



OC Regional Director Orientation Book

May 2026

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1.0 History of Canadian Federation of University Women (CFUW) and CFUW Ontario Council (OC)

1.1 National CFUW

CFUW is a non-partisan, self-funded organization that has been a leading voice for women's rights and education in Canada for over a century.

Founding and Early Years (1919)

CFUW was founded in 1919 by representatives from seven university women's clubs across Canada (Victoria, Edmonton, Regina, Winnipeg, Toronto, Ottawa and McGill Alumnae (Montreal)). Its primary goal was to unite university-educated women to advocate for higher education standards and to improve the social and economic status of women.

The organization was a founding member of the **International Federation of University Women** (now Graduate Women International), which sought to promote peace and understanding in the wake of World War I.

Key Milestones and Advocacy

Throughout the 20th century, CFUW evolved from a social and educational club into a powerful national advocacy body.

- **Educational Support:** Since its inception, the CFUW has awarded millions of dollars in scholarships and fellowships to women pursuing post-secondary and graduate studies.
- **The Person's Case:** In the 1920s, the organization was active in the movement to have women legally recognized as "persons" under the British North America Act, which eventually allowed women to be appointed to the Senate.
- **Social Reform:** During the mid-century, the federation pushed for equal pay for equal work, better access to childcare, and the elimination of violence against women.
- **Status of Women:** The CFUW was instrumental in calling for the **Royal Commission on the Status of Women** in the 1960s, which served as a blueprint for gender equality in Canada.

Modern Era

Today, the CFUW consists of **90 clubs** across every province in Canada, including an E-Club. While it maintains its roots in scholarship and lifelong learning, its modern focus has expanded to include:

- **Environmental Stewardship:** Advocating for climate action and sustainable policies.
- **Human Rights:** Focusing on the rights of Indigenous women, girls, and 2SLGBTQ+ individuals.
- **Legislative Influence:** Each year, the CFUW presents a brief to the federal government, advocating for policy changes based on resolutions passed by its grassroots members.

The mission of CFUW is:

CFUW is a self-funded, non-partisan, social-action organization that works to improve the status of women and girls and to promote human rights, public education, social justice, and peace.

The vision of CFUW can be summed up as follows:

CFUW envisions a world where women and girls are educated, empowered, and live in a safe and just society.

1.2 CFUW Ontario Council (OC)

OC is the largest provincial body within the national federation, serving as the bridge between local Ontario clubs and both the provincial government and the national CFUW office.

Founding and Purpose (1978)

While many individual Ontario clubs (like Toronto and Ottawa) were founding members of the national body in 1919, OC itself was formally established in 1978, and was the second Council to be inaugurated following the Quebec Council (1965).

It was specifically created to:

- **Coordinate Advocacy:** Provide a unified voice when lobbying the Ontario provincial government on issues like education, health care, and human rights.
- **Support Clubs:** Facilitate cooperation and resource-sharing among the dozens of clubs across the province.
- **Bridge the Levels:** Act as a middle-tier governance structure to help grassroots local resolutions reach the national stage.

Structure and Reach

Today (2026), OC represents over **4,600 members** across **48 clubs**.

- **Regions:** The province is divided into six regions (e.g., North, West, Central, East, South and Huron), each overseen by a Regional Director.
- **Governance:** OC is managed by a 15-member Executive Board and is a **separate incorporated non-profit entity** from the national CFUW.

Key Advocacy Areas

Because education and health fall under provincial jurisdiction, OC is often more "hands-on" with specific legislative changes than the national body. Significant historical and ongoing focuses include:

- **Public Education:** Long-standing advocacy for lower class sizes, better funding for post-secondary institutions, and gender-neutral educational materials.
- **Long-Term Care (LTC):** Following the COVID-19 pandemic, the OC became a leading voice in demanding the incorporation of Long-Term Care under the *Canada Health Act* and improving standards in Ontario nursing homes.
- **Environment:** Pushing for provincial bans on cosmetic pesticides and advocating for stronger climate action plans at the municipal and provincial levels.
- **Violence Against Women:** Supporting the implementation of the Ontario Human Rights Code, funding for women's shelters and crisis centers and the declaration of Intimate Partner Violence as an epidemic at the municipal and provincial levels.

