms at the NSTU hotel.
3. The Chair shall notify the members on his/her committee of the cancellation.
4. The Chair shall contact the RTO President and advise all procedures have been completed.

Change of Committee Meeting

1. The Chair shall contact the RTO President and advise that he/she wishes to have the meeting date changed.
2. If the decision of the President is to change the meeting date, the Chair shall notify the NSTU Receptionist about the change.
3. The Chair shall notify the members on his/her committee of the new date for the meeting.
4. The Chair shall contact the RTO President and advise all contacts have been completed.

Hazardous Road Conditions While On RTO Business

1. If a member believes that conditions are too dangerous en route to travel, he/she may claim overnight accommodation and meals.
2. If the decision is to remain in Halifax, the member shall request that the NSTU Receptionist book the room at the hotel being used that month. If the RTO hotel used that month is the Future Inn, Bayers Lake, then the member shall make his/her own reservation and ask for the RTO rate.
3. If the member has left Halifax or is going to Halifax, he/she may claim accommodation and meals. While reasonable efforts should be made to stay in lodging at or less than the RTO rates, it is recognized that this may be impossible due to the hazardous road conditions.
4. The member shall inform the Chair of his/her committee as soon as possible, preferably the same day.
5. The member shall also inform the RTO President as soon as possible, preferably the same day.
6. If the member does not inform BOTH his/her committee Chair and the RTO President within 24 hours, the lodging expense and related meals will not be allowed for payment by the RTO.

Non-attendance At A Meeting

When a member misses an entire meeting, for a reason not related to hazardous road conditions, no expenses will be accepted for payment in respect of the meeting that the member has missed. It is understood that a delay in attending a meeting at the scheduled time, may occur due to weather conditions. The member, in such a situation shall make a reasonable effort to contact the Chair of the meeting as soon as possible.

11. RTO BENEVOLENT FUND

1. The Retired Teachers Organization has established a Benevolent Fund with the annual amount of \$3,000. These funds will be available during the RTO's fiscal year with no carry over provisions.
2. The Benevolent Fund provides financial assistance for a RTO member and his/her family where there is little or no protection through pension, Credit Union, group insurance benefit, insurance, banks, etc.
3. Requests should be made in writing to the President. Letters should be sufficiently details to provide an understanding of the hardship being faced.
4. The President will provide the information in confidence to the RTO Table Officers, who will discuss the merits of the assistance requested and will determine the amount provided to a maximum of \$1,000.

12. RTO Liability Insurance Policy

RTO Liability Insurance Policy

Effective January 1, 2020 the RTO has coverage in the amount of \$2 million for Liability Insurance through Victor Canada. The insurance policy was developed through consultation with Marsh Canada's office in Halifax.

Definition of Liability Insurance

Liability insurance is part of a general insurance system of risk financing to protect the insured (the RTO) from the risk of liabilities imposed by lawsuits or similar claims and protects the insured if the organization is sued for claims that come within the insurance policy.

Liability insurance is designed to offer specific protection against third-party insurance claims i.e. payment is not typically made to the insured, but rather to someone suffering loss who is not party to the insurance contract. When a claim is made Victor Canada has the duty and the right to defend the insured.

The RTO policy with Victor Canada provides two types of coverage: Non-Profit Directors and Officers Liability and Commercial General Liability.

Non-Profit Directors and Officers Liability

Directors and Officers Liability Insurance is liability insurance paid to the directors and officers of the RTO as reimbursement for advancement of defense costs in the event the insured suffers a loss as a result of legal action brought by alleged wrongful acts in their capacity of directors and officers.

Commercial and General Liability

Commercial and General Liability is a broad type of insurance policy which provides liability insurance for risks such as bodily injury, property damage, personal and advertising injury and medical payments.

What Does the Liability Insurance Cover

The Victor Canada Liability Insurance policy covers RTO provincial and Branch activities and events as well as Branch Initiative/Program Fund activities.

Provincial Coverage

Coverage would include RTO Annual General Meetings, RTO Wellness Symposiums, RTO Executive meetings, RTO Branch Presidents meetings, RTO Standing Committee meetings, RTO Golf Tournament, RTO Curling Bonspiel and NSTU-RTO Bowling Tournament, etc.

Branch Coverage

Coverage would include Branch business meetings, Branch social activities (i.e. Not Back to School Breakfasts) Table Officers meetings, meetings with the Member-at-Large, Member-at-Large regional elections, etc.

Branch Initiative Program Fund Coverage

Coverage would include RTO members and non-RTO members such as spouse/partner/caregivers/support person because the event has been approved by motion at an RTO Executive meeting and sponsored by the Branch. In the case of a guest organizer (i.e. Bill Van Gorder for Nordic Pole Walking) the coverage would not apply to these individuals as they should have their own insurance. It would be prudent to check the outside organizer/organizations and ask if they have liability insurance coverage.

Questions have been raised about disclaimer/waiver forms for participants in these activities. Victor Canada indicates that because these are not high risk activities (i.e. bungee jumping, parasailing, zip lines) there is no need to complete the form. Because the RTO Executive does its due diligence before approving the activity, Victor Canada did not see the need to have disclaimer/waiver forms

necessary for these activities.

Reporting Procedures

All claims under the Liability Insurance Policy are to be brought to the attention of the RTO President within twenty four hours of the legal action

13. RTO Travel Insurance Policy

The Retired Teachers Organization has a Travel Insurance Number 1KK20 with SSQ Insurance Company to cover the following schedule of Titles/Positions:

- RTO Executive Members
- Branch Executive Members
- RTO Standing Committee Members
- Branch Committee Members
- RTO Newsletter Editor
- RTO Webmaster
- Meetings with ACER-CART, Seniors Advisory Council of Nova Scotia, NSTU Insurance Trustees, NSTU-RTO Liaison Committee, the Annual General Meeting and Community Transportation Network

Members must direct any questions on the policy to the President of the RTO and in case of an accident the incident must be reported within twenty-four hours.

14. STANDING COMMITTEE MEMBERS 2021-2022:

RESEARCH/REVIEW:

MARGIE MACNEIL, CHAIR
BOB HAYTER
LINDA MACNEIL
HANK MIDDLETON
DIANE DAVIS

COMMUNICATIONS:

MARLENE BOYD, CHAIR
JACINTA GRACIE
DAVE JONES
JOHN MACKAY
GLYNDA WIMMER, EDITOR NEWSLETTER
COLIN J CAMPBELL, WEBMASTER

MEMBERSHIP:

JIM HARPELL, CHAIR
GARY ARCHIBALD
AMBROSE WHITE
MIKE KNOWLES
JO-ANN CUVELIER

FINANCE:

PETER LEWIS, CHAIR
BILL BERRYMAN
DEBRA FEATHERBY
ALYSON HILLIER
EILEEN COADY
BONNIE MAHANEY

PENSION AND BENEFITS:

BRIAN NOBLE, CHAIR
JIM KAVANAUGH
BRIAN FAUGHT
JOYCE LIVELY
ANN JESSOME

PROGRAMS:

JUDY KNOWLTON, CHAIR
HOLLY MACDONALD
MAUREEN DUFFY-MASON
JACK BOYD
CATHY ANDERSON

15. RTO AFFILIATIONS

At present the RTO has affiliation with three external organizations:
Canadian Association of Retired Teachers [ACER-CART], the Seniors' Advisory Council of
Nova Scotia and the Nova Scotia Community Transportation Network.

