

Requests about Legal Matters

- If patients/residents ask or make requests about legal matters, the visiting RTOERO members should make it clear that they do not have the authority to assist with these matters.
- RTOERO members should not attempt to provide legal advice or claim to be able to assist patients/residents with legal matters. Instead, members should direct the patients/residents to discuss these issues with their attorney, or substitute decision-maker if they are incapable.

False Allegations Made by Patients/Residents

- Though unlikely that patients/residents would knowingly or maliciously make false allegations, other than perhaps a member lacking legal capacity, (e.g., dealing with dementia), this may occur.
- If patients/residents began to behave erratically or disruptively, RTOERO members immediately should seek out facility personnel for assistance rather than trying to control the situation alone.
- When meeting with patients/residents who are lacking legal capacity, it is best to notify their family in advance so a family representative can be present. As well, the meeting should be in a public area of the facility so staff are able to oversee the interaction that occurs in a visit.
- In the event that patients/residents, likely one lacking legal capacity, make false allegations which lead to an investigation, RTOERO members should cooperate fully with the investigating body. This may involve meeting with investigators and providing documents or information regarding the alleged incident and the reasons for the visit.

Job Title:	President/Vice President	Date:	January 2021
Department:	Local District	Position Type:	Volunteer
Liases with:	Board of Directors	Location:	Remote
JOB DESCRIPTION			
<p>POSITION SUMMARY: The President is responsible to provide leadership to the District Executive and to the principal liaison within the RTOERO Office and the Board of Directors.</p> <p>The Vice President will assume the duties of the President in the President’s absence.</p> <p>TIME COMMITMENT: An average time commitment of 15-20 hours per month.</p> <p>RESPONSIBILITIES, ACCOUNTABILITIES / DELIVERABLES:</p> <ul style="list-style-type: none"> • Overseeing all activities of the Executive at the District level; • Leading and ensuring that the work of the District aligns with RTOERO’s Strategic Plan; • Preparing Districts Annual Report; • Attending all District Executive meetings and executing responsibilities as required; • Convening and chairing regular and special meetings of the District Executive and membership meetings; • Serving as an ex-officio member on all District Standing Committees; • Acting as a Signing Officer for the District; • Ensuring the goals of the District are being met, and that the District abides by its established District Governance policies; • The Vice President assumes the role and duties of the President in their absence or if they are no longer able to continue; and • The Vice President assists the President as needed. <p>QUALIFICATIONS AND REQUIREMENTS:</p> <ul style="list-style-type: none"> • Leadership experience; • Knowledge of the community; • Commitment to RTOERO and its mission, vision and strategic decisions; • A commitment of time; • Openness to learning; and • Ability to deliver presentations <p>PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT :</p> <ul style="list-style-type: none"> • Work will be performed remotely with occasional travel to meetings and or training as needed. 			
Reviewed By:	District Executive	Date:	January 2021
Approved By:	District Executive	Date:	January 2021
Last Updated By:		Date:	January 2021

Job Title:	Secretary	Date:	January 2021
Department:	Local District	Position Type:	Volunteer
Reports To:	District President	Location:	Remote
JOB DESCRIPTION			
<p>POSITION SUMMARY: The Secretary is responsible for working with the President on the preparation of meeting minutes and correspondence as required.</p> <p>TIME COMMITMENT: An average time commitment of 4-6 hours per month.</p> <p>RESPONSIBILITIES, ACCOUNTABILITIES / DELIVERABLES:</p> <ul style="list-style-type: none"> • Preparing and presenting minutes of any meetings called by the President; • Preparing correspondence as required to conduct the business of the District Executive; • Notifying members, at the direction of the President, upcoming and scheduled meetings; • Coordinating Annual General Meeting and other meetings as required; • Preparing and distributing agenda and minutes for all meetings; and • Maintaining a record of attendance for all Board of Directors meeting. <p>QUALIFICATIONS AND REQUIREMENTS:</p> <ul style="list-style-type: none"> • Excellent organizational and communication skills; • Computer literacy is required, including proficiency with Microsoft Office; • Minute-taking experience is considered an asset; • Knowledge of the community; • Commitment to RTOERO and its mission, vision and strategic decisions • A commitment of time; and • Openness to learning <p>PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:</p> <ul style="list-style-type: none"> • Work will be performed remotely with occasional travel to meetings and or training as needed. 			
Reviewed By:	District President	Date:	January 2021
Approved By:	District Executive	Date:	January 2021
Updated By:		Date:	January 2021

Job Title:	Treasurer	Date:	May 2018
Department:	Local District	Position Type:	Volunteer
Reports To:	District President	Location:	Remote

JOB DESCRIPTION

POSITION SUMMARY:

Working as an integral member of the District Executive and accountable to the District President, the Treasurer keeps the financial accounts of the district has signing authority for expenditures. The Treasurer is involved in preparing annual district budgets, focusing on financial planning and management.

TIME COMMITMENT:

An average time commitment of 6-8 hours per month.

RESPONSIBILITIES, ACCOUNTABILITIES / DELIVERABLES:

- Providing regular reports on district financials;
- Preparing, with the District Executive an annual budget for approval;
- Maintaining in a separate account in the name of the District, in an accredited financial institution, all monies accruing to the District;
- Receiving annual grants of monies from the RTOERO Office;
- Paying all invoices as directed by the District Executive;
- Receiving a financial statement for the fiscal year from the chair of a standing or special committee that is handling District money and the Treasurer of any Unit;
- Presenting an annual District Financial Statement, reviewed by at least two District members, to the District Executive for approval, at least one month before the Annual Meeting of the District;
- Managing the district budget, and reconciling bank and investment account statements with account balances as shown on financial statements;
- Paying all approved expenses or disbursements incurred by the district and ensuring cheques are co-signed in accordance with the Treasurer’s manual;
- Monitoring and reporting any significant variations between actual financial results and the budget to the District Executive;
- Coordinating the preparation of annual financial reports, including statements, and other appropriate documents for submission to the district annual meeting and to the Provincial office, respecting all deadlines;
- Providing annual reviewed financial statements at district annual general meeting for approval;

QUALIFICATIONS AND REQUIREMENTS:

- Knowledge of Excel;
- Navigating the internet;
- Knowledge of basic accounting practices and procedures;
- Knowledge of basic financial management planning principles; and
- Ability to learn new software programs, ie. Simply Accounting, Quicken

Reviewed By:	District President	Date:	January 2021
Approved By:	District Executive	Date:	January 2021
Updated By:		Date:	January 2021

