



ONTARIO PERIANESTHESIA NURSES ASSOCIATION

Constitution & By-Laws

The Ontario PeriAnesthesia Nurses Association

Amended from the original Constitution and By-Laws and the Letters
Patent
On February 7th, 1989

Amended from the original Constitution and By-Laws on October 3rd,
1998 at the Annual General Meeting

Amended from the original Constitution and By-Laws on September
26th, 2009 at the Annual General Meeting

Preliminary:

The Ontario Perianesthesia Nurses Association is incorporated under the provisions of the Provincial Corporations Act and is governed by the regulations contained in this By-Law and such other By-Laws which are from time to time in force. The words used in this By-Law importing the singular number only shall include the plural and vice-versa, and, except when otherwise not clearly excluded, words importing persons shall include corporations.

Amended from the original Constitution and By-laws and the Letters
Patent
Dated February 7, 1989

Approved at the October 3rd, 1998 Annual General Meeting

Approved at the October, 2006 Annual General Meeting

Approved at the September 26th, 2009 Annual General Meeting

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ARTICLE 1: GENERAL

1.1 NAME

The name of the corporation is the **Ontario Perianesthesia Nurses' Association** (OPANA) hereinafter called "the Corporation"

1.2 DEFINITION

PeriAnesthesia Nursing: PeriAnesthesia nursing is multi-dimensional providing care for clients whose protective reflexes or self care abilities are, or may be potentially compromised, due to anesthetic agents or sedation.

1.3 HEAD OFFICE

The head office of the Corporation shall be situated in the Province of Ontario in such place as shall be determined from time to time by the Board of Directors.

1.4 FINANCIAL YEAR

The fiscal year of the Corporation shall be from January 1st to December 31st. Unless otherwise ordered by the Board of Directors, the fiscal year of the Corporation shall terminate on the 31st day of December in each year.

ARTICLE 2: OBJECTIVES

2.1 The objectives for which the Corporation is established are:

- to promote best practice and excellence in PeriAnesthetic nursing practice which will improve care and promote safety for practitioners and clients;
- to establish and promote educational programs which will contribute to the above;
- to provide a forum for the presentation and discussion of all matters relating to the practice of perianesthetic nursing;
- to establish cooperation and liaison with all groups, associations, institutions, or bodies in matters affecting the objectives of the Corporation and;
- to broaden the public's awareness of the role of the PeriAnesthesia practitioner as a vital member of the Health Care Community.

Article 3: Membership

3.1 The following classes of Membership are established:

3.1.1 ACTIVE:

Registered Nurse who is currently registered with the College of Nurses of Ontario and who is working in an environment where PeriAnesthetic nursing is practiced or has a vested interest in the PeriAnaesthetic care of clients.

Active membership status includes entitlement to hold office and vote on The Corporation issues at the annual or any special meeting of members.

3.1.2 ASSOCIATE:

Health care practitioner who is working in an environment where PeriAnesthetic nursing is practiced or has a vested interest in the perianesthetic care of clients. Associate membership holds a reduced annual membership rate but does not include entitlement to vote on the Corporation issues.

3.1.3 STUDENT:

Future health care practitioners who are not eligible for active or associate membership.

Student membership holds a reduced annual membership rate but does not include entitlement to vote on the Corporation issues.

3.1.4 HONORARY:

A person who the Corporation recognizes for their outstanding contribution to PeriAnesthetic nursing. This membership is voted upon by the Association Executive. Nominations may be brought forth by any Active Member. Honorary membership is awarded on a life-time basis with no annual membership rate. Honorary membership does not include entitlement to vote on the Corporation issues.

3.2 CHAPTER MEMBERSHIP

The Board of Directors may by resolution authorize the establishment of local affiliated chapters of the Corporation which will be known as "Chapters" within a Region upon due application.

3.3 PRESENT MEMBERS

The present members of the Corporation are those who appear in the records of the Corporation as members of that class.

3.4 CONDITION OF MEMBERSHIP

Membership in the Corporation and the privileges which accrue to such membership shall be extended only to those members who have paid the membership dues as determined annually by the Board of Directors. Paid members in good standing are active members of the National association of PeriAnesthesia Nurses of Canada (NAPANc).

3.5 ADMISSION OF NEW MEMBERS

3.5.1 Individuals applying for Active Membership must submit to the Corporation:

- an application in the form prescribed by the Board of Directors;
- annual membership dues as prescribed by the Board of Directors;
- evidence of the applicant's current registration and status with the College of Nurses;
- evidence of the applicant's current involvement or interest in PeriAnesthetic nursing care as described in Section 1 of this Article.

3.5.2 Individuals applying for Associated Membership must submit to the Corporation:

- an application in the form prescribed by the Board of Directors;
- annual membership dues as prescribed by the Board of Directors;
- evidence of the applicant's current professional designation;
- evidence of the applicant's current involvement or interest in perianesthetic nursing care as described in Section 1 of this Article.

3.5.3 Individuals applying for Student Membership must submit to the Corporation:

- an application in the form prescribed by the Board of Directors;
- annual membership dues as prescribed by the Board of Directors;
- evidence of the applicant's current student status;
- evidence of the applicant's current involvement or interest in PeriAnesthetic nursing care as described in Section I of this Article.

The Board of Directors reserves the exclusive right to accept or reject any application for membership in any class. The submitted membership fee shall be returned to unsuccessful applicants.

3.6 REMOVAL OF MEMBERS

Any member whose dues are unpaid for the current year shall have membership privileges removed until such dues are paid.

3.7 RESIGNATION OF MEMBERS

Any member may resign by submitting a resignation in writing to the Secretary at any time. There will be no rebate of dues.

3.8 REINSTATEMENT OF MEMBERS

Any member who has resigned may apply to the Board of Directors in writing to have membership reinstated. The Board of Directors may or may not reinstate the membership on such terms and conditions as it may decide. Reinstatement prior to the end of the current fiscal year will result in no additional submission of dues.

ARTICLE 4: ANNUAL MEMBERSHIP DUES

4.1 ELIGIBILITY

All classes of members, except Honorary Members, shall pay such annual dues as prescribed by the Board of Directors.

4.2 NAPANc Affiliation

A portion of OPANA membership dues is paid by OPANA to NAPANc to obtain NAPANc membership. OPANA's portion of NAPANc dues is owed for the current year by April 1st each year.

4.3 Membership in Good Standing

To remain a member of OPANA/NAPANc in good standing you must be current. All annual dues shall be payable by the first day of January in each year for the year then commencing.

4.4 ACCEPTANCE OF MEMBERS

No membership of any class shall be effective until the annual dues payable for such membership shall be paid.

