

## **Terms of Reference**

### **1. NAME**

The name of this organization shall be the "Ontario Association of Rehabilitation Nurses" an interest group of the Registered Nurses Association of Ontario (RNAO), hereafter called the OARN.

### **2. MISSION**

The mission of the OARN shall be:

- a) To foster the development of rehabilitation nursing as a specialty within nursing and within the interdisciplinary rehabilitation team;
- b) To facilitate the exchange of knowledge and information between rehabilitation nurses;
- c) To provide a forum for rehabilitation nurses to network;
- d) To represent the interest of rehabilitation nurses in Ontario;
- e) To support initiatives aimed at trauma and injury prevention; and
- f) To promote community awareness of the needs of persons with disabilities
- g) To support and advocate for persons living with chronic illness.

### **3. VISION**

The vision of the OARN is:

To Promote Rehabilitation Nursing

### **4. MEMBERSHIP**

- a) Membership to the OARN shall be open to all nurses with an interest in rehabilitation who are RNAO members in good standing.
- b) The OARN must have at least 30 RNAO members at all times and have members residing in at least four RNAO regions in order to be recognized as an interest group by RNAO.
- c) Application for membership may be either in conjunction with the RNAO membership application form or separately following receipt of RNAO membership.
- d) Members will be required to pay an annual membership fee as determined by the OARN.
- e) Association membership renewal shall be required annually, by the 31st day of October.

## **5. EXECUTIVE COMMITTEE**

There shall be an Association Executive Committee consisting of the following officers:

- President
- President-Elect
- Past President
- Secretary & Website Coordinator
- Co-Directors (two positions) of Policy and Political Action
- Co-Director (two positions) of Membership
- Co-Directors (two positions) of Education
- Co-Directors (two positions) of Communications and Public Relations
- Director of Finance
- Canadian Association of Rehabilitation Nurses (CARN) provincial representative

### **5.1 POWER OF THE EXECUTIVE COMMITTEE**

The Executive Committee shall:

- a) co-ordinate RNAO activities at the interest group level
- b) co-ordinate and administer the affairs of the OARN, including the finances.

### **5.2 MEETINGS OF THE EXECUTIVE COMMITTEE**

- a) The Executive Committee shall meet at least twice each year, at such times and places as the committee may determine.
- b) Additional meetings of the Executive Committee may be held upon the resolution of the committee or at the call of the President.
- c) Executive Committee meetings are open to all members.

### **5.3 NOTICE OF EXECUTIVE COMMITTEE MEETINGS**

Notice of the time and place of meetings of the Executive Committee shall be contained in the minutes of the preceding Executive Committee meeting, or sent to the Executive Committee 30 days prior to the meeting.

### **5.4 QUORUM FOR EXECUTIVE COMMITTEE MEETINGS**

The quorum at a meeting of the OARN Executive shall be 50% of the officers.

## 5.5 VOTING AT EXECUTIVE COMMITTEE MEETINGS

Voting shall be by a show of hands, unless the President of the meeting directs otherwise. If necessary, executive members may be contacted by telephone to record their vote.

## 5.6 VACANCY

In the event that an officer should cease to act, the Executive Committee may appoint a person from the membership to fill such office for such unexpired term until an election can be arranged at the next annual meeting.

## 5.7 TIME OF ELECTIONS

Elections shall be held at the OARN Annual General Meeting.

## 5.8 NOMINATIONS

- a) A call for nominations shall be issued in the e-newsletter and posted on the website at least 30 days prior to the Annual General Meeting.
- b) Candidates for office shall be nominated by two OARN members by mail or from the floor.
- c) Candidates for nomination must provide verbal and/or written consent and an RNAO membership number.

## 5.9 ELECTION OF OFFICERS

The membership shall elect the number of persons necessary to render an Executive Committee, plus the Past-President.

## 5.10 TERM OF OFFICE

- a) The usual term of office for the secretary and portfolio directors is two years.
- b) The usual term of office for the President-Elect, President, and Past President is one year each, for a total of three years.
- c) Officers shall hold office until the Executive Committee meeting following the Annual General Meeting in which the executive member is replaced.
- d) After an officer has held a position for two years, a call for nominations must be extended. The officer may put her/his name forward for an addition term as per the rules for call for nominations.

## 5.11 REMOVAL OF OFFICERS

The members of the OARN may, by resolution passed by at least two-thirds of the votes cast at a general meeting of which notice specifying the intention to pass such resolution has been given, remove any officer before the expiration of her/his term of office, and may, by a majority of votes cast at the meeting, elect any person in her/his stead for the remainder of the term.

## 5.12 DUTIES OF OFFICERS

a) The PRESIDENT shall:

- chair all meetings of the OARN and Executive Committee;
- be, or designate a member to the Assembly of Presidents of RNAO;
- be, or designate a member to act as the OARN's voting delegate at the RNAO Annual General Meeting;
- exercise general direction and supervision over the affairs of the OARN;
- be responsible for the agenda, changes in it, and new business for meetings; and
- present an annual report.

b) The PRESIDENT-ELECT shall:

- perform such duties as may be assigned by the Executive Committee or the President; and
- in the absence of the President, perform the duties of the President, including attending and voting at meetings of the RNAO.

c) THE PAST-PRESIDENT shall:

- advise the Executive Committee concerning past activities; and
- assist the Executive Committee as requested by the President.

d) THE SECRETARY/WEBSITE COORDINATOR shall:

- keep records of all meetings of the OARN and the Executive Committee;
- send a copy of the minutes to the RNAO office; and
- ensure notice of meetings and agendas are sent to members for Annual Meetings
- Liaison with Web master to ensure website is kept up to date.