Traditions and Events

- **Speaker Series:** The Council hosts regular sessions (historically these were held in Toronto, but now the Speaker Series is mainly virtual) featuring experts on policy and social justice.
- **Standing Committees:** Dedicated advocacy committees focus specifically on the Status of Women and Human Rights, Education, Environment and Climate Change, and Legislation.
- **Annual General Meeting (AGM):** Held every May (even years in person; odd years virtually), this is where provincial resolutions are debated and passed to become official policy, Board elections are held and bylaw amendments are presented and voted on.

Governance Difference

Because Ontario is an incorporated entity, separate and distinct from CFUW National, its membership differs. Clubs can belong to Ontario Council and **NOT** belong to CFUW National. One Club, UWC Toronto, chose to leave CFUW but remains with Ontario Council.

2.0 Historical Context for the Role of the Regional Director (RD)

The role of the RD within CFUW, and particularly OC, was developed as a practical solution to the geographic challenge of the country. As the federation grew, it became clear that a centralized national or even provincial board could not effectively maintain personal relationships with dozens of individual clubs spread across vast distances. In OC, the RD position was formalised in 1988.

The Evolution of the Role

The RD position was established to act as a dual-representative: they are the voice of the Board to the Clubs and, more importantly, the voice of the Clubs to the Board.

In the early decades of CFUW, communication was primarily handled through national and provincial presidents. However, as OC formalized in 1978, the RD model became the backbone of its governance. This structure allowed OC to divide the province into manageable territories, ensuring that no club felt isolated from the broader federation.

The RD in Ontario Council (OC)

In Ontario, the RD role is a formal voting position on the OC Board. The province is currently divided into six key regions: Central, Huron, East, West, North, and South.

The historical and functional priorities of an OC Regional Director include:

- **Club Health & Vitality:** Monitoring the "pulse" of local clubs. RDs are often the first to intervene if a club is struggling with declining membership or leadership fatigue.
- **Information Conduit:** Ensuring that provincial and national advocacy goals, such as those regarding Long-Term Care or climate action, are understood at the grassroots level.
- **The Problem Solver:** Historically, RDs have acted as mediators, helping clubs navigate local governance issues or conflict resolution.
- **Reporting:** RDs collect Club Notes and annual reports, which are then compiled into the broader OC Annual Report, providing a snapshot of the federation's impact across the province.

Regional Differences

The nature of the RD role often changes based on the geography of the region:

- **Northern Region:** Historically focuses on overcoming extreme distance, often pioneered early uses of teleconferencing and digital communication to keep remote clubs connected.
- **Central & South:** These regions deal with a higher density of clubs and focus more on inter-club collaboration and shared speaker events.

Modern Shift

In recent years, the RD role has shifted from being purely administrative to one of strategic growth. RDs are now increasingly tasked with Club Revitalization, that is, helping legacy clubs adapt their meeting styles and advocacy methods to attract a younger, more diverse generation of women.

Regional Director's Relationship with National CFUW

While the RD is primarily a provincial position within OC, the role serves as a critical link in the bottom-up governance of the national federation. Because CFUW and OC are separate legal corporations, the RD acts as a diplomatic and administrative bridge between these two levels.

The role of the RD with respect to the National body generally falls into two categories:

1. The Communication Conduit

The RD ensures that the National Voice reaches the local clubs and vice-versa.

- **Disseminating National Policy:** RDs are responsible for ensuring that local clubs understand and promote national advocacy goals (e.g., National Pharmacare or the 16 Days of Activism).
- **Deadlines and Compliance:** They assist the CFUW National Office by reminding Clubs of critical national deadlines, such as the submission of Club Information Forms, payment of national dues, and the timeline for national resolutions.

2. Governance and Representation

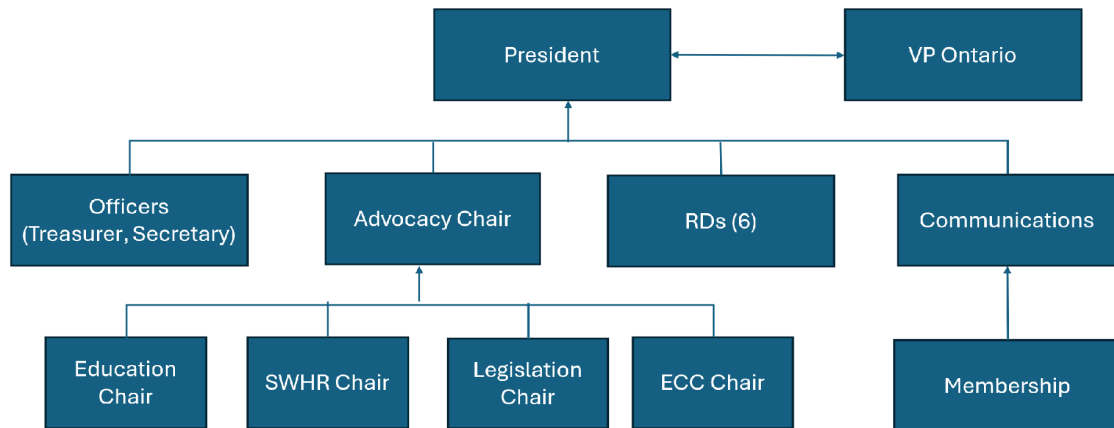
Though they are fiduciaries of the Ontario Council, RDs have a formal reporting relationship with National.