ARTICLE 5: MEETING OF MEMBERS

5.1 ANNUAL AND OTHER MEETINGS OF MEMBERS

The annual or any other general meeting of the members shall be held at the Head Office of the Corporation or elsewhere in Ontario as the Board of Directors may determine and on such days as the Directors shall appoint. At every annual meeting, in addition to any other business that may be transacted, the report of the Directors, the financial statement and the report of the Auditing Committee shall be presented and vacancies on the Board of Directors elected. The members may consider and transact any business, either special or general without any notice thereof at any meeting of the members. The Board of Directors or the President or her/his designate shall have power to call, at any time, a general meeting of the members of the Corporation. No public notice nor advertisement of members' meetings, annual or general, shall be required, but notice of the time and place of every such meeting shall be given to each member no later than ten days before the time fixed for the holding of such meeting; provided that any meetings of members may be held at any time and place without such notice if all the members of the Corporation are present thereat or represented by proxy, duly appointed, and at such meetings any business may be transacted which the Corporation, at annual or general meetings, may transact.

5.2 ERROR OR OMISSION IN NOTICE

No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of the Corporation shall invalidate such meeting or make void any proceedings taken thereat and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. For the purpose of sending notice to any member, Director or Officer for any meeting otherwise, the address of any member, Director or Officer shall be her/his last address recorded on the books of the Corporation.

5.3 QUORUM OF MEMBERS

10% of the members, present in person or represented by proxy, shall form a quorum for the transaction of business.

5.4 VOTING OF MEMBERS

Subject to the provisions, if any, contained in the Letters Patent of the Corporation, each Active member of the Corporation shall at all meetings of members be entitled to one (1) vote and she/he may vote by proxy. Such proxy need not her/himself be a member but before voting shall produce and deposit with the Secretary sufficient appointment in writing

from his constituent or constituents. No member shall be entitled either in person or by proxy to vote at meetings of the Corporation unless membership dues have been paid.

At all meetings of members every question shall be decided by a majority of the votes of the Active members present in person or represented by proxy unless otherwise required by the by-laws of the Corporation, or by law. Every question shall be decided in the first instance by a show of hands, every Active member having voting rights shall have one (1) vote, and unless a poll be demanded a declaration by the Chairperson that a resolution has been carried shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes accorded in favor of or against such resolution. The demand for a poll may be withdrawn, but if a poll be demanded and not withdrawn, the question shall be decided by a majority of votes given by the Active members present in person or by proxy, and such poll shall be taken in such manner as the Chairperson shall direct and the result of such poll shall be deemed the decision of the Corporation in general meeting upon the matter in question. In case of an equality of votes at any general meeting, whether upon a show of hands or at a poll, the Chairperson shall be entitled to a second or casting vote.

ARTICLE 6: BOARD OF DIRECTORS

6.1 DEFINITION OF THE TERM "BOARD OF DIRECTORS"

The Board of Directors of the Corporation consists of those members who have been voted into one of the following positions:

- Member of the Executive Committee (Officer of the Corporation-see 7.1)
- Director at Large
- Regional Directors
- The immediate Past President

6.2 ELIGIBILITY TO HOLD OFFICE AS A DIRECTOR OF THE BOARD

All Directors of the Board of the Corporation must hold active membership in the Corporation and hold active membership or show willingness to become an active member in the RNAO at the time of their nomination and election and maintain such active membership for the duration of their term in office.

6.3 ELECTION AND TERM OF THE MEMBERS OF THE BOARD OF DIRECTORS

Election of Directors of the Board shall be by vote of active members. Each Director shall be elected to a specified position on the Board to hold

office until the second annual meeting after she shall have been elected or until her/his successor shall have been duly elected and qualified. Regional Directors are elected at their regional level and their names brought to the Corporation. Of the remaining Directors, one half shall be retired at the annual general meeting but shall be eligible for re-election if otherwise qualified.

6.4 VACANCIES

Vacancies among the Board of Directors, exclusive of the President or immediate Past President, however caused, may, so long as a quorum of Directors remain in office, be filled by the Directors from among the qualified members of the Corporation, if they shall see fit to do so. Otherwise such vacancy shall be filled at the next annual meeting of the members at which the Directors for the ensuing year are elected, but if there is not a quorum of Directors, the remaining Directors shall forthwith call a meeting of the members to fill the vacancy.

If the President vacates her/his office during her/his term, that office will be filled by the President Elect who will remain in that office until the next annual meeting of the members in which the Directors for the ensuing year are elected at which time the position of President Elect will be filled.

A vacancy in the position of immediate Past President will not be filled.

6.5 REMOVAL OF DIRECTORS OR THE BOARD

The members of the Corporation 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 Director before the expiration of her/his term of office, and may, by a majority of the votes cast at that meeting, elect any person in her/his stead-for the remainder of her/his term.

6.6 REMUNERATION OF DIRECTORS

The Directors shall receive no remuneration for acting as such.

6.7 POWERS

The Directors of the Corporation may administer the affairs of the Corporation in all things and make or cause to be made for the Corporation in its name, any kind of contract which the Corporation may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other acts and things as the Corporation is, by its charter or otherwise, authorized to exercise and do.

Without in any way derogating from the foregoing, the Directors are expressly empowered, from time to time, to purchase, lease or otherwise

acquire, alienate, sell exchange or otherwise dispose of shares, stocks, rights, warrants, options and other securities, lands, buildings and other property, moveable or immovable, real or personal, or any right or interest therein owned by the Corporation, for such consideration and upon such terms and conditions as they may deem advisable.

6.8 VOTING, BOARD OF DIRECTORS

The President shall chair all meetings of the Board of Directors of the Corporation. In the absence of the President her/his duties may be performed by the President-Elect or such other Director as the Board may from time to time appoint for the purpose.

Questions arising at any meeting of Directors shall be decided by a majority of votes. In case of an equality of votes, the chairperson, in addition to her/his original vote, shall have a second or casting vote. All votes at such meeting shall be taken by ballot if so demanded by any Director present, but if no demand be made, the vote shall be taken in the usual way by assent or dissent. A declaration by the Chairperson that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact. The number or proportion of the votes recorded in favour of or against such resolution need not be recorded.

6.9 QUORUM AND MEETINGS, BOARD OF DIRECTORS

A majority of the Directors shall form a quorum for the transaction of business. Except as otherwise required by law, the Board of Directors may hold its meetings at such place or places as it may from time to time determine. No formal notice of any such meeting shall be necessary if all the Directors are present, or if those absent have signified their consent to the meeting being held in their absence. Directors' meetings may be formally called by the President or by the Secretary on direction of the President or by the Secretary on direction in writing of two Directors. Notice of such meeting shall be given to each Director not less than one day before the meeting is to take place. The statutory declaration of the Secretary or President that notice has been given, pursuant to this by-law, shall be sufficient and conclusive evidence of the giving of such notice. The Board may appoint a day or days in any month or months for regular meetings at an hour to be named and of such regular meeting no notice need be sent. A Director's meeting may also be held, without notice, immediately following the annual meeting of the Corporation. The Directors may consider or transact any business either special or general at any meeting of the Board.

