

**ONTARIO COOPERATIVE EDUCATION ASSOCIATION**  
**L'ASSOCIATION POUR L'ÉDUCATION COOPÉRATIVE DE L'ONTARIO**



**DIRECTOR-AT-LARGE (French):**  
**TERMS OF OFFICE: 2-YEARS**

- 1) Assist with symposiums and conferences as required
- 2) Promote poster contest, awards, elections, and submission to e-news
- 3) Participate in ad hoc committees as required
- 4) Act as liaisons to Provincial Representatives (i.e., Coordinate all activities, meetings, decisions, etc. that involve more than one Provincial Representative)
- 5) Manage and organize the Provincial Representatives meeting at the Symposium and the Conference
- 6) Support the goals established by the Provincial Representatives
- 7) Ensure that the Provincial Representatives communicate regularly with the members in their regions through electronic mailings
- 8) Involve the Provincial Representatives in strategic initiatives of the OCEA Board of Directors
- 9) Respond to issues and perform required actions arising from monthly Leadership Team meetings
- 10) Continue communication with Provincial Representatives to problem-solve, provide information, and develop strategies re. workshops, memberships, and meetings
- 11) Forward requests, information, etc., as requested by other Leadership Team members
- 12) Revise and distribute the Provincial Representatives Manual prior to Fall Symposium Provincial Representatives meeting
- 13) Submit names to Past-Chair of retiring Provincial Representatives for preparation of recognition certificates
- 14) Act as mentors for incoming Provincial Representatives
- 15) Prepare reports for Annual Business Meeting (ABM)

**DIRECTOR-LIAISON(S) TO THE PROVINCIAL REPRESENTATIVES (*Directors-at-Large: French*)**

The Liaison to the Provincial Representatives (and French Directors) coordinates all activities that involve the Provincial Representatives as a whole group, i.e., meetings, activities and decisions that may involve more than one Provincial Representative.

Provincial Representatives and the Directors may bring any such matters to the attention of the Liaison who will, in turn, report and seek direction at the OCEA Board meetings.

Below is a list of ongoing tasks, followed by a month-to-month guide to activities that are commonly performed by the Liaisons to the Provincial Representatives:

- 1) Manages and organizes the Provincial Representative meeting at the symposium and conference
- 2) Supports the goals established by the Provincial Representatives
- 3) Ensures that the Provincial Representatives communicate regularly with the members in their Regions through electronic mailings
- 4) Promotes and supports the Regional Workshops and Meetings in the Regions as required
- 5) Reviews Regional Workshop Guidelines as needed
- 6) Involves the Provincial Representatives in strategic initiatives of the OCEA Directors
- 7) Responds to issues and performs required actions arising from Directors' monthly reports

- 8) Continues communication with Provincial Representatives to problem-solve, provide information, and develop strategies, re: workshops, memberships, and meetings
- 9) Reviews Regional boundaries as required and recommended by the OCEA Directors
- 10) Forwards Provincial Representative funding requests that fall within the approved budget and meet the expenditure guidelines
- 11) Forwards requests, information, etc., as requested by other OCEA Board and Regional members

*\* Meeting schedule will vary year to year to meet the needs of the organization and the Provincial Representatives. In the past few years, two meetings were held in conjunction with the Fall Symposium and Annual Spring Conference.*

#### **Ongoing:**

- 1) Appoints new Provincial Representative if a Rep resigns or a Rep's position is vacant after the Election
- 2) Forwards requests, information, etc., as requested by other Board members
- 3) Prepares draft agenda for the Provincial Representatives' fall meeting (at symposium) and submits the agenda to the Board at the first meeting in September to gather input to prepare the upcoming Provincial Representative meeting
- 4) Obtains updated Provincial Representatives pictures as required
- 5) Initiates mailing and letter to Provincial Representatives to include:
- 6) Update of mailing address and phone/cell numbers and emails for Provincial Representatives database/directory
- 7) Date and location of Fall Symposium (include regional flyer, postcards, etc.)
- 8) Agenda for Fall Symposium Provincial Representative Meeting and pertinent details for registering including expense guidelines for Provincial Representatives
- 9) Revises and distributes the Provincial Representatives' Manual prior to Fall Symposium Provincial Representative meeting
- 10) Arranges mini-in-service for Provincial Representatives as required, arranges meeting room, breaks and meals with OCEA Treasurer

#### **September:**

- 1) Encourages Provincial Representatives to solicit and promote OCEA Professional Awards nominees
- 2) Ensures Provincial Representatives to solicit and submit articles for the OCEA News/e-News bulletins
- 3) Encourages Provincial Representatives to collect and develop resources for submission to the website
- 4) Assists with delegating Provincial Representatives duties at Symposium as required
- 5) Prepares draft agenda for the Provincial Representatives' fall meeting (at symposium) and submits the agenda to the Board at the first meeting in September to gather input to prepare the upcoming Provincial Representative meeting
- 6) Obtains updated Provincial Representatives pictures as required
- 7) Initiates mailing and letter to Provincial Representatives to include:
- 8) Update of contact information (mailing address and phone numbers) for Provincial Representatives database/directory
- 9) Agenda for Fall Symposium Provincial Representative Meeting and pertinent details for registering including expense guidelines for Provincial Representatives
- 10) Revises and reprints the Provincial Representatives' Manual for distribution at Fall Symposium Provincial Representative meeting

- 11) Arranges mini-in-service for Provincial Representatives, arrange meeting room, breaks and meals with OCEA Treasurer

**October:**

*Provincial Representative Fall meeting duties, which include:*

- 1) Solicits Directors and Provincial Representatives for agenda items
- 2) Prepares agenda and circulates – at least 2 weeks prior to event
- 3) Chair the Provincial Representative meeting or select chair designate
- 4) Ensures Provincial Representative meeting minutes are recorded -- choose rotating secretary
- 5) Promotes elections, prompting Provincial Representatives to encourage nominations
- 6) Encourages Provincial Representatives to solicit and promote OCEA Professional Awards nominees
- 7) Encourages Provincial Representatives to solicit and submit articles for the OCEA News/e-News bulletins

**January/ February:**

- 1) Encourages ongoing participation for those Provincial Representatives who will complete terms of office this year

**March:**

- 1) Discusses the roles and tasks that the Provincial Representatives may perform at the Annual Spring Conference, Annual Business Meeting (ABM) and Elections, and sees that the Provincial Representatives carry out these tasks
- 2) Submit names to Awards Chair of retiring Provincial Representatives for preparation of Recognition Certificates
- 3) Continues the promotion of candidates for Elections in all necessary regions
- 4) Solicit Directors and Reps for agenda items for April Provincial Representatives meeting
- 5) Mail agenda and instructions for Annual Reports

**April:**

- 1) Assists with spring conference as required
- 2) Chair (or assign designate) Provincial Representative meeting or communications with Provincial Representatives
- 3) Ensures Provincial Representative meeting minutes are recorded -- choose rotating secretary
- 4) Plan goals and action plans for the next year
- 5) Prepare Final Report for May / June Board meeting

**May:**

- 1) Letters to new Provincial Reps welcoming/congratulating them, requesting 5 x 7 colour photo for OCEA website and explaining that former Rep will in-service them.
- 2) Present final OCEA Provincial Representatives' Report for May / June OCEA Board meeting.