- **National RD Meetings:** RDs from Ontario participate in National RD meetings. This allows them to coordinate with Regional Directors from other provinces (like BC or the Atlantic Council) to share best practices.
- **Reporting:** While not a fiduciary of the national corporation, RDs are expected to share their regional reports with the national organization to ensure the National Board has an accurate pulse on membership trends and Club health across Ontario.

Summary Table: RD Interaction

Feature	Relationship to Ontario Council (OC)	Relationship to National (CFUW)
Legal Status	Voting Board Member / Fiduciary	Non-fiduciary / Liaison
Primary Contact	OC President & Club Leadership	National RD Committee; RD Chair
Meetings	Monthly OC Board, Quarterly OC RD meetings, RD Club meetings and OC AGM	National RD Meetings & National AGM

3.0 Ontario Council Organogram and RD Obligations and Role



3.1 Governance & Legal Framework

RDs are Board Directors of Ontario Council (which is a legal entity under the **Ontario Not-for-Profit Corporations Act (ONCA)**). Every RD must understand the legal weight of their position. The RDs' fiduciary duties include the Duty of Care and Duty of Loyalty.

- **Duty of Care** – Directors must act with the care, diligence, and skill that a reasonably prudent person would exercise in similar circumstances.
- **Duty of Loyalty** - Directors must act honestly and in good faith, prioritizing the best interests of the corporation over personal interests.

RDs must also understand Conflict of Interest processes and report to the Chair if they have a Conflict of Interest. See Administrative Policies and Procedures Book Section 1.9.

OC abides by the privacy laws of Ontario, specifically the Personal Information Protection Act (PIPA – 2018) and its 2025 amendments and the Freedom of Information and Protection of Privacy Act (FIPPA), both of which set out the use of personal information in Ontario. As well, the federal privacy laws, that is The Personal Information Protection and Electronic Documents Act (PIPEDA) also affect what information OC can collect, retain and disseminate.

3.2 Terms of Office

Regional Directors serve for a term of two (2) years and may serve in this position for two consecutive terms.

She must be a member in good standing with a Club in the Region in which she serves, must live in this Region and will be nominated and elected by the Clubs in this Region.

In the event of resignation, move from the Region, removal from office or death, the RD's position will automatically become vacant. A replacement will be nominated and voted on by the Clubs of the Region and appointed by OC by ordinary motion to complete her term of office.

3.3 The RD Role: The Link

In Ontario, the RD role is uniquely focused on the diverse needs of clubs from Thunder Bay to Windsor to Cornwall.

An RD has a dual identity: she is both a **Board Member** and a **Regional Representative**. This puts the RD in a unique position to be able to transfer information to both the OC Board and to Clubs. The following outlines this role.

Upward Communication

- The RD relays their Club and regional issues and successes to Ontario Council through contact with the President (immediately, if urgent), through OC Board meetings and through trimonthly OC RD meetings.
- Accurate lists of the main Club leadership contacts with name and email addresses must be maintained and provided to the OC Treasurer, Communications Chair and the Secretary.

Downward Communication

- The RD keeps Clubs informed about Ontario Council, its initiatives and its partners/affiliations.
- She also keeps clubs informed regarding OC deadlines for dues, membership reporting information, grants/awards requirements and dates, Intents and Resolutions dates, and other initiatives.
- The RD shares OC strategic and advocacy plans with her Clubs.

Peer-to-Peer Communications

- As a board member, RDs are expected to participate in Board discussions, offering their knowledge, opinions and support.

- RDs may also interact informally with other OC RDs, offering advice and support when requested or necessary.