6.10 ERRORS IN NOTICE, BOARD OF DIRECTORS

No error or omission in giving such notice for a meeting of Directors shall invalidate such meeting or invalidate or make void any proceedings taken

or had at such meeting and any Director may at any time waive notice of any such meeting and may ratify and approve of any or all proceedings taken or had thereat.

6.11 INDEMNIFICATION OF THE BOARD OF DIRECTORS OF THE CORPORATION

The Corporation shall indemnify and save the Board of Directors and make any Director and/or Directors harmless from and against any and all liabilities, claims, actions, causes of action, damages, losses and legal costs of every nature and kind whatsoever which the Board of Directors and any Director and/or Directors may suffer or incur as a result of actions taken by them/him/her within the scope of their/her/his authority as the Board of Directors or member thereof of the Corporation.

6.12 EXECUTION OF DOCUMENTS

Deeds, transfers, licenses, contracts and engagements on behalf of the Corporation shall be signed by either the President or her/his designate and by the Secretary and the Secretary shall affix the seal of the Corporation to such instruments as require the same.

Contracts in the ordinary course of the Corporation's operation may be entered into on behalf of the Corporation by any Officer of the Corporation or by any person authorized by the Board.

The President and two other Officers of the Corporation may, upon collaboration, transfer any and all shares, bonds or other securities from time to time standing in the name of the Corporation in its individual or any other capacity or as trustee or otherwise and may accept in the name and on behalf of the Corporation transfers of shares, bonds or other securities from time to time transferred to the Corporation, and may affix the corporate seal and deliver under the corporate seal any and all instruments in writing necessary or proper for such purposes, including the appointment of an attorney or attorneys to make or accept transfers of shares, bonds or other securities on the books of any company or corporation. Notwithstanding any provisions to the contrary contained in the by-laws of the Corporation, the Board of Directors may at any time by resolution direct the manner in which, and the person or persons by whom, any particular instruments, contract or obligations of the Corporation may or shall be executed.

6.13 BOOKS AND RECORDS

The Directors shall see that all necessary books and records of the Corporation required by the by-laws of the Corporation or by any applicable statute or law are regularly and properly kept.

6.14 ADJOURNMENTS

Any meeting of the Corporation or of the Directors may be adjourned to any time and from time to time and such business may be transacted at such adjourned meeting as might have been transacted at the original meeting from which such adjournment took place. No notice shall be required of any such adjournment. Such adjournment may be made notwithstanding that no quorum is present.

6.15 CHEQUES, ETC.

All cheques, bills of exchange or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such Officers, or Officer and authorized designated agent, of the Corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors; and may endorse notes and drafts for collection on account of the Corporation through its bankers, and endorse notes and cheques for deposit with the Corporation's bankers for the credit of the Corporation, or the same may be endorsed "for collection" or "for deposit" with the bankers of the Corporation by using the Corporation's rubber stamp for the purpose. Any one of such Officers or agent so appointed may arrange, settle, balance and certify all books and accounts between the Corporation and the Corporation's bankers and may receive all paid cheques and vouchers and sign all the bank forms or settlement of balances and release or verification slips.

6.16 DEPOSIT OF SECURITIES FOR SAFEKEEPING

The securities of the Corporation shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the Board of Directors. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Corporation signed by at least two such Officers of the Corporation, and in such manner, as shall from time to time be determined by resolution, the Board of Directors shall be fully protected in acting in accordance with the directions of the Board of Directors and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

6.17 APPOINTMENT OF AUDITORS

An auditor of the Corporation shall be appointed at the annual meeting of the Association and if not so appointed shall be appointed by the Directors to hold office until the next annual meeting or until a successor or successors are appointed. The scope of such an audit will be defined by the Board of Directors and may be a full audit, financial review or independent review. The auditors shall make an annual audit and report to the members of the Corporation on the accounts and balance sheet of the Corporation.

6.18 COMMITTEES OF THE BOARD OF DIRECTORS

6.18.1 Types of Committees:

Standing Committees are reviewed annually as determined by the Board of Directors.

Ad Hoc Committees are determined at the discretion of the Board of Directors and reviewed at regular intervals.

The Conference Committee will follow the Conference Committee Guidelines as outlined in Appendix A.

6.18.2 Operations

The Chairperson is appointed at the discretion of the Board of Directors from the membership of the Corporation. The Chairperson may select individuals at her/his discretion to perform the functions of the committee. Committee membership, including the Chairperson, may be reviewed and revised at the discretion of the Board of Directors.

The goals and terms of reference of all committees of the Board of Directors are determined a priori by the Board of Directors, however, may be revised by the members of the committee upon consultation with and approval of the Board of Directors of the Corporation. A copy of the final goals and terms of reference of all committees will become part of the records of the Corporation.

The Chairperson is required to report on the activities of the committees to the Board of Directors of the Corporation upon its request and to present a report at the Annual General Meeting.

All committees are required to maintain records of their activities associated with the functions of the committee as the property of the Corporation.

ARTICLE 7: DUTIES OF OFFICERS OF THE CORPORATION

7.1 MEMBERSHIP

The Officers of the Corporation comprise of the Executive Committee and shall consist of the following members: President, President Elect, Secretary and Treasurer.

7.2 DUTIES

It is expected that the Officers of the Corporation will attend all meetings of the Corporation.

7.2.1 PRESIDENT

As the Chief Officer of the Corporation, the President shall:

- contribute to the vision and direction of the Corporation
- be accountable to the membership for furthering the goals of the Corporation
- be responsible to the Board of Directors
- act as a mentor for the President Elect
- when present preside at all meetings of the members of the Corporation and of the Board of Directors
- be charged with the general management and supervision of the affairs and operations of the Corporation
- the President, or her/his delegate and one other Officer of the Corporation, shall sign all by-laws, membership certificates, cheques and all other documents related to the business of the Corporation as required
- represent the opinions and views of the Association to the public or media as required
- assist in preparing an annual operating budget and present said budget to the Board of Directors
- assist the Board of Directors in establishing and maintaining an ongoing strategic plan with defined goals and objectives and operational strategies
- act as a liaison between the regions and the Executive Committee as required
- schedule all regular meetings of the Corporation
- prepare a Presidential message for all issues of the newsletter
- attend Board of Directors, Executive Committee and Annual General Meetings
- assume other duties as requested by the Board of Directors
- follow OPANA's Conflict of Interest Guidelines
- assume the role of immediate Past President upon completion of her/his term as President.
- Ex-officio member of all OPANA committees

During the absence or inability of the President, the President Elect or such other Officer as the Officers of the Corporation may from time to time appoint for the purpose, may exercise any such duty presumed with reference thereto.