ACER-CART:

The RTO is represented on the Canadian Association of Retired Teachers by the President or his/her alternate as appointed by the RTO Executive.
The RTO has a second member, either the incoming President or the Vice President.

PLEASE SEE Appendix E for more information on ACER-CART

SENIORS' ADVISORY COUNCIL OF NOVA SCOTIA (GROUP OF IX):

The RTO representatives on the Seniors' Advisory Council of Nova Scotia are the President and Past President or their alternate as appointed by the RTO Executive.

Please see Appendix F for more information on the Seniors' Advisory Council of Nova Scotia.

16. GEOGRAPHICAL REGIONS

- A. CAPE BRETON-VICTORIA
- B. STRAIT
- C. CHIGNECTO-CENTRAL
- D. HALIFAX METRO
- E. VALLEY
- F. SOUTH WEST SHORE
- G. SOUTH SHORE



President: **Alyson Hillier**
27 Braeside Lane
Halifax, N.S. B3M 3J6
alyson.hillier53@gmail.com 902-443-5106 (h)
902-476-5384 (c)

Past-President: **Bill Berryman**
669 Bog Road,
Falmouth, NS B0P 1L0
bbberryman459@gmail.com 902-684-1172

Vice-President: **Eileen Coady**
P.O. Box 641
Margaree Forks, N.S. B0E 2A0
eileencoady.80@gmail.com 902-248-2951

Treasurer: **Peter Lewis**
11162 Rte 6
Pugwash, N.S. B0K 1L0
lewisp49@gmail.com 902-694-4290

Secretary: **Bonnie Mahaney**
P.O. Box 1081
187 Mowatt Street
Shelburne, N.S. B0T 1W0
bgmahaney@nstu.ca 902-875-4636

RTO FINANCE COMMITTEE 2021-22

Chair and Treasurer: **Peter Lewis**
11162 Rte 6
Pugwash, N.S. B0K 1L0
lewisp49@gmail.com 902-694-4290

President: **Alyson Hillier**
27 Braeside Lane
Halifax, N.S. B3M 3J6
alyson.hillier53@gmail.com 902-443-5106 (h)
902-476-5384 (c)

Past-President: **Bill Berryman**
669 Bog Road,
Falmouth, NS B0P 1L0
bbberryman459@gmail.com 902-684-1172

Vice-President: **Eileen Coady**
P.O. Box 641
Margaree Forks, N.S. B0E 2A0
eileencoady.80@gmail.com 902-248-2951

Secretary: **Bonnie Mahaney**
P.O. Box 1081
187 Mowatt Street
Shelburne, N.S. B0T 1W0
bgmahaney@nstu.ca 902-875-4636

Member-at-Large : **Debra Featherby**
4923 Highway 10
New Germany NSB0P 1E0
debrafeatherby@gmail.com

RTO COMMUNICATIONS COMMITTEE 2021-22

Chair:

Marlene Boyd
35 Philpott Street
Port Hawkesbury, N.S. B9A 2G8
am.boyd@ns.sympatico.ca 902-625-3096

John MacKay
RR # 1 Middle Ohio
Shelburne, N.S. B0T 1W0
jcmackay@nstu.ca 902-875-7805

Jacinta Gracie
632 Shore Road,
Sydney Mines, NS B1V 1A1
jmgracie@nstu.ca 902-794-8647

Dave Jones
1335 Princess Cres.,
Coldbrook, NS B4R 1B1
davejones@bellaliant.net 902-670-2530

**Newsletter Editor
2021-2022**

Glynda Wimmer
807 Highway 329
R.R. #2, Hubbards, N.S. B0J 1T0
gdwimmer@nstu.ca 902-857-3796

Webmaster:

Colin J. Campbell
647 Willow Street
New Waterford, N.S. B1H 3W3
colin@colinjcampbell.ca 902-862-2409

RTO MEMBERSHIP COMMITTEE 2021-22



Chair:

Jim Harpell

P.O. Box 312
459 Cottage Lane
Brookfield, N.S. B0N 1C0
jimharpell@gmail.com

902-673-3012

Gary Archibald

108 Chebogue Point Road
Rockville, N.S. B5A 5E8
archibaldg@eastlink.ca

902-742-4195

Ambrose White

3153 Sunset Avenue
New Waterford, N.S. B1H 1L1
whiteambrose7@gmail.com

902-862-8673

Mike Knowles

558 Avondale Road,
Poplar Grove, NS B0N 2A0
mike.knowles99@gmail.com

902-798-6351

Jo-Ann Cuvelier

7475 St. Margaret's Bay Road,
Halifax, NS B3Z 1S7
joanncuvelier@gmail.com

902-820-2443

RTO PENSION AND BENEFITS COMMITTEE 2021-22

Chair:

Brian Noble

5235 Highway 340
Forest Glen, N.S. B5A 5P9
bln73.z4j@gmail.com

902-761-2569

Brian Faught

25 Regent St.
Amherst, N.S. B4H 3S8
jbfaught@auracom.com

902-661-6400

Jim Kavanaugh

3238 Nicholson Avenue,
New Waterford, NS B1H 1P1
jkavanaugh@ns.sympatico.ca

902-862-3833

Joyce Lively

11 Louisa St.,
Sydney, NS B1P 6E9
joycel@eastlink.ca

902-270-2591

Ann Jessome

26 Eastview Drive,
Halifax, NS B3P 1E6
arjessome@nstu.ca

902-574-8039

RTO PROGRAM COMMITTEE 2021-22

Chair:

Judy Knowlton

18 Gertrude Drive

Dartmouth, N.S. B2X 3S4

jaknowlton181@gmail.com

902-434-5966

Cathy Anderson

40 Birchwood Drive

Sydney Mines, N.S. B1V 3G6

cbanderson@nstu.ca

902-544-0704

Jack Boyd

PO Box 16,

Parrsboro, NS B0M 1S0

jackboyd@eastlink.ca

902-664-7618

Holly MacDonald

19 Harding Avenue,

Amherst, NS

hollymacdonald@nstu.ca

902-297-8747 (c)