Club Support

- RDs are a resource for club leadership and members on planning, problem-solving, policies, procedures, leadership models, and advocacy initiatives.
- RDs encourage and celebrate club initiatives and successes.
- RDs direct Clubs to relevant resources or experts when needed.
- The RD may be involved in troubleshooting local leadership disputes and helping with succession planning.
- The RD aids Clubs in finding proxies if the Club cannot send a delegate to the OC AGM.

Mechanics

- The RD fosters inter-club communication and support through regular meetings (usually electronically) with club leadership, and as possible, visiting clubs during the two-year term, either electronically or in person.
- These regular meetings with Club and personal contact provide RDs with information regarding their Clubs which may be passed to Ontario Council.

3.3. Advocacy & Public Policy

Since Ontario Council often engages in advocacy (e.g., gender equality, education, environment, etc.), RDs need to understand the following:

- **Current Resolutions:** Be familiar with the active policy resolutions that OC and their individual Clubs are currently championing. This information can be found <https://cfuwontcouncil.org/advocacy/ontario-council-policy/cfuw-oc-policy/> . RDs are also welcome to participate on any of OC's Advocacy Committees.
- **Media Protocol:** OC (and CFUW) have specific protocols for who is allowed to communicate with whom (<https://cfuwontcouncil.org/wp-content/uploads/2022/03/CFUW-OC-WHO-DOES-WHAT-2022.pdf>)
- **Government Relations:** Briefing notes exist on how to interact with MPPs or municipal leaders within their specific region (<https://cfuwontcouncil.org/wp-content/uploads/2022/10/Connecting-with-Elected-Representatives-on-behalf-of-CFUW-2022-2023.pdf>).

3.4 Operational Issues

RDs need to keep accurate information on their expenses for submission to either the OC Treasurer or to the VP Ontario (depending on whether it is an OC expense or National).

The RD must subscribe to both the OC Newsletter and Club Action News (National's newsletter).

3.4.1 Document Organization

It is recommended that the RD keeps an electronic file or binder (if using paper) of information which is key to the management of the Region. This should include (but is not limited to):

1. Names, email addresses, positions and phone numbers of OC Board members
2. Names, email addresses, positions and phone numbers for each Club executive, especially (but not limited to) Club President (or equivalent), Treasurer, Advocacy Chair (or equivalent) and Membership Chair (or equivalent)
3. Club monthly meeting dates and dates of key Club events
4. Club size (confirmation only as OC collects this information through the Treasurer)
5. Charter date (OC may have already collected this – see Clubs list on website)
6. Members from Club entering 50th year with CFUW
7. Important OC dates - dues, Intents and Resolutions, AGM, Speakers Series, etc.
8. OC Administrative Policies and Procedures Book
9. RD Orientation Manual
10. OC Bylaws
11. OC expense forms

3.4.2 Expense Reimbursement

An OC expense form is found in Appendix 1 of this document. Mileage to and from your region's Clubs to attend a general meeting, special event or Gathering is considered an expense, as are expenses related to attending the OC AGM (these are set by the Board). With the exception of the OC AGM, OC does not reimburse hotel expenses.

Expenses are divided between National and OC, depending on what Club activity the RD has attended. Costs associated with attending anniversaries, Gatherings and International Women's Day events will be considered expenses for National. Costs associated with attending general meetings, Club events (e.g. AGM, Garden Tours, Holiday Events, etc.) will be considered OC expenses.

For any unusual expenses, prior approval is required (seek approval from the President or Treasurer).

3.4.3 Meeting Management

In general, RDs keep in touch with their Clubs through monthly or bimonthly meetings using videoconferencing software such as Zoom.

Meeting duration is usually one hour (respecting our members' time commitments is very important).

Over the course of the year, many RDs hold meetings with different leadership members – for example the first meeting could be only presidents/Leadership teams and VPs. Another could be just Advocacy Chairs. Another could be Membership Chairs.

OC Board members are always available to present/discuss issues at RD meetings with their Clubs (for example to explain a new policy, help Clubs understand the Resolution process) as are National Board members. When accessing National experts, it is important that the OC Board is made aware to reduce duplication of efforts.

Standard meeting agenda templates can be found in Appendix 2.

CFUW OC uses Roberts Rules of Order to manage meetings, but RD meetings are usually less formal. Knowing how to handle a motion is important though. A How-To on this subject is also found in Appendix 2.