7.2.2 PRESIDENT ELECT

The President Elect shall:

- assist the President in the discharge of her/his duties
- assume such responsibilities as shall be required by the Officers of the Corporation
- be prepared to assume the office of the President in the event of that member's absence, resignation, inability or refusal to act, or due to removal from Office
- assume the position of President upon completion of the President Elect two year term

7.2.3 SECRETARY

The Secretary shall:

- be ex officio clerk of the Board of Directors of the Corporation
- attend all meetings of the Officers of the Corporation and/or Board of Directors and record all facts and minutes of all proceedings in the books kept for that purpose
- give all notices required to be given to members and to Officers
- keep or cause to be kept a list of all members of the Corporation and call the roll when required
- be the custodian of the seal of the Corporation and of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation which s/he shall deliver up only when authorized by a resolution of the Board of Directors of the Corporation to do so and to such person or persons as may be named in the resolution
- perform such other duties as may from time to time be determined by the Board of Directors

7.2.4 TREASURER

The Treasurer shall:

- keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account
- deposit all moneys or other valuable effects in name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the Board of Directors
- disperse the funds of the Corporation under the direction of the Board of Directors, taking proper vouchers thereof
- render to the Board of Directors at the regular meetings thereof or whenever required of him/her an account of all his/her transactions as Treasurer, and of the financial position of the Corporation
- be one of the signing officers of the Corporation
- perform such other duties as may from time to time be determined by the Board of Directors

7.2.5 IMMEDIATE PAST PRESIDENT

The Immediate Past President shall:

- provide mentorship for the President and other Members of the Board of Directors
- perform other such duties as may be from time to time be determined by the Board of Directors

ARTICLE 8: DUTIES OF THE DIRECTORS OF THE CORPORATION (EXCLUSIVE OF THE OFFICERS)

8.1 MEMBERSHIP

The members of the Board of Directors shall include, in addition to the Officers of the Corporation:

- Directors at Large
- Regional Directors
- Immediate Past President

8.2 DUTIES

It is expected that these members of the Board of Directors will, at minimum, attend the joint meetings of the Board of Directors and Advisory Council and other meetings at the request of the Officers of the Corporation.

8.2.1 DIRECTOR AT LARGE

The Director at Large shall:

- represent the needs, opinions and interests of the general membership of the Corporation
- during the course of their term become familiar with the operations, policies and procedures of the Corporation
- perform such other duties as may from time to time be determined by the Board of Directors

8.2.2 REGIONAL DIRECTORS

The Regional Directors shall:

- represent the needs, opinions and interests of the particular region from which she/he is elected and act as a liaison between Head Office and her/his region
- coordinate educational activities within her/his region in accordance with the objectives of the Corporation
- report on the activities and financial status of the region to the Board of Directors of the Corporation upon its request and to present a report at the annual general meeting

- perform such other duties as may from time to time be determined by the Board of Directors

ARTICLE 9: ADVISORY COUNCIL

9.1 MEMBERSHIP

Members of the Advisory Council are those persons with a vested interest in the affairs of the Corporation and expertise in a field designated by the Board of Directors.

9.2 ELECTION AND TERM OF ADVISORY COUNCIL MEMBERS

The expertise mix and number of Advisory Council members will be reviewed and determined annually, not to exceed five in number.

Potential Advisory Council members may be identified by any member of the Corporation and her/his name and CV submitted to the Board of Directors for consideration prior to the spring meeting of the Board of Directors.

The Board of Directors, at the spring meeting, will review the Advisory Council nominations and elect, by majority vote, to the vacant positions on the Advisory Council.

Advisory Council members are elected to a two year term on an annual rotating basis with one half of the membership retired annually. Members may be eligible for re-election at the discretion of the Board of Directors.

9.3 VACANCIES

Vacancies among the Advisory Council may be filled by a quorum vote of the Board of Directors at the next meeting of the Board.

9.4 REMOVAL OF MEMBERS OF THE ADVISORY COUNCIL

The Board of Directors may, by resolution passed by at least 2/3 of the members of the Board, remove any Advisory Council member before the expiration of her/his term of office and may, by a majority of votes, elect any person in her/his stead for the remainder of her/his term.

9.5 REMUNERATION OF ADVISORY COUNCIL MEMBERS

The Advisory Council members shall receive no remuneration for acting as such.

9.6 DUTIES

The Advisory Council members shall:

- advise the Officers of the Corporation, the Board of Directors and/or other representatives of the Corporation on the affairs of the Corporation as requested

- attend the joint meetings of the Board of Directors and Advisory Council

ARTICLE 10: AMENDMENTS

10.1 AMENDMENT TO BY-LAW

The Board of Directors shall have the provisional authority to amend or repeal the provisions of the by-law by resolution at a meeting of the Board of Directors provided that such resolution is supported by a two-thirds majority of the members of the Board of Directors present at the meeting.

Where the by-law is amended or repealed by resolution of the Board of Directors such amendment or repeal shall be in effect until the matter is placed before a regular meeting of the members of the Corporation for approval by the members.

All revisions to the by-laws shall be made available to the active members of the Corporation. Such resolution effecting changes to the by-law shall require the consent of a majority of the active membership present and voting at the annual general meeting subsequent to the changes being proposed.

Where amendments or repeal were effected by resolution of the Board of Directors and subsequently rejected by the membership, the provisions in force prior to the resolution of the Board of Directors shall be liable for any related action or actions taken during the period of amendment or repeal effected by due resolution of the Board of Directors.

APPENDIX A



ONTARIO PERIANESTHESIA NURSES ASSOCIATION

PROVINCIAL CONFERENCE GUIDELINES MANUAL

Date Issued: Dec, 2008

Date Approved: July, 2009

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CONFERENCE PLANNING MANUAL

The purpose of the conference planning manual is to:

1. Provide guidelines to organize and conduct the OPANA Annual Provincial Conference for PeriAnesthesia Registered Nurses and Allied Health Care Professional (RPNs, RTs, etc.) of Ontario discussed with the BOD.
2. Standardize the planning of the conference.

The Conference Planning Manual will be reviewed and revised as required following each Provincial Conference by the Conference Planning Committee.

GUIDELINES GOVERNING PROVINCIAL CONFERENCES

A. Conference Dates

1. The OPANA Conference shall be held every year, unless otherwise determined based on quorum vote by the OPANA Board of Directors, due to financial or other constraints
2. Dates of the OPANA Conference should not conflict with those of other Provincial Conferences or NAPANc.

B. *Application to Host/Co-host Provincial Conference*

A Regional group wishing to host an OPANA Conference, must apply, in writing, to the OPANA Board, through the President, at least two (2) years in advance of the conference year.

The region applying to host a provincial conference must include a business plan (template enclosed) indicating proposed conference expenses and income with application.

Hosting/Co hosting Regions must plan and carry out conference as per the established OPANA Conference Guidelines.

The Greater Toronto Area Region (or alternate) will be the host region every alternate Provincial Conference beginning with year 2008, since this is the centre of the most densely populated region.