Maureen Duffy-Mason

734 Killam Road,

Pleasant Valley, NS B5A 5N8

mduffyma@eastlink.ca

902-761-2035

RTO RESEARCH/REVIEW COMMITTEE 2021-22

Chair:

Margie MacNeil

695 Coxheath Road

Sydney, N.S. B1L 1B5

bigpondbailey@gmail.com

902-564-4628

Hank Middleton

25 Cherry Lane

Bridgewater, N.S. B4V 3S4

hbmiddleton@eastlink.ca

902-543-2349

Linda MacNeil

Apartment 620

150 Solutions Drive

Halifax, N.S. B3S 0E5

lindaneil013@gmail.com

902-389-4354

Bob Hayter

3259 Robie Street

Halifax, N.S. B3K 4R4

nancy.hayter@gmail.com

902-455-6476

Diane Davis

212 St. Peters Road,

Sydney, NS B1P 4P8

ruhmore@hotmail.com

902-562-0371

**RTO LEGACY FOUNDATION
NOVA SCOTIA COMMUNITY TRANSPORTATION NETWORK
2021-22**



Member-at-Large:

Cathy Reimer
610 Church Street,
Port Williams NS B0P 1T0
cjreimer@nstu.ca

902-680-1238

2021 - 2022 Meeting Schedule (Draft)

RTO Executive

2021

Tuesday, August 10 th	Strategic Planning	9:00AM – 4:30PM
Wednesday, August 11 th	Executive	9:00AM – 4:00PM
Monday, September 27 th	Executive	9:30AM – 4:30PM
Tuesday, September 28 th	Branch Presidents	9:30AM - 4:00
Wednesday, September 29 th	AGM	9:00AM –3:00PM
Tuesday, October 26 th	Executive	9:30AM – 4:00PM
Wednesday, October 27 th	Branch Presidents	9:00AM – 4:30PM
Thursday, October 28 th	Branch Presidents	9:30AM –12:00PM
Tuesday, November 30 th	Executive	9:30AM – 4:30PM
	Executive Dinner	6:00PM
Wednesday, December 1 st	Executive	9:30AM – Noon

2022

Zoom	Tuesday, January 18 th	Executive	9:30AM – 4:30PM
	Wednesday, January 19 th	Executive	9:30AM – Noon
	Tuesday, March 1 st	Executive	9:30AM – 4:30PM
	Wednesday, March 2 nd	Branch Presidents	9:30 AM– 4:00PM
	Thursday, March 3 rd	Executive	9:30AM –12:00PM
	Monday, April 25 th	Executive	9:30AM – 4:00PM
		Legacy Foundation AGM	4:00PM – 5:00PM
	Tuesday, April 26 th	Executive	9:30AM –12:00PM
	Tuesday, May 17 th	Executive	9:30PM – 4:30PM
		Executive Dinner	6:00
	Wednesday, May 18 th	Branch Presidents	2:00PM – 4:00PM
		AGM Dinner	
	Thursday, May 19 th	AGM	9:30AM – 3:00PM

2021 – 2022 Meeting Schedule

Finance Committee and Table Officers

2021

Wednesday, September 8 th	9:30AM – 4:30PM
Wednesday, October 13 th	9:30AM – 4:30PM
Wednesday, November 17 th	9:30AM – 4:30PM

2022

Monday, January 17 th	9:30AM – 4:30PM	
Tuesday, February 1 st	9:30AM – 4:30PM	(Finance)
Wednesday, February 2 nd	9:30AM – 12:00PM	(Table Officers)
Wednesday, April 6 th	9:30AM – 4:30PM	
Monday, May 9 th	9:30AM – 4:30PM	

RTO Committee Meetings

2021

Wednesday, October 6 th	9:30AM – 12:30PM
Wednesday, November 17 th	9:30AM – 12:30PM

2022

Tuesday, February 1 st	9:30AM – 12:30PM
Wednesday, April 6 th	9:30AM – 12:30PM

Golf Tournament – Wednesday, September 8th
Wellness Symposium – Wednesday, April 27th

2021-2022 RTO BRANCH PRESIDENTS

ANNAPOLIS

Wendy Rodda
902-825-6295
81 Victoria Street, PO Box 863
Middleton NS B0S 1P0
wendyrodda@eastlink.ca

COLCHESTER-EAST HANTS

Peter Mattatall
902-957-0183
1488 Highway 6
East Wallace NS
p.mattatall@hotmail.com

DARTMOUTH

Audrey Matheson
902-445-5060
111 Central Avenue
Halifax NS B3N 2J1
audreyandangus@hotmail.com

HALIFAX CITY

Bob Hayter
902-455-6476
3259 Robie Street
Halifax NS B3K 4R4
nancy.hayter@gmail.com

KINGS

Peter Sheppard
902-300-9581
497 Burgess Mountain Road
Woodville NS B0P 1G0
peter.sheppard1@gmail.com

NORTHSIDE-VICTORIA

Cathy Anderson
902-544-0704
40 Birchwood Drive
Sydney Mines NS B1V 3G6
cbanderson@nstu.ca

RICHMOND

Phyllis Côté
902-625-2306
1681 Riverside Road
West Bay Road NS B0E 3L0
phylliscote@live.ca

WEST HANTS

Phil Van Zoost
902-798-3881
673 Sangster Bridge Road
Falmouth NS B0P 1L0
cpvanzoost@eastlink.ca

ANTIGONISH/GUYSBOROUGH

Laureen Murphy
902-870-2558
3210 Ohio East Road
Gasperaux Lake RR#1
Antigonish NS B2G 2K8
laureenpm@gmail.com

CPX

Mary Hammond
902-850-2175
339 Prospect Bay Road
Prospect Bay NS B3T 1Z7
mkhammond43@gmail.com

DIGBY

Debby Trask Cushing
902-837-5936
RR#1, Hwy 101 Plympton
Digby Co. NS B0W 2R0
djtrask-cushing@nstu.ca

HALIFAX COUNTY

Debbie Rowsell
902-466-4259
7 Hawthorne Street
Dartmouth NS B2Y 2Y4
ddrowsell@icloud.com

LUNENBURG COUNTY

Deb Featherby
902-521-7791
4923 Highway 10
New Germany NS B0R 1E0
debrafeatherby@gmail.com

PICTOU

Cindy MacKinnon
902-926-2310
4230 Shore Road
Merigomish NS B0K 1G0
cynthiamackinnon@nstu.ca

SHELBURNE

John MacKay
902-875-7805
RR1, Middle Ohio
Shelburne NS B0T 1W0
jcmackay@nstu.ca

YARMOUTH/ARGYLE

Stephen Surette
902-749-6738
953 Lakeside Road
Milton Highlands NS B5A 5K1
thesurettes@gmail.com