3.4.4 Digital Literacy

Because so much communication is electronic, it is important for RDs not only to understand how to create emails, but also how to use Zoom, shared drives, etc. The Communications Chair holds a training session on these at the beginning of the year (September).

In advance of this meeting, a useful tutorial on how to use Zoom can be found here: <https://www.youtube.com/watch?v=VomOzeE7Z-k>.

CFUW National has a Zoom account for use by its members. How to book a Zoom meeting through National can be found here: <https://drive.google.com/drive/search?q=national%20zoom%20account>

3.5 What to Cover in Communications with Clubs

Zoom Meetings

Zoom meetings encourages networking amongst Clubs in addition to allowing RDs to transmit and gather information efficiently. Here are some topics to address during Zoom meetings.

- Introductions of Clubs to each other
- What each Club is working on so they may share with each other
- Reminders for OC Events (Speakers Series, Seminars) (also use email reminders)
- Determine Clubs' needs (governance, membership (new members and retention), respectful treatment, reporting information, Dues dates, advocacy challenges/campaigns)
- Link Clubs to other Clubs through attendance at virtual speakers, problem solving
- Grants that are available from OC and National (also use emails)
- When Dues must be in along with Club membership numbers (February for OC) (also use emails)
- Insurance information (where to find it, who to contact)
- Reinforce resolution process (OC may have a seminar)
- Reinforce why to attend AGM with voting delegate (also use emails)
 - Explain and help arrange proxy votes if applicable
- New Leadership Handbook:
https://drive.google.com/file/d/1rbCOVTE_uO5rY1-cpR-r5o2LY6EGqJWd/view
- End of term checklist:
<https://cfuwontcouncil.org/wp-content/uploads/2022/10/Club-Administration-2022-2024.pdf>

Emails to Club Executives

Written electronic correspondence is still the most important way to establish contact with Clubs. It allows the RD to ensure information has been transmitted and received. 'Paper' (i.e. electronic) trails are often important to establishing when information was sent/received.

The following provides information that is important to send by email especially to Clubs that are less engaged.

- Introductions to you (and other OC executive members)

- Specific information transmission (in addition to information imparted at Zoom meetings as reinforcement), such as Speakers Series information, Presidents New Years Party, seminar information, holiday wishes, dues dates for OC, member numbers, Newsletters to be sent to RD, Communications and President
- OC sometimes conducts surveys – we often need help from RDs to ensure they are received and filled out
- Where to find insurance information for Club general meetings, special events
- Club Resources on website (what can be found where)

3.6 Attendance at Club Meetings

OC encourages you to visit at least **one** Club general meeting or event for each of your Clubs, once every two years, either personally or electronically:

- Fall/Spring Gathering
- Club is celebrating a specific milestone (anniversary, usually) with a special event
- Club AGM
- Help with a specific issue
- To get the lay of the land
- If a Club is having a special speaker you are interested in
- Club has a special event (like a garden tour, special fund-raising event)

Club visits strengthen Club links to Ontario Council, encourage inter-Club exchange, provide the RD with additional information about the Club and generally bring a sense of belonging to both the Club and the RD.

3.7 How to Help Organize a Fall/Spring Gathering

Gatherings are the "heart" of the Ontario Council's grassroots strength. The Administrative Policies and Procedures section dealing with Gatherings is excerpted below.

A Fall/Spring Gathering is usually hosted by a Club as a day/partial day conference. The Club identifies a topic/theme, establishes a date, discusses this with the RD, prepares a budget, presents the theme and budget to OC, and if approved, arranges a conference site, food and speakers. The Club, with support of the RD and OC when it can, publicizes the Gathering to all the members of Clubs in the Region.

Therefore, one of the first actions an RD should undertake at the beginning of a new Biennium is to establish if a Club in your Region would host a Fall/Spring Gathering (perhaps with the support of another Club). RDs should secure a host club **9–12 months** in advance. Work with

the host club's Local Arrangements Committee (LAC) to ensure the program aligns with Ontario Council priorities.

Gatherings are usually undertaken on a rotational basis, and not all Regions will host a Gathering in a Biennium. This requires co-ordination with other RDs from Regions and should be discussed at the OC Board level.

The following describes the Policy and Procedure (from the OC Administrative Policies and Procedures Book) governing Gatherings.

Policy:

Ontario Council encourages OC Clubs to undertake Fall or Spring Gatherings to foster inter Club relationships and raise the profile of Clubs amongst their peers. OC provides financial support and incentives to Clubs which host these.