C. Criteria for Site Selection

1. Access to a major airport within one hour.
2. Facility to provide up to 15,000 square feet for exhibit space, preferably in one room.
3. Facility to provide a minimum of 2,000 square feet for exhibitor storage space.
4. Facility to provide a minimum of 175 hotel rooms, preferably in one complex.
5. *Three (3) meeting rooms, holding a minimum of 150 -200 people, to allow 2-3 concurrent sessions. Or One large banquet/conference room with seating for 250 - 400.*
6. One room must have capacity to hold 300 delegates for opening and closing ceremonies

D. OPANA Executive and Board Responsibilities

1. Award region conference based on criteria.
2. Provide a conference start-up fund of up to \$2,000 depending on OPANA finances

Note: See Section 7 No. 760 Responsibilities of Executive and Board Members

E. Regional Group Responsibilities Related to Provincial Conferences

1. Regional Conferences and/or seminars shall not conflict with the National Conference dates.
2. A Region may not host a provincial conference in the same year as the National Conference is in Ontario.

F. Division and Disbursement of Provincial Conference Income/ Profits

1. The division of the conference income/profits must first support the financial viability of OPANA and second, assist the Regional Associations.
2. Income/profit division shall be determined at least two years in advance and approved by the OPANA Executive and Board.
3. Profits from provincial conferences will be divided as follows:

OPANA 80%; Host Region 20%

G. Conference Liability/Insurance

1. *Liability Insurance is usually not required. The hotel is insured against patrons incurring injury or causing damage. Penalties for cancellation of the event are based on a scale according to individual hotel and amount of time in advance of cancellation.*

The decision to purchase liability insurance is reviewed and approved by the Board of Directors. OPANA advocates the purchase of conference liability insurance for each event to provide financial stability in case of unexpected events/causes that may require cancellation of the event.

GUIDELINES FOR OPANA EXECUTIVE & BOARD MEETINGS AT PROVINCIAL CONFERENCES

1. If OPANA Executive and Board Meetings are to be held in conjunction with Provincial Conference, the OPANA President must inform the Conference Planning Chair of the following:

- a) Dates, time and space for Executive and Board meetings and any social events
- b) Number of hotel rooms and/or suites required for executive and board members
- c) Room list for shared accommodation for executive and board members

2. The OPANA President is responsible to arrange, through the hospitality chair, the ordering of audiovisual equipment, room set up and catering requirements for the meeting(s) if affordable.

3. The OPANA President is responsible to arrange for master billing through the conference chair, charges for hotel accommodations, meeting rooms, catering, and AV equipment to be billed directly to OPANA.

4. Hotel Rooms for members of the Executive and Board of Directors and members of committees will be sponsored by OPANA for "out-of-town" volunteers, greater than 30 km from the site of the event, and based on an annual review of the Financial statement.

GUIDELINES FOR CONFERENCE REGISTRATION FOR EXECUTIVE AND BOARD MEMBERS

1. Complimentary Conference registration will be given to the following:

- a) OPANA Executive and Board.
- b) OPANA President
- c) OPANA Volunteers in every capacity including committees
- d) OPANA Past Presidents in special anniversary years, i.e. 20, 25th anniversary, etc. They will be responsible for all other personal costs
- e) Current NAPANc Executive: President, Immediate Past-President, President-Elect, Secretary, Treasurer, Secretary-Elect, Treasurer-Elect (as per NAPANc C & B)

2. Registration forms will be completed as directed by the conference registration chair. Registration forms should be marked indicating Board of Directors as directed on the form.

STRUCTURE OF THE CONFERENCE PLANNING COMMITTEE

- A. The OPANA Conference Planning Committee shall consist of the following positions:
- Conference Chair (OPANA Past President) - (may be co-chaired, if no one else volunteers to be conference chair, then someone will be selected by the committee members who has had experience in previous years)
 - Secretary/Treasurer (will also assist with registration)
 - Committees:
 - 1) Exhibitors
 - 2) Program/Publicity
 - 3) Publicity
 - 4) Registration
 - 5) Hospitality
 - 6) Past President/ Hostess

The number of conference planning committee members is dependent upon the experience of the members and the learning needs of the region who will be hosting the next conference.

The committee should not number more than 12.

In the event that the Past President is not able to carry out the duties of the Conference Chair, the OPANA President-Elect shall assume this role.

- B. Committee Members will volunteer, but if required, they will be chosen by the Conference Chair.
- C. All members of the Planning Committee must be active members of OPANA

GENERAL GUIDELINES FOR COMMITTEE CHAIRS AND COMMITTEE MANUALS

General Responsibilities:

1. Be aware of and follow the conference planning guidelines.
2. Be responsible for the activities of the specific committee.
3. Bring a report of activities for committee members prior to the conference planning meetings summarizing committee activities
4. Maintain committee manual containing information pertaining to the specific committee.
5. Consult the committee on all financial matters specific to the committee.
6. Submit expense forms with original receipt to Conference Treasurer by the end of the Conference..
7. Use OPANA stationary for all correspondence.
8. Use OPANA logo on all electronic forms.(see Appendix)
9. Keep an ongoing itemized account of expenses by committee.
10. When possible, request that bills be sent directly to conference treasurer for payment.
11. Prepare final report including problems encountered, itemized account of expenses and recommendations for changes to committee responsibilities or timelines by Secretary/Treasurer of committee
12. Submit the committee manual containing all pertinent information to the next Conference Chair at the wrap up meeting.

13. Minimum attendance of all committee meetings: 80%. If unable to attend, must submit a report. If absence for meetings continues to be extreme, may be asked to leave committee.

Committee Manuals shall contain:

1. Duties of committee chair and committee members including timelines for activities
2. Duplicate copy of all correspondence sent out and received by committee
3. Itemized account of expenses by committee including copy of all contracts and bills.
4. Provide copy of all contracts and bills to conference chair and secretary/treasurer.
5. Minutes of current conference planning committee meetings including committee reports.
6. Secretary to maintain copies of minutes and reports of previous 2 conferences
7. Treasurer to maintain copies of financial records of previous 4 conferences

Responsibilities of the Conference Chair

1. Review duties of Committee Planning Committee Members and adjust according to need.
2. Review conference planning guidelines and duties of conference planning committee with committee chairs and other members at first meeting.
3. Budget Responsibilities:
 - a) Review previous conference expenses and use as a budget and expense tool for current conference.
 - b) Provide copy of above to each committee chair and treasurer
 - c) A region has the option to set up of a separate bank account and arrange for signing authority (two signatures required)
 - d) Contact hotel to obtain contract and if not previously done:
 - i. Establish convention room rates
 - ii. Establish number of rooms to be blocked
 - iii. Establish reservation cut off date
 - e) Ensure set up of master billing account(s) hotel rooms for speakers and members of OPANA who qualify to stay at hotel
 - f) Review master billing prior to final payment
4. Call and chair Planning Committee meetings. Send agenda to committee members at least 2 days prior to meeting. Committee meetings are recommended to be monthly meetings during the period of 12 months to 6 months prior to the conference, and then bi-monthly during the last 4 months prior to conference date.
5. Conference calls may be required owing to cost constraints, time and distance.
6. Organize space for a NAPANc Booth if requested by NAPANc. This booth will be provided free of charge. Any other costs i.e. AV, travel and accommodations are the responsibility of NAPANc. (NAPANc personnel manning their booth do not receive complimentary registration).
7. Confirm space needs re: NAPANc Executive/Board Meetings
8. Arrange conference site visit, meetings with hotel or conference site to view meeting rooms & social function spaces
9. Planning committee members and BOD are encouraged to wear OPANA wear for at least one day of the event, unless otherwise /indicated.
10. Develop activity sheet for planning committee and all OPANA volunteers for all functions & venues.
11. In conjunction with committee, determine conference theme (*if applicable*)