AER – BAIE SAINTE-MARIE

André Turbide
902-769-3006
RR#1, 3734 Second Division Road
Church Point NS B0W 1M0
alturbide@eastlink.ca

CUMBERLAND

Pat Hillier
902-664-8189
4284 Highway 366
Tidnish Crossroads, NS B4H 3X9
pahillier@nstu.ca

GLACE BAY DISTRICT

Reg Johnston
902-849-8037
33 Bathgate Street
Glance Bay NS B1A 1A3
rjohnsxy@hotmail.com

INVERNESS

Roy Sturmy
902-625-1949
12 Birchwood Court
Port Hawkesbury, NS B9A 2H9
roysturmy@ns.sympatico.ca

NEW WATERFORD

Ambrose White
902-862-8673
3153 Sunset Avenue
New Waterford NS B1H 1L1
whiteambrose7@gmail.com

QUEENS

Charles (Chuck) McLellan
902-677-2896
PO Box 1546
Liverpool NS B0T 1K0
clmc@bellaliant.net

SYDNEY & AREA DISTRICT

Laurie MacIntosh
902-849-7274
114 Dominion Street
Glance Bay NS B1A 3N3
laurienmacintosh@gmail.com

APPENDIX A
TREASURER – ROLES and RESPONSIBILITIES

1. Accounting

- ◆ Record and deposit all receipts including direct pay membership fees
- ◆ Keep appropriate records of electronic deposits
- ◆ Record disbursements
- ◆ All payments are to be made by cheque and supported by voucher
- ◆ Record adjusting entries as appropriate for RTO operations
- ◆ Reconcile RTO Organization and Legacy Foundation SAGE 50 Program accounts with the Teachers Plus Credit Union bank statements for the same
- ◆ Prepare monthly reports for the Finance Committee and Executive

2. RTO Organization Yearly Financial Reports

- ◆ Upon the end of the fiscal year and the last monthly reconciliation, close the fiscal year as provided in SAGE 50 and thereby obtain the income and balance sheets for the just closed fiscal year
- ◆ Have all appropriate Treasurer's records and the financial statements provided to the auditor so that the audited financial statements can be completed by the auditor
- ◆ Prepare and present audited financial statements using the income sheet relative to budget document with notes for: the Finance Committee, Executive and Annual general Meeting (AGM)
- ◆ Prepare draft budget with notes for the upcoming fiscal year and provide to the Finance Committee and Executive and after consideration by the Committee and Executive to the Annual General Meeting (AGM)

3. Finance Committee

- ◆ Act as Chair of the Committee
- ◆ Submit a monthly Teachers Plus Credit Union reconciliation statement
- ◆ Have available, for perusal of Committee members, vouchers of disbursements since the last meeting
- ◆ Prepare agenda for meetings

- ◆ Prepare budget working paper with notes for Committee
- ◆ Review and present Branch Initiatives/Programs (BIP) applications to the Committee and track BIP reports and present all of this to the Committee
- ◆ Review and ascertain accuracy of annual Branch Financial Reports before issuing Branch Grants and report the same to the Committee

4. Insurance

- ◆ Prepare report as required by the Company which issues Travel Insurance Policy for RTO members who travel on RTO business (specific positions of members covered are listed in report) and remit payment for the applicable premium
- ◆ Remit payment for Liability Insurance Policy /Policies premium

5. Legacy Foundation Finances

- ◆ Deposit all revenues including for: donations, interest on savings account, interest on term deposits and rebates
- ◆ Issue and mail or send electronic income tax receipts to all donors
- ◆ Prepare monthly reports to the Committee and Executive
- ◆ Present audited financial statement to the Legacy Foundation AGM
- ◆ Transfer funds as required; in particular, to RTO Organization chequing account to allow cheques to be written for the Awards

6. Legacy Foundation Annual Awards

- ◆ In consultation with the Chair of the Legacy Foundation Committee, ensure that pertinent information relating to the applications for Awards is provided to the Executive and AGM of the Legacy Foundation for consideration.
- ◆ Issue cheques to successful Award recipients after the AGM
- ◆ Ensure all information provided by the applicants for and successful recipients of the Awards meets the requirements of the Canada Revenue Agency

7. Legacy Foundation Annual Charities Report to Canada Revenue Agency (CRA)

- ◆ Complete and remit within six months of the end of the Legacy

Foundation fiscal year

- ◆ Review subsequent statement from CRA and, if necessary, take required follow-up action(s)

8. Legacy Foundation Annual Renewal to Registry of Joint Stocks

- ◆ Submit annual renewal with financial statements signed by two directors (Executive members) and, as well, submit the required remittance

9. General

- ◆ Give support to the Annual General Meeting Chair as appropriate
- ◆ Be a voting member of the Table Officers Committee
- ◆ Perform other duties as noted in Policy 8D – Treasurer’s mandate, Policy 9E – finance Committee mandate and Appendix B Treasurer and Finance Committee Timelines
- ◆ Any other duties as required by the Executive

APPENDIX B

RTO TREASURER AND FINANCE COMMITTEE TIMELINES

(Most of the items listed are duties of the Treasurer; however, the Finance Committee reviews these timelines at each Committee meeting.)

Revised August 2021

Monthly recurring (each month)

- Process Legacy Foundation receipts for donations.
- Reconciliation of Organization and Legacy Foundation finances and provide to Finance Committee.
- Check and verify that cheques have been cashed in a timely fashion.
- Prepare trial balance sheets for Organization and Legacy Foundation and Organization income sheet (relative to budget) for Finance Committee and Executive.
- Process BIP applications as appropriate and track BIP reports as appropriate and provide copies of the latter to the chairs of the Programs and Research and Review Committees.
- Process expense claims (vouchers).
- Process NSTU invoices (including admin. support and direct-billed lodging) and other invoices as appropriate.
- Term deposit review for both the Organization and Legacy Foundation with appropriate recommendation(s) to both the Finance Committee and Executive.
- Review the cash in the chequing (code 1010) and the GIC interest and chequing account interest (code 1055) accounts of the Organization to make appropriate recommendations to the Finance Committee and Executive re new GIC investment(s).

January

- Start preparations of year end Financial Statements and Financial Statement notes.
- Preliminary work on next year's Budget.
- Preliminary work on next year's Budget notes.
- \$500.00 donation to the Legacy Foundation.
- Prepare report for winter issue of newsletter.
- Preliminary contact with auditor.
- Complete and process T4A forms (use Box 48) for those members in receipt of RTO fees for service or honouraria and Communications Allowance.
- Yearly comparison of new retirees vs new RTO members: Through the President and/or Chair of the Membership Committee obtain number of new retirees from Pension Services Corporation and the number of new RTO members from the RTO database.
- Ask/remind RTO administrative assistant at NSTU to track new retirees/members by Branch as well as the total number of retirees in RTO.
- Pay invoice for premium re Liability Insurance (to Marsh Insurance).
- Send nil remittance form to Revenue Canada before the 15th of the month.
- Issue cheques re Communication Allowance to the newsletter editor and webmaster.