Procedure:

1. Gatherings are budgeted on a cost recovery basis.
2. The registration price of a regional Gathering should include the cost of the venue, the food, speakers' honoraria and travel and publicity material.
3. The budget, prepared by the Host Club for a Gathering, is reviewed and approved by the Regional Director (RD), OC Treasurer and President of Ontario Council prior to the event.
4. The Host Club can receive an advance up to \$300 for their start-up expenses, if requested, after approval of the budget.
5. **Where a club experiences a deficit, OC covers the deficit. Where a club realizes a surplus, that amount is paid to OC.**
6. Financial statements are forwarded to the OC Treasurer within 30 days of the event, along with the repayment of any advance, any surplus realized and any request for repayment of a deficit.
7. OC pays registration fees and travel expenses for the OC President and the Host Club's RD to attend a Gathering. All others are responsible for their own expenses.
8. If the National President, RD from another Region, or other CFUW member is invited to make a presentation, their registration fee is waived.

9. The Host Club will receive a \$200 grant from OC after financial statements, repayment of any advance and any surplus realized, have been received by the OC Treasurer.

3.8 Strategic Planning for Clubs

The most successful Clubs are those that have established short and long-term goals for their Club and how to meet these goals. RDs are encouraged to urge Clubs to develop a strategic plan. Since Clubs may not be familiar with the process, the RD can arrange with OC to hold a meeting to outline the main processes for developing a strategic plan.

3.9 Certificates for Milestone Recognition

Every year at the AGM, OC presents Clubs with certificates based on milestone anniversaries regarding their founding year as a Club with CFUW (e.g. decades/half decades). The OC Secretary also prepares certificates for the Clubs to honour their longstanding CFUW members (50+ Club). Clubs must request the latter by providing the names, Club and year of entry. The RD's name also appears on the certificate. The RD may be called upon to facilitate this.

3.10 Other Connections with Clubs and Club Leadership

The RD is also encouraged to send welcome notes to their Region's Clubs' incoming leadership/President, letter/notes of thanks to outgoing leadership/Presidents, congratulations for special awards to Clubs/Club members, seasonal greetings, etc. OC would also like to showcase special Club or Club member recognitions and would request that the RD ask the Club to write a special note for publication in the OC newsletter.

3.11 Guiding Clubs with Forming Partnerships

Advocacy is most effective when it reflects a broad community consensus. By partnering with local agencies and leveraging the Club's own members' external networks, Ontario Council Clubs can amplify their influence and drive meaningful change across various platforms, from school boards to provincial representatives.

The following appears as a stand-alone resource as well on the OC website under Club Resources.

1. The Member Connection: Mapping the Network

The greatest advocacy tool is the membership. Many members are active participants, volunteers, or retired professionals within other local organizations.

- **The Network Audit:** At a Club's next meeting, ask members to list other boards, agencies, or community groups they belong to.
- **Warm Introductions:** Use these personal connections to secure an initial meeting with another agency's leadership. A "warm" introduction is more effective than a "cold" call.
- **Liaison Roles:** Appoint members who sit on multiple boards as official advocacy liaisons to keep both organizations informed and aligned on shared goals.

2. Strategies for Collaboration

- **Joint Policy Positioning:** Develop shared letters to the editor, open letters to MPPs, or joint policy briefs. A letter signed by five distinct local agencies carries significantly more weight than five separate letters.
- **Co-Hosted Community Forums:** Partner with local agencies (e.g., libraries, health centers, or shelters) to host town halls or panels. Sharing the stage expands the audience and shares the logistical workload.
- **Unified Delegations:** When presenting to school boards, municipal councils, or regional authorities, attend as a multi-agency coalition. Even if only one person speaks, the visual presence of a diverse group in the gallery signals broad public concern.
- **Digital Amplification:** Cross-promote partner agencies' reports and calls-to-action on Club social media and newsletters and ask them to do the same for CFUW.

3. Key Principles for Success

- **Define Common Ground:** Keep the collaboration focused on specific shared objectives to maintain clarity and momentum.
- **Share the Credit:** Ensure all partner logos and names are displayed equally on joint materials and press releases.
- **Maintain Autonomy:** Collaboration does not mean merging. CFUW remains its own independent voice while lending its strength to the collective.