12. Write/arrange for the following for the program booklet:
 - “Message from the Conference Chair”
 - conference objectives
 - general information
 - special meetings
 - list of upcoming conferences/events calendar
 - acknowledgements
 - sign the Certificate of Attendance record
 - conference planning committee photo and list if able
 - *list of Board/Exec of OPANA*
13. Preside over Opening Ceremonies.
14. Hold debriefing meeting daily during Conference and wrap up meeting at the end of each conference day.
15. Send invitation to attend conference and participate in opening ceremonies to the NAPANc President. Send invitation to attend conference to OPANA Past Presidents on special anniversary years.
16. Ensure OPANA liability insurance meets requirements of conference facility.
17. At the completion of the conference:
 - a) Ensure transfer of conference income/profits to OPANA treasurer within *one month* of conference
 - b) Prepare and submit post conference report to be included in *OPANA Monitor (newsletter) and NAPANc Eye Opener*
 - c) Make revisions and updates to conference planning guideline manual based on input from conference planning committee members
 - d) Send thank you notes to all those donating door prizes, and other gifts, exhibitors and sponsors etc.

Responsibilities of Conference Committee Secretary/Treasurer

1. Take minutes of all committee planning meetings. Send copy of minutes to committee members 2 weeks prior to next scheduled meeting
2. Develop membership contact number list including cell phone numbers
3. Keep record of all correspondence as submitted by committee members
4. Maintain copy of all minutes and reports.
5. Establish a conference bank account (to commence for Fall conference, 2010). Two signing officers are required for this account (see pg 10.4.c) One must be the treasurer and the second should be appointed by the Conference Planning Committee. Ensure that cheque book has a record stub and online banking capability. No withdrawal by debit card. Cheques only.
5. Reconcile monthly statement with cheque book stubs.
6. Conference financial books to be maintained electronically
8. Issue cheques for expenses after receiving appropriate receipts and completed expense forms from individual committee members.
9. Issue cheques for direct billing once approved by committee and/or conference chair i.e. AV bill.
10. Deposit all monies received.
11. Provide financial report at each conference meeting.
12. During the conference, the secretary/treasurer will assist with registration as needed.
13. Prepare final financial statement.
14. Forward all financial records to the next conference chair and to the OPANA Treasurer.

Responsibilities of the Registration Committee

1. Track and register all BOD and OPANA volunteers into the registration system
2. Track and register all Speakers and Exhibitors, Sponsors and Vendors into the registration system.
3. Track and register all other complimentary registrations into the reg system, i.e. nursing leaders who will speak at AGM etc.
4. Ensure OPANA logo on all registration documents, i.e. badges, reg forms, etc.
5. Work with registration company to prepare reg form for next conference (make changes to the previous year's form)
6. Prepare report of registration numbers for each conference meeting
7. Print copy of complete, final list of registrants for the registration desk to refer to
8. Set up registration desk and recruit volunteers to assist: Create a schedule for volunteers to monitor reg desk and foyer booths
9. Prepare Conference Badges from Registration system, including door prize tickets and other inclusions. Colours of badges vary according to designation, i.e. speakers, BOD, sponsors, posters, vendors, etc.

Responsibilities of the Exhibitor Committee

1. Obtain floor plan of exhibit area (1200 sq. ft required) and rules and regulations for displays or exhibits from conference site
3. Prepare and maintain exhibitor mailing list with email addresses
4. Prepare flyer to be distributed to exhibitors at other Conferences and to email to exhibitors with conference brochure (Publicity committee to prepare).
5. Determine cost of booth space in conjunction with conference committee
6. Prepare and distribute "Invitation to exhibit" letter and application form to medical companies. Send copy of package to conference committee so that they may recruit sponsors as well. Send a second reminder package to those companies who have not registered 3 months prior to conference.
7. Arrange for security through hospitality committee: organize volunteer schedule to be hallway security, as per presentation schedule.
8. Determine number of hallway hostesses required per day, and give specific duties: i.e. food management, Silent Auction table, OPANA wear, etc..
9. Arrange for signage through program committee for display at Hotel Reg desk, elevators, escalators and major exterior doors
10. Optional: Solicit passport prizes from vendors.
13. Assign booth space for exhibitors in order of receipt of registrations. Sponsors will get larger booths and preferred location. Assign final booth allocation in conjunction with members of the exhibitor committee using floor plan.
14. Send out acceptance package with confirmation of booth placement to medical companies, including invoice (if not paid) or receipt upon payment.
15. Prepare:
 - Exhibitors directory, letter with set up and tear down times and other information
 - Exhibitors ID Badge (with registration committee)
 - [m1]Box of exhibitor badges (to be at hospitality desk)
16. Track and manage special booth requirements [m2]for displays as requested by exhibitors
17. During conference:
 - Be available in exhibit hall area during set up and through out conference to assist with problem solving .
 - Ensure Exhibitors have water, meals, etc.

18. Post conference:

- Review/revise master plan
- *Send Thank you letters to all exhibitors in attendance.*

Responsibilities of Hospitality Committee

1. Plan and organize:
 - Social functions and entertainment: Friday Hospitality suite and other entertainers
 - Choose all meals, within specified budget, including snacks, lunch and breakfasts
 - Act as liaison with hotel catering to arrange meal choices
 - Act as liaison at the conference site during conference when meals are served with hotel staff to ensure timing, adequacy of quantities, etc.
 - Monitor hospitality suite during meal times: arrange for extra quantities, when necessary, with hotel staff
2. Prepare and send an electronic report to committee members at conference planning meetings.
3. Solicit sponsorship for breakfasts, health breaks (lunches) along with Exhibitor Committee
4. Confirm room set up of conference areas with program committee i.e. seating, water stations, etc..
5. Confirm final food and beverages requirements with hotel for all social functions
6. Forward bills and expenses to the conference treasurer for payment
7. Determine number of assistants/hostesses per day required during conference to monitor conference room
8. Review final hotel bill for food and beverage with conference chair prior to payment.
9. Prepare final report and expenses for post conference meeting.
10. Ensure that **buffet space is adequate for the number of people expected**