February

- Complete the year end Financial Statements from SAGE 50 Program for both Organization and Foundation if not already done in January for auditor; have vouchers, receipt books and other appropriate materials ready for auditor.
- Contact auditor for date to complete audit this month.
- Review RTO merchandise inventory with the Chair of the Membership committee and determine the effect of such inventory on the new Budget.
- Continue work on Budget and notes to Budget for Committee consideration.
- Meeting of Finance Committee to review/complete notes to the Financial Statements for AGM.
- Meeting of Finance Committee to nearly complete Budget and Budget notes for AGM.
- Prepare financial resolution(s), with brief(s), for submission to AGM as appropriate.
- Presidents' meeting: prepare report (income sheet and other matters as appropriate) and process expense claims.
- Issue Bowling Tournament cheque (\$250) or process in early March or earlier if Tournament is earlier.
- Send invoice to sponsor(s) who have ads in winter issue of newsletter.

March

- Complete Budget and Budget notes for AGM with Committee and Executive.
- Newsletter invoices to sponsors of ads if not done in February.
- Prepare Legacy Foundation financial packages for Legacy Foundation AGM.

April

- Prepare cheques for fee for service and send to newsletter editor and webmaster.
- Foundation presentation at its AGM including appointment of auditor.
- Transfer sufficient funds from the Legacy Foundation savings account to the RTO Organization chequing account to allow cheques to be written for the Legacy Foundation Awards.
- Process cheques re Legacy Foundation Awards.
- CRA renewal to be completed after Legacy Foundation AGM.
- Complete financial packages for Organization AGM – Year End Financial package and Budget package.
- Prepare (update) expense guidelines for May Branch Presidents' meeting and AGM for regular delegates and cost-shared delegates.
- Prepare cheques for Member – at – Large elections and use Executive code for the same.
- Receive report from organizers of Bowling Tournament (may be received in May).
- Ask/remind the RTO administrative assistant at NSTU to track new retirees/members by Branch as well as the total number of new retirees/members in RTO.

- Teachers Plus rebates (late in the month by direct deposit) for Organization and Legacy Foundation
- Send nil remittance form to Revenue Canada before the 15th of the month.

May

- AGM expense guidelines prepared for and explained to delegates (regular and cost-shared).
- Prepare report for spring issue of newsletter.
- Process AGM related expenses eg. Luncheon, AGM dinner, hospitality room and snacks, sound system etc.
- Prepare cheques for retiring Executive members according to guidelines.
- Presentation of year end Financial Statements and Budget at AGM.
- Appointment of auditor at AGM.
- Process expense claims for AGM delegates and distribute cheques (in envelopes with delegate's name, if possible) just before AGM adjournment.
- Process expense claims for cost-shared delegates and give copy of expense claim and cheque to said delegates (in envelopes with delegate's name, if possible) just before AGM adjournment.
- Will need a third person to process expense claims at Branch President's meeting (prior to AGM).
- Issue payment of gift to AGM Chairperson upon Executive approval.
- List of signing officers sent to Teachers Plus upon motion at post AGM Executive meeting.
- Branch Presidents are provided with the Branch Financial statement forms to be completed by July 15th. The form for the list of Branch Executive members is also provided.
- Send invoice to sponsor(s) who have ads in spring newsletter.

June

- Nova Scotia Community Transportation Network (NSCTN) AGM – process expenses for RTO delegate as appropriate.
- Prepare AGM Financial Report for Committee and Executive.
- Issue cheque (\$500) for Golf Tournament and pay fees for RTO sponsored (by Executive motion) members in Tournament.
- Contact RTO administrative assistant at NSTU to send out the annual reminders to Direct Pay members that RTO fees are due. (This may be done in conjunction with the Membership Chair and/or the President).
- List of signing officers sent to Teachers Plus after AGM of Organization (if not done in May).
- Send invoice to sponsors who have ad(s) in the spring newsletter (if not done in May).

July

- Receive and review Branch financial statements deadline July 15th. Contact Branch Treasurer(s) re statements as appropriate. Send reminders as necessary.
- Send nil remittance form to Revenue Canada before the 15th of the month.

August

- Prepare/update expense guidelines for Committee members/Branch Presidents/Executive and distribute to all Executive but, in particular, to Committee chairs to provide to their committee members.
- Present expense guidelines in the fall, for orientation of Branch presidents and MALs (members-at-large) as appropriate. The guidelines as above can be used for this purpose.
- At end of the month, contact RTO administrative assistant at NSTU to ask for the branch membership numbers which are used to issue Branch Grants in early September.
- As soon as possible prepare a list of Branch Treasurers with contact information based on the Branch Executive sheets received on or about July 30th (to be used to send out the Branch Grants cheques).

September

- Issue cheques to Branch Treasurers for Branch Grants.
- Prepare expense guidelines for attendees at RTO Symposium, if held, and provide the same to attendees.
- Ask/remind the RTO administrative assistant at NSTU to track the number of new retirees/members in RTO as well as to track the new retirees/members by Branch.
- Prepare report for fall issue of newsletter.

October

- ACER-CART fees paid on receipt of bill from the same and based on Sept. 30 membership data as available (\$0.35 per member) Include direct-pay members since last September 30.
- Meet with Branch Presidents/new MALs at October Presidents' meeting/orientation re expense guidelines as appropriate.
- Presidents' meeting: Prepare report (income sheet and other matters as appropriate) and process expense claims.
- Pay Johnson invoice for Travel Insurance premium (Bill may arrive early November).
- Invoice sponsor(s) of ads in the fall newsletter issue.
- Issue \$500 cheque for RTO Curling Tournament.
- Receive report from organizers of Golf Tournament.
- Prepare Finance Committee report for newsletter (early in the month or late September)
- Send nil remittance form to Revenue Canada before the 15th of the month.

November

- Complete Joint Stocks registry annual renewal form for the Foundation (\$31.15) with financial statements as approved at last AGM of the Foundation and any other requirements.
- Prepare financial report re RTO Symposium, if held, and present to the Committee and Executive as appropriate.

- Receive financial report from of organizers of Curling Tournament (or after Tournament is held).

December

- Executive Christmas Dinner.
- Gifts for NSTU support staff.
- Send memo to Branch presidents to request input for consideration into budget deliberations with the deadline of January 31st for receipt of the same early in December. Also send a reminder about two weeks later.
- Pay invoice re Liability Insurance Premium (to Marsh insurance) if necessary; otherwise, pay in January if possible for fiscal year reasons.