[illegible]

	(topic, speakers), funding reminders, etc.													
Finance														
	Dues Reminders						x	x						
Insurance Information to Clubs														
	Where to find information/who to contact	x	x											
Resolutions														
	Determine if any Clubs are submitting to OC: Intentions Due, First Draft Due, Final version Due			x	x	x	x	x						
	Encourage OC Resolution Review								x					
Grants/Awards														
	Remind/encourage application for Carolyn Day Award (Environment)							x	x					
	Remind re Small Club grants to in-person AGM							x	x					
	Other (see finance policies)													x
OC AGM														
	1 ½ to 2 years before in-person AGM provide Clubs with AGM Guidelines Booklet and solicit interest for hosting in-person AGM													September 2026
	Prepare Report on Region's Activities for OC Annual Report									x				
	Reinforce Club reasons to attend									x	x			
	Attend AGM and preparatory meetings (mandatory attendance at Voting workshop)										x			
	For in-person AGMs only, carry Club proxies, if necessary										x			
Responsibilities		Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	As needed

Appendix 1:

EXPENSE REPORT

NAME	ADDRESS	TOWN & POSTAL CODE	CONTACT PHONE NO.

TRAVEL MILEAGE (all other travel please submit under Other Expenses)

Date	From	To	Purpose	Kilometres	Total @51cents/km

Travel Sub
total \$

COMMUNICATION (e.g. telephone/conferencing/postage/photocopies/ink cartridge/Zoom)

Date	Description	Cost	Total

Communication Sub
total \$

OTHER EXPENSES

Date	Description	Cost	Total

Other expenses
sub-total

TOTAL EXPENSES

CLAIMED _____

SIGNATURE _____

DATE

Appendix 2

Agenda Templates

<https://word.cloud.microsoft/create/en/meeting-agendas/>

How to Run a Meeting

<https://cfuwontcouncil.org/wp-content/uploads/2017/05/2017-RUN-AN-EFFECTIVE-MEETING.pdf>

How to Use Motions

<https://robertsrules.org/rulesintro>

Motions are the engine of parliamentary procedure. Every decision a group makes under Robert's Rules starts with a motion. Understanding how motions work is the most important skill for any meeting participant.

The Six Steps of a Motion

1. **A member makes a motion.** The member obtains the floor (is recognized by the chair) and says: *"I move that [proposal]."*
2. **Another member seconds the motion.** A different member says: *"I second the motion."* This shows at least two people want to discuss the topic. The seconder doesn't need to be recognized by the chair.
3. **The chair states the question.** The chair repeats the motion so everyone knows exactly what's being considered: *"It is moved and seconded that [proposal]. Is there any discussion?"*
4. **Members debate the motion.** Members speak for or against the motion. Each speaker must be recognized by the chair. Members address the chair, not each other.
5. **The chair puts the question to a vote.** When debate is finished, the chair says: *"The question is on the adoption of the motion that [proposal]. All those in favor say 'Aye.' Those opposed say 'No.'"*
6. **The chair announces the result.** *"The ayes have it and the motion is adopted"* or *"The noes have it and the motion is lost."*

Types of Motions

Robert's Rules defines four categories of motions, each with different rules about when they can be made and how they are handled:

Main Motions

A main motion introduces a new item of business. It can only be made when no other motion is pending. Example: *"I move that we allocate \$500 for the annual picnic."*

Subsidiary Motions

These motions are applied to another motion to change how it is handled. They include:

- **Amend** — change the wording of a pending motion
- **Refer to Committee** — send the matter to a committee for study
- **Postpone** — delay action to a specific time
- **Limit Debate** — set time limits on discussion
- **Previous Question** — end debate and vote immediately (requires two-thirds)
- **Lay on the Table** — set aside temporarily

Privileged Motions

These address urgent matters unrelated to the pending business:

- **Adjourn** — end the meeting
- **Recess** — take a break
- **Question of Privilege** — address comfort, safety, or rights

Incidental Motions

These arise from the business at hand and must be decided before proceeding:

- **Point of Order** — call attention to a rule violation
- **Appeal** — challenge the chair's ruling
- **Suspend the Rules** — temporarily set aside a rule (requires two-thirds)
- **Division** — request a counted vote

Quick Reference

For a complete table showing which motions require a second, are debatable, amendable, and what vote is required, see the [Chart of Motions](#).

To practice using motions in a simulated meeting, try the [Interactive Tutorial](#), or ask the [AI Parliamentarian](#) for help with specific scenarios.