Responsibilities of Program Committee

1. In conjunction with planning committee determine theme and objectives of conference
2. Review suggested topics from previous conference evaluations
3. Prepare Call for Abstracts for oral and poster presentations (9-10 months in advance). Send a copy to Regional Representatives, Hospital Locators lists and post on website. In conjunction with conference committee determine deadline for submission of abstracts (determined by date of conference) (seven (7) months in advance for oral presentation, 1 month in advance for poster)
4. Determine budget for speakers. Liaise with Exhibitor committee to arrange sponsorship of expensive speakers.
5. Review abstracts as received and develop tentative program
6. Send letter of acceptance to speakers with speaker information letter including credentials, addresses, AV requirements and permission to post presentation on OPANA web site.
7. Send letter of acceptance to poster presenters.
8. Obtain quote from audiovisual (AV) companies for consideration by conference committee if hotel does not have on site AV Company or if too expensive . Confirm contract.
9. Review each speaker's AV requirements .
10. Arrange for quotes from poster board companies (e.g.Stronco) and confirm contract. Determine signage and poster board requirements with other committees. Monitor the numbers of posters required for each event, and purchase/rent these according to need.
11. Arrange hotel accommodations for speakers requiring accommodations with conference chair. Hotel accommodations for speakers will be billed directly to the conference master account.
12. If part of program: Send out invitation to host workshop to exhibitors. Arrange for posting of information on OPANA website with website committee.
13. Solicit sponsorship for speakers from exhibitors in conjunction with Exhibitor Committee.
14. Obtain quotes from sign companies for consideration by conference committee if additional signage is required (depending on layout of hotel).
15. Confirm room set ups with hospitality chair and Hotel Catering Manager
16. Arrange for beverages for speaker's table, podium with hospitality chair (water only).

17. Determine number of conference room assistants/hostesses required per day.
Hostess: closes doors, dims lights, ensures guests enter conference room from hallway in timely manner. Manages crowds from exhibits to conference room, and in reverse to buffet table area.
18. Finalize program.
19. Finalize signage requirements and the number of poster boards required with company (two weeks in advance).
20. Finalize moderator and hostess assignments for each speaker (moderator is usually person who recruited speaker). Prepare moderator package (with speaker bio) and distribute at conference meeting prior to conference.
21. Submit names of speakers to Registration Committee. All speakers are to receive a badge indicating that they are a speaker.
22. Request cheques to pay speakers from treasurer.
23. Purchase speaker gifts within budget (decided at conference planning meeting)
23. Prepare thank you letters with honorarium (if applicable) for each speaker
24. Prepare evaluation forms for sessions (and posters: optional). These will be inserted into conference syllabus prior to conference.
25. During conference:
 - Post signage and change as required
 - Place on each table in the conference room: Financial statement from previous year (provided by Treasurer), Nomination form (1) and copy of last year's AGM minutes (provided by Secretary)
 - Be available to problem solve issues related to session rooms - AV, water supplies, room set up etc.
 - Provide moderators with speakers gifts prior to session: \$100 for keynote, \$50 for other speakers, (note: this may change due to financial situation)
 - Ensure hostesses have an adequate supply of evaluation forms, financial statements, minutes and nomination forms
26. Post conference:
 - Prepare summary of evaluations from conference
 - Prepare final report and expenses for final conference meeting
 - Submit expenses/bills to treasurer for reimbursement or payment
 - Provide list of sponsors to Exhibitor Committee

Responsibilities of Publicity Committee

1. Prepare report for the committee members at the planning Committee meetings.
2. Once theme of conference has been decided, develop flyer to send to all hospitals announcing conference with a Call for Abstracts and dates of submission (9-10 months prior to conference). (Develop address list from hospital Locators or OHA web site, print mailing labels)
3. Obtain quotes for printing of conference syllabus for consideration by conference planning committee.
4. Prepare conference syllabus in collaboration with program chair.
5. Mail out conference information with registration forms to hospitals approximately 6 months prior to conference.
 - Registration form
 - Conference program and deadlines for reduced rates
 - Hotel information and deadlines for reduced rates
6. During conference assist program committee with duties.
7. Post conference, create a list and track items used for the conference on an annual basis.
8. Thank you letters post conference to speakers, exhibitors, sponsors, poster presenters, Conference committee volunteers

SOCIAL EVENTS

1. Information regarding all planned social events will be available on the conference website at www.opana.org and in the conference Brochure

POST-CONFERENCE DUTIES FOR ALL MEMBERS OF OPANA BOD AND COMMITTEES:

- All volunteers must submit expenses to Treasurer no later than 2 weeks following the conference for reimbursement
- Post-Conference Financial Summary must be completed one month post Conference
- A copy of this summary must be sent to the President and Executive of the Association. If hosting a National Conference, an accounting of profit/loss must also be sent to the President of the NAPANc for disbursement amongst the NAPANc Board of Directors.
- If hosting a National Conference, 25% of the Conference Profit must be issued to NAPANc within 2 months of the Conference by cheque
- Thank you letters for each: speakers, sponsors, exhibitors, poster presentation - provided by committee that was in charge of organizing each
- All information for change to be uploaded to the website by the Website Committee
- The Conference Chair(s) must write a Post Conference Report and send it to the Website and Newsletter Chairs for communication to the Members
- The Program committee will keep track of items used for the Conference and where they are currently being stored (See Appendix 17)

APPENDIX PAGES: Include Examples of:

1. OPANA Logo
2. Template for Program Structure
3. Template for Schedule of Events: timing of each mailing, etc.
4. Template for Call for Abstracts: Oral and poster
5. Template for Conference Syllabus (including President's letter, Conference Chair letter, OPANA executive list, Planning Committee membership, general information, Social events
6. Letter of acceptance of speakers with directions
7. Letter to solicit Exhibitors and Sponsors and application forms.
8. Letter to solicit Donors and pledge form
9. Letter to Exhibitors with directions for set up, timing, etc.
10. Template to track activities of Exhibitors with date, invoice, receipt, level of sponsorship, etc.
11. template for Schedule to run Registration Desk
12. Template for Schedule for hallway security
13. Template for Monitoring the Conference Room (hostesses)
14. Letter of Thanks each for : speakers, sponsors, exhibitors, poster presentations, conference committee volunteers
15. Invoices, Receipts templates
16. All division of duties apart from the above, i.e. hospitality suite bar, or preregistration desk, etc. for all other OPANA volunteers (Exec, BOD, etc. not on conference committee)
17. List of items used for the conference and storage site