APPENDIX C

RTO Communications Committee - Chair Responsibilities

These will be some suggestions, guidelines to consider as Chair of the RTO Communications Committee.

During June/July

1. Read the role of the Communications Committee. Can be found on the RTO website under "Committees". You should have been given a copy of this as well. Included there you should also find the roles of the newsletter editor and the webmaster. I would suggest you become familiar with both roles.
2. See to it that you have an editor and a webmaster. Hopefully each position will be filled when you become Chair. It would be worthwhile for you to call them to start a relationship with them - both positions are extremely important to the RTO. While a formality, each year at the April RTO Executive meeting a formal motion is made to appoint the editor and webmaster for the year. It is your responsibility to see that this is done. It has been my belief that the editor and/or the webmaster have to manage the material that we give them and should not be expected to have to search for content. This will be expanded upon later.
3. It is also very worthwhile to contact your Committee Members and introduce yourself. They will be contacted and congratulated on their appointment by the President before you do so. Prepare and check a committee contact list both for yourself, committee members but also for the RTO Assistant at the NSTU Building.
4. You will receive a list of committee meeting dates from the RTO President. These may or may not be good for the Communications Committee, depending on the confidence of the newsletter editor in getting the newsletter out on time. The first year I was chair we had a new editor so our committee met late in August for our first meeting to make a timetable for the year. Since the first year we have met in September on the same date as other committees.
5. Late August/September - First meeting of committee:
 - A. You prepare the agenda and send it out for comments

- B. Have members sign Conflict of Interest, and Privacy Forms
- C. Have committee mandate to circulate and discuss, this available in the White Binder and on the website.
- D. Have a list of items that need to be updated on the website. You should make arrangements to have new information be sent to the webmaster, including:
 - list and contact information for Executive
 - list and contact information of Branch Presidents
 - check and update various items (example minutes, discounts and benefits, constitution and procedures, etc.)
 - these are available from the RTO Assistant at the NSTU

Previous Records/minutes/old newsletter copies

In the RTO cabinet (second floor of NSTU building behind the computers) you can find a Communications Committee binder with Minutes, reports and copies of newsletters over the years. Many of the previous copies of the Retired Teacher are also located on the RTO website under "Documents".

The editor of the newsletter has a portable hard drive to collect and organize each edition but also to act as an archives of the past issues.

Advertising in the Retired Teacher

During the fall of 2011 the RTO Executive agreed that there would be no advertising permitted other than the three companies listed below. They would each have one free ad during the year. The Communications Committee Chair will contact each contact person to arrange for the ad in conjunction with the Editor and NSTU contact person.

October issue....Johnson Inc. contact Bernadette Donovan
 (donavan@johnson) or Todd Blackwood 902-453-9532
 (tblackwood@johnson.ca)

February issue....Merit Travel contact David Moore, 902-482-8000 x2307.
dmoore@merittravel.com

May issue.....Teachers Plus Credit Union contact Steve Richard, 902-477-4108. srichard@teachersplus.ca

Setting newsletter publishing dates

You will have to set the dates, with the editor, for the fall, winter and spring newsletters. The fall newsletter is usually printed in October, the winter issue in late February and the spring newsletter after the RTO AGM.

The layout editor at the NSTU (NSTU editor) should be contacted to see how his schedule fits into the timetable as his main responsibility is preparing the NSTU Teacher. I have left this to the editor to make contact with the NSTU editor as they will be working together.

The RTO has used the Advocate Printing in Halifax. After the RTO editor has signed off on the newsletter, the NSTU editor sends it to Advocate for printing and mailing. The cost is around \$10,000 per issue for 64 pages. There is also a mailing costs to send the newsletter to members.

Honorariums

Within in RTO only the editor of the newsletter and the webmaster receive a well deserved fee-for-service. In March you should fill out an expense form for the honorariums given to the editor (\$500 per issue) and the web master (\$1,500) for the year. These forms are given to the Treasurer for payment. Each also receives an annual communication allowance of \$750 that does not require receipts and is a taxable allowance or an annual \$500 that requires receipts and is nontaxable.

Branch Presidents' Meetings

Branch Presidents' Meetings are held three times a year, fall, winter and just before the AGM. You may have some items to report, in the past we have included:

- A. To have your Branch represented in the newsletter you must submit something.
- B. If you have a question, submission please go through the Editor, Web Master or Communication Committee, not to bother the staff at the NSTU.
- C. Encourage Branch Presidents to submit articles, reports and/or photographs for future editions.

- D. We have tried to have hard copies of The Retired Teacher to hand out to the Presidents.

Obtaining content:

It would be beneficial for the Chair to review last year's editions of the newsletter. They can be found under documents on the RTO website. There you will see what generally has to go in each edition. The same is true of the website. The Chair should review it and see what has to be updated each year.

As indicated earlier it has been my practice to ensure the information is given to the editor and webmaster for their use. It would be very useful to the Chair if all information submitted to the editor/ webmaster was copied to the Chair. This would allow for the Chair to see what has been done and what requires further attention.

Web site content

Have a list of items that need to be updated on the website. You should make arrangements to have new information be sent electronically to the Web Master, including:

- list and contact information for Executive
- list and contact information of Branch Presidents
- the Discounts and Benefits sheet(s) from the NSTU
- photographs and names of the Executive and various committees
- Chair may have to arrange for a photographer, usually through the NSTU.
- arrange for the newsletter to be posted on the website when it goes to the publisher for printing

Newsletter content

The Editor has the responsibility of editing content, arranging for layout with NSTU staff and dealing with publisher along with NSTU staff.

Generally for each issue in the past the Chair of the Communications Committee arranges for the following:

- Message from the RTO President
- Report from each RTO Committee Chairs
 - Research / Review
 - Pension and Benefits

Membership
Finance
Programs
RTO Legacy Foundation

- Report from the Seniors' Advisory Council of Nova Scotia
- Report from ACER-CART
- An ad from one of our sponsors
- A feature a retired teacher/branch article or contact for the same
- Important contact information for RTO members (companies)

Report from the Branches.

Generally the Communications Committee members will see that the branches have a submission. In the past branches were divided up and committee members would contact them for content, usually via email with telephone follow ups if necessary. A possible script is available in the binder in the cabinet.