e) THE CO-DIRECTORS OF POLICY AND POLITICAL ACTION shall:

- ensure the OARN is represented on the RNAO Nursing Practice Committee;
- seek opportunities for the OARN to be politically active in issues relevant to the objectives of the organization; and

- be responsible for addressing issues that arise within the OARN which pertain to policy and/or political action.

f) THE CO-DIRECTOR OF MEMBERSHIP shall:

- ensure that the OARN Membership Directory is revised and distributed annually;
- support OARN workplace liaisons in implementing strategies to maintain and enhance membership
- work with CARN to ensure annual membership lists are kept up to date and membership fees paid
- be responsible for addressing issues that arise within the OARN which pertain to membership

g) THE CO-DIRECTORS OF EDUCATION shall:

- provide information to members about educational opportunities for rehabilitation nurses;
- ensure OARN Scholarship and Continuing Education funds are promoted to members and administered as per the guidelines;
- assist with the planning of the OARN conference and/or education days; and
- be responsible for addressing issues that arise within the OARN which pertain to education.

g) THE CO-DIRECTOR OF COMMUNICATIONS AND PUBLIC RELATIONS shall:

- ensure the OARN newsletter, *the Rehab Relay*, is published on a regular basis;
- ensure any publications and correspondence of the OARN have a consistent presentation format that is acceptable to the organization;
- ensure there are display materials available for the purposes of promotion of the OARN;
- maintain an archives of pictures of the OARN; and
- be responsible for addressing issues that arise which pertain to communications and public relations related to the OARN.

h) THE DIRECTOR OF FINANCE shall:

- prepare the annual budget, adhering to OARN Expense Policy and Guidelines
- prepare a financial statement for every general meeting;
- send a financial statement to the RNAO office at the end of the fiscal year;
- keep a record of all moneys received and expended;
- issue and sign cheques for payment of authorized expenditures;
- place funds in the bank;
- send vouchers, bank passbooks and book-keeping records to the RNAO office for audit when instructed to do so;
- report at the request of the President, the state of the finances; and
- be responsible for addressing issues that arise which pertain to finances of the OARN.

i) THE CARN PROVONCIAL REPRESENTATIVE shall:

- attend all CARN meetings and report relevant information at OARN executive meetings

- act as liaison between OARN and CARN

## **6. MEETINGS OF THE OARN**

- a) The OARN shall hold a spring general meeting, which may be held during the course of the RNAO Annual Meeting at which time the election of officers shall occur.
- b) Additional general meetings of the OARN may be called at any time and place at the discretion of the OARN Executive Committee.

### **6.1 NOTICE OF MEETINGS OF THE OARN**

Notice of the time and place of the Annual General Meeting or general meetings shall appear in the newsletter/website preceding such meeting.

### **6.2 QUORUM FOR GENERAL MEETINGS**

At least 50% executive members present at any general meeting shall constitute a quorum.

## **7. FINANCES**

### **7.1 FINANCE COMMITTEE**

There shall be a Finance Committee consisting of the Executive Committee.

### **7.2 CHEQUES**

All cheques or other orders for the payment of money shall be signed by the Director of Finance and another executive member or in such a manner as the Executive Committee may from time to time specify.

### **7.3 CONTRACTS**

Contracts, documents or other instruments in writing requiring execution by the OARN may be signed by any two officers. The Executive Committee may also from time to time appoint any one or more officers to sign specific instruments on behalf of the OARN. Such contracts do not bind the RNAO.

### **7.4 FISCAL YEAR**

The fiscal year of the OARN shall be on the 31st day of October in each year, to correspond with the RNAO's fiscal year.

## **8. COMMITTEES**

The Executive Committee shall have the power to create such committees as it may deem advisable.

## **9. SATELLITE GROUPS**

A Satellite Group of the OARN is a collection of OARN members from a particular region who meet on a regular basis for purposes congruent with that of the OARN.

### **9.1 Formation**

- a) Satellite Groups may be formed upon formal application, with the approval of the Executive Committee of the OARN.
- b) The minimum number of members of the OARN required to establish or maintain the Satellite Group shall be ten members.
- c) Satellite Groups shall have objectives and by-laws compatible with those of the OARN.
- d) Satellite Groups shall have an executive committee consisting of at least a President, President-Elect, and Secretary/Treasurer.
- e) The President of the Satellite Group shall sit as a member of the Executive Committee of the OARN.
- f) The Satellite Group shall send minutes of all of its meetings to the Executive Committee of the OARN.

### **9.2 Dissolution**

- a) The Executive Committee may, if it considers it in the best interests of the OARN to do so, dissolve a Satellite Group.
- b) In the event that a Satellite Group is dissolved, any moneys currently in the possession of the Satellite Group shall be returned to the OARN.

### **9.3 Area and Name**

- a) Satellite areas shall correspond to RNAO regional areas; and
- b) The name of Satellite Groups shall be "Region # \_\_ Satellite Group of the OARN", where the blank is the region number.

### **9.4 Funding**

- a) The Satellite Group shall apply for and receive moneys from the OARN on a per event basis.
- b) The Executive Committee shall administer moneys to the Satellite Groups based on agreed upon guidelines.
- c) The Satellite Group shall prepare an annual budget and an annual report of its activities for the OARN.

## **10. AMENDMENTS**

These operating guidelines may be amended at a general meeting of the OARN by a majority of votes cast, provided that notice of such meeting advises that such amendments will be dealt with at the meeting.

**Reviewed and revised April 30, 2013** \* This document shall be reviewed and revised every two years.