In addition there are some special items for particular issues:

Fall Issue

Resolutions Committee will have a page on resolutions
Maybe a Welcome from the NSTU President
Photographs of Executive and Committees, with names
List and contact info of Executive Members
Information on the RTO Legacy Foundation

Winter issue

Registration forms and information on the AGM
Nominating Committee Report
-page for member at large information
-page for committee/executive election information
Election candidate platform and photograph
Legacy Foundation application form and information
Information on the Curling Tournament
Resolutions for AGM

Spring Issue

Information on the RTO Golf Tournament

Application form for Committee Memberships

Report on the recently held AGM

For each edition: after deadline has been set

About 2 months before, contact the company which advertises that issue

About a month before Committee Members contact Branch Presidents

About a month before Chair contacts the Executive and Committee Chairs

About two weeks before everyone follows up on their responsibilities

A meeting is set near deadline to review what has been received

The editor in the meantime has been reviewing the submissions, editing, questioning, rewriting where necessary.

The editor sends in the edited submissions to the layout editor at the NSTU who begins the layout process.

The editor visits with the NSTU layout editor and they finalize the layout.

The RTO editor sends out copies to the Committee Members for a quick review and turn around.

The RTO editor signs off, the NSTU layout editor sends off copy to the publisher and webmaster.

APPENDIX D

RTO Membership Committee Annual Action Sheet

This action sheet is not all inclusive; the chair should check the following: minutes from the previous year as appropriate, Committee Mandate, Priority Goals recommended by the previous year's committee. **The most important activity of the Committee is to ensure the accuracy of the database;** see the Year Long Items at the end of this action sheet as well as monthly items.

- June
- Appointed by RTO Executive;
 - The chair, upon appointment, should review minutes and activities of the past year including priority goals for the current year as well as the Committee Mandate.
 - Send out memo to committee members advising them of dates for meetings and thanking them for serving RTO.
 - Briefly meet with the NSTU Administrative Assistant, with whom you will be working. It is primarily the NSTU assistant who is responsible for updating the database.
 - Remind the NSTU assistant to send our reminders to those who direct pay their dues that the time for renewal is during July.
- July/August
- Respond to any correspondence as necessary
 - Prepare September's agenda; be sure to check previous September and April minutes.
 - Send agenda to committee members
- September
- Ask the NSTU assistant to have April's minutes ready.
 - Select committee secretary, preferably on a volunteer basis, and send draft minutes to committee members.
 - Try to delegate duties to committee (eg. a person to update Wall).
 - Review winter travel procedure with the Committee.
 - Chair September's meeting and follow up as necessary especially prepare for October's Presidents' meeting.
 - Prepare report for Executive Meeting.
 - Attend Executive Meeting and do follow up.
 - Obtain keys for Wall from outgoing Committee Chair.

- Check to see if there are enough membership pins
 - Prepare report for newsletter
 - Request an item be included in the newsletter re promotion of The Wall.
 - Promote use of RTO banners among Executive, branches, at RTO tournaments and pre-retirement seminars.
 - Review Committee mandate at Committee meeting and update as necessary with updates going to the RTO Executive for approval.
 - The Chair should check with the NSTU assistant as to the number of new RTO members who have signed up since May/June and report the same to the Committee and the Executive.
- November
- Prepare November agenda, consult last November and September's minutes and send to committee members.
 - Ask the NSTU assistant to have September's minutes ready for meeting.
 - Chair November meeting and do follow up as necessary.
 - Presidents' meeting: check minutes for items to have ready. Promote use of banners at this meeting. Have pins for sale.
 - Prepare report for Executive Meeting
 - Attend Executive Meeting
- November
- mid month: Ask the NSTU assistant to send out reminder to branch presidents to update membership lists.
 - Promote use of RTO banners at pre-retirement seminars
- December
- Attend December's Executive meeting (prepare report in advance if necessary).
 - Prepare February agenda, consult last February and November minutes and send to committee members.
- February
- Ask the NSTU assistant to have November's minutes ready for meeting.
 - Chair February meeting and do follow up
 - Prepare report for Executive Meeting
 - Prepare report for newsletter
 - Attend Executive Meeting
 - Respond to those requesting receipts for dues that RTO does not issue receipts as they are not eligible for an income tax deduction.

- February
- Prepare materials for February Presidents' meeting. See the last item of this action sheet for May.
 - Prepare report for February Executive Meeting
 - Attend Executive Meeting and presidents meeting. Promote use of RTO banners.
 - Check with Pension Services Corporation as to the number of retirees and materials they will need; see that materials are sent.
 - Respond to receipt requests in the same manner as in January.
- April
- Prepare April agenda, consult last April and February minutes and circulate to committee members.
 - Ask the NSTU assistant to have February minutes ready.
 - Prepare report for newsletter
 - Chair April meeting and do follow up as necessary.
 - Prepare report for Executive
 - Ask the NSTU assistant to prepare 400 retiree packages (the number may need to be adjusted); update materials as required.
 - Review Priority Goals and prepare recommended Goals for the next year at Committee meeting.
 - Update action sheet as necessary.
 - Review membership forms and recommend updates, as appropriate to RTO Exec.
- April
- Attend Executive Meeting and do follow up.
 - Late in April or early May have the NSTU assistant send out memo to branch presidents requesting the number of retiree packages each branch needs.
 - Prepare Annual Report of Committee for AGM.
- May
- Prepare materials for May Presidents' meeting, particularly retiree Packages.
 - Arrange to have both RTO banners at the AGM banquet, Presidents' meeting and at the AGM.
 - Attend AGM, Presidents Meeting and Executive Meeting.
 - Ask the Branch Presidents to send out letter to their respective NSTU locals requesting the number of retirees for the current year.

Year Long Items

- **keeping database updated:** Answering inquiries re the same etc. Check to see that the list of members from Johnson Inc. is current (once a year minimum). Past presidents of RTO are life members and do not pay dues (request the NSTU assistant to make the appropriate change at Johnson Inc.). Death notices should arrive from Johnson Inc. which should then be forwarded to RTO branches. If newsletters are returned to NSTU, the accuracy of the contact information for such members needs to be checked. Branch presidents are given membership lists for their branches in October and are asked to forward updates. Branch presidents need to be thanked for their work in keeping the database as accurate as possible. Corrections can be made at any time. All of this requires frequent contact between the Chair and the NSTU assistant.
- **taking photos for The Wall and updating the same;** photos can also be obtained from the Communications Committee.

The comments below reflect the work of the RTO in partnership with NSHPCA

Goals:

- develop a partnership with NSHPC to learn about the ACP process and to assist our members in taking responsibility for their care based on their wishes
- create a network within the organization to provide support to the members who deliver the program
- use the existing communication tools of the RTO to spread the word (ie newsletter and website)

Objectives:

- familiarize our members of the provincial legislation on end of life care and the issues related to decision making
- provide sage and respectful environment for ACP discussions

- provide opportunities for retired teachers to use their skill set (teaching experience) to deliver the program to their colleagues and the community

Model:

- materials designed/distributed by NSHPCA including print resources for presenters with guidelines for presentation and relevant materials from the current provincial legislation, power point presentation and a variety of print materials for participants to take away
- enhanced sessions have been conducted which were designed to have participants interact and discuss in small groups questions and topics related to the ACP process
- two of the presenters are bilingual so the session can be conducted in English and French

About the sessions:

- some sessions are arranged to be part of the regular group's meetings, events and activities which bring people together (at RTO Branch meetings, at presentations at wellness workshop, following church services, conferences, etc.)these events allow us to put the topic in the context of how we can take care of our (wellness)
- present, through the PowerPoint, the three components; the rationale behind the importance of ACP, the five steps to the process and then distribute the print materials to review with participants
- in addition to the print materials we discuss the various resources available on the website: www.advancecareplanning.ca or www.nshpca.ca

Research focus:

- evaluation forms are used in the workshops which ask participants to describe their understanding prior to the session and then at the end of the session what they have learned

Evidence of success:

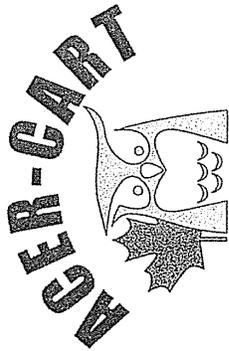
- evaluations have been very positive and the before/after question describe the above reveals the how the session has given the participants a better understanding and appreciation of importance and value of the ACP process
- since the sessions have been started, NSHPA has produced XXXXXX copies of the Speak Up documents
- many sessions are arranged by participants who have attended the session and would like to have a session for another group

Funding:

- NSHPCA annually applies for grants from New Horizons (federal) Age Friendly (provincial) to provide funds (\$25,000 or less) to provide print materials, required equipment (computer and projector) and presenters expenses (mileage, meetings cost, etc)
- the RTO provides “in kind” support (location for meetings, circulating, materials , etc)

www.acer-cart.org

ABOUT US



**Canadian Association
of Retired Teachers**
**Association canadienne
des enseignants retraités**

APPENDIX F

ACER-CART, founded in June 1981 in Ottawa, represents 13 retired teacher associations in every province and in the Yukon territory, with a total membership of over 120,000 retirees. It works in cooperation with other seniors groups and the Canadian Teachers' Federation (CTF) to promote the interests of retired teachers. The objectives of ACER-CART are:

- ◆ To facilitate and promote liaison and mutual assistance among its member associations;
- ◆ To promote the interests of its member associations;
- ◆ To develop strategies for joint action on matters of common concern to member associations;
- ◆ To cooperate with other organizations on matters of common concern; and
- ◆ To promote and support public education.

Governance

The governing body consists of the Executive Committee, a Director with voting rights to represent each Member association, and the Executive Director who has non-voting status. The Executive Director conducts the business of the Association between annual meetings. Members of the Executive Committee include the President, Vice-President, Past President and three Regional Representatives (East, Ontario and West).

Five Standing Committees and one AdHoc Committee carry out the mandates and tasks assigned by resolutions of the AGM.

- ◆ Communications
- ◆ Health Services & Insurance
- ◆ Legislation
- ◆ Nominations and Election
- ◆ Pensions and Retirement Income
- ◆ Political Advocacy

ACER-CART develops policy and position papers on relevant topics, such as health care, pensions, poverty amongst the elderly, elder abuse, financial fraud affecting older people, and other issues of relevance to an aging population.

ACER-CART lobbies the federal government, and solicits the support of other seniors' groups and its retired teacher associations. Member associations are free to become engaged in issues that affect them or in which they have an interest. Policies, position papers and briefs can be found on the ACER-CART Web site.

The AGM provides a unique opportunity for the Executive, Directors and Observers of the member associations to review issues of importance, share action planned and seek advice from colleagues. Information is also provided by representatives of Johnson Inc., an insurance company that administers the benefit plans offered by many of the associations. As well, training seminars and guest presentations may be incorporated into the meetings.

The Member associations of ACER-CART are :

- ◆ Alberta Retired Teachers' Association (ARTA)
- ◆ British Columbia Retired Teachers' Association (BCRTA)
- ◆ New Brunswick Society of Retired Teachers (NBSRT)
- ◆ Prince Edward Island Retired Teachers' Association (PEIRTA)
- ◆ Quebec Association of Retired Teachers (QART)
- ◆ Quebec Provincial Association of Retired School Educators (QPARSE)
- ◆ Retired Teachers' Association of Newfoundland and Labrador (RTANL)
- ◆ Retired Teachers' Association of Manitoba (RTAM)
- ◆ Retired Teachers Organization of the Nova Scotia Teachers Union (RTO-NSTU)
- ◆ The Retired Teachers of Ontario / Les enseignants et enseignants retraités de l'Ontario (RTO/ERO)
- ◆ Société des enseignantes et enseignants retraités francophones du Nouveau-Brunswick (SERFNB)
- ◆ Superannuated Teachers of Saskatchewan (STS)
- ◆ Yukon Retired Teachers' Alumni (YRTA)

APPENDIX G

We serve as an advisory body to Government through the Department of Seniors to facilitate the development of government age-related policies, programs and services. We also advocate on behalf of older Nova Scotians on issues affecting them.

Current Members:	Our Activities:	Areas of Specific Interest:
1. CARP Nova Scotia	<ul style="list-style-type: none"> • Monitoring issues that are important to seniors through regular contact with seniors, professionals, and organizations 	<ul style="list-style-type: none"> • Home care and continuing care services
2. Section of Senior and Retired Doctors (SSRD) of Doctors Nova Scotia	<ul style="list-style-type: none"> • Representing the issues and interests of seniors to government through department committees 	<ul style="list-style-type: none"> • Transportation • Pension and financial issues • Pharmacaire • Housing • Falls prevention
3. National Association of Federal Retirees	<ul style="list-style-type: none"> • Partnering on research projects related to seniors' issues 	<ul style="list-style-type: none"> • Physical and mental health • Oral care
4. Federation of Senior Citizens and Pensioners of Nova Scotia	<ul style="list-style-type: none"> • Participating in special events and discussions 	<ul style="list-style-type: none"> • Older worker rights • Palliative care
5. Nova Scotia Government Retired Employees Association	<ul style="list-style-type: none"> • Holding regular meetings to coordinate activities, share news and discuss policy 	<ul style="list-style-type: none"> • Senior abuse
6. Regroupement des aînées et aînés de la Nouvelle-Écosse		
7. Retired Teachers Organization		
8. Royal Canadian Legion, Nova Scotia/Nunavut Command		
9. Community Links		

All seniors and seniors' groups are encouraged to make their views known to us.
Our representation and advocacy is not limited to members of the Group of IX organizations.