Appendix A
#1



ONTARIO PERIANESTHESIA NURSES ASSOCIATION

Appendix A
#2

OPANA 200? CONFERENCE
TENTATIVE PROGRAM STRUCTURE
DRAFT # , Date, year

	<u>SATURDAY, OCTOBER</u>		<u>SUNDAY, OCTOBER</u>
0715	Registration Desk Opened Coffee/continental breakfast	0730	Registration of Sunday only: Hot breakfast
0830-0840	Welcome and Opening	0815-0820	Opening Remarks
0840-0920	Opening Keynote:	0820-0915	Opening Keynote:
0920-1000	Speaker:	0915-0955	Speaker:
1000-1030	Break ~ Posters and Exhibits	0955-1045	Panel:
1030-1130	Panel:	1045-1115	Stretch/snack break
1130-1210	Speaker:	1115 – 1200	Speaker:
1215 – 1315	Lunch and AGM: Meet the Membership ** Agenda	1200-1230	Speaker:
1320-1400	Speaker:	1230-1330	Closing Keynote:
1400 – 1440	Speaker:	1330	Closing Remarks: Evaluation Forms
1440-1510	Exhibits/nutrition Break		
1510-1550	Speaker:		
1550 - 1650	Closing Keynote:		

Appendix A
#3

OPANA CONFERENCE CHECKLIST: 200 for October Conference
Draft # , Date, Year

Topic	Comments	Deadline	Most Resp Person
SPEAKERS			
Suggestions		Nov-Jan	All
Recruitment		Nov-Jan	All
Confirmation		March 6	All
Presentation Order;	Consider start 0830	April 15	All Meeting Apr. 15~
Abstracts Due(Photo)		May 1	All to own
Confirmation Notice		May 1	All to own
Reminder Notice with Directions and AV needs and Bios deadline?		Send out: August 15 Receive back: Oct. 1	All to own
AV needs		October 1	
Bios Required		October 1	
Presentations Due?		October 1	N/A
MAILINGS/PRINTER			
1)Call for Presentations	Posters and Oral Place on web	Printer – Feb 15; Mail - March 1 Deadline for applic: April 15	
2) Conference Brochure re conference and registration prices and dates	2 (4) pages Abstracts and photos, location, date, cost, reg form Place on web	June 1 Discuss second mailing? Or by email only?	
3) Confirmation and reminder of reg	2 different times: immed from web? Email f/u	Conf immed Email reminder Sept 30	
4) Final Program	8 (16) pages	Info in by Oct	

	Above plus: RNAO logo, Hospitality suite adds, volunteers, sponsors, welcome from chair, poster presenters, hotel features, AGM Agenda,note page for each day Insert? ~List of restaurants and entertainment in To. ~ adds?	1 Printed by Oct 15 ????	
HOTEL			
Price comparison		Sept prev year	
Confirmation	Completed: February, 200	Nov prev year	
Contact Person		Nov prev year	
Study Layout and Design	Done: Feb.200		
Meals ~menu Hospitality Suite	Costs:2 bkfst, 1hot lunch, 3 breaks	August 19	
AV Aids and tech Confirm	Hotels? Independent? Costs 2 laptop, 2screens, 1 mike,other? (hotel may provide some)	August	
Poster Boards Confirm/order	#, (add OPANA, OPANA wear, Garage Sale, Silent Auction, 50/50, vendors, recruitments) Booth tables by hotel?	August 1	
HOSPITALITY SUITE			
Advertise? With reg confirmation; at checkin?	Conference reg and reminder ~ email? <i>Advertise cash bar</i>	Sept with reminder: Sept 30	
Booze (3 cases beer, >20 wine) and ?tickets Purchasing	Discuss one free? Then cash	Sept 1	

Food choices	Cost?	Sept 1	
Pre-registration pkg		Oct. 1	
Cash box & tickets		Oct. 1	
Music, CD's/entertainment		Oct. 1	
BOD wear OPANA wear?		Oct. 1	
SPONSORS/EXHIBITORS			
Recruitment	One per person	Don't stop	
Letters and Reg form	Each person	Ongoing	
Manage List of sponsors and contact them to confirm	Table Contact all	Done ?Sept?	
?Hospital Recruitment all	All contact HR		
Login Books Sigvaris Covidien, Ecolab GE Healthcare Pfizer, other pharm K-Bro?	All confirmed 200 Applications		
Booths/tables # and control sheet (layout and count)		By Sept 30	
FOYER SAT A.M.			
Booths tables		Oct. 1	
Cashbox and \$300 float		Oct. 1	
Receipt books		Oct. 1	
Imprinters/slips		Oct. 1	
Door prize tickets		Oct. 1	
Conf Reg and membership	OPANA table	Oct. 1	
Signs for booths (ours ?sponsors?)	50/50, silent auc, OPANA/wear/ Garage, NAPAN washroom, etc., sponsors/exhibitors/ recruitment	Oct. 1	
Silent Auction:	forms and clipboards	Oct 17	
Photographer	Foyer photos Speakers Attendees tables, buffet, with speakers: take >30!! for Website and monitor	Done	
GIFTS			
Door prizes	One each ~ \$10 or recruit	Donor name by Oct. 1. Bring	

		Conference a.m.	
Silent Auction	One each >\$50 or Recruit	Donor name by Oct. 1. Bring Conference a.m.	
Speakers	?Value (\$) and # speakers and what/where	Purch by Oct 1, Conf.a.m.	
Poster Presenters: ? Oral Presenters	NO discount! Free conf., 1 night free hotel	Call out by March 1 with Aug. 1 deadline Call out by March 1 with Apr.15 deadline	
Attendees:	Bags, calendars, pens, hand sant? <ul style="list-style-type: none"> • Old bags • Old bottles • Old portfolios Other? lanyards All recruit contents	Discuss: June Order August 15	
REGISTRATION	Interware: e- registration company		
Online with mailing option (cheque)		June 1 when brochure final	
Email receipt?		automatic	
Email reminder	Early Bird rate (aug.31) Last reminder	?August 1 September 15?	
Make badges/labels (5)	E-Reg: database	Oct 16	
Cert of attendance	<i>Included in reg package at beginning of day</i>	Oct 17	
Reg Package: badge separate,		Assembled: Oct 1 and 17	
REGISTRATION DESK			
Reg packages: divide in 4/5 Badges, Cert of Attendance, evaluation form		Oct 16	
Door prize tickets		Oct 17	

Bags and contents	Decided: pen, travel mug, lanyard	Order deadline: ?	
Blank forms: conference registration and OPANA membership (for walkins)	No e-reg (save \$\$\$) Print e-reg membership form And e-reg conf form: photocopy (30 of each???)	Oct 17	
Certificates of attendance extra for walkins		With reg.	
Conf program with Eval form	Eval form as part of program?? (back page , tearout?)	Oct. 1	
Evaluation Form	<i>Ask them to leave on table where they sit when they leave</i>	Oct 18	
OPENING			
Speech by chair(s)	?ppt ?music: housekeeping, ?funny?	Sept 15	
Break speeches	Re: time, exhibitors, booths, etc.		
Sat closing reminders	Re: breakfast, start time, etc.		
Sun a.m. opening	Welcome back		
Sun closing	With a bang! Reminder to renew Membership, next year's dates (OPANA and NAPANc)	Oct 15	
Next year conference?			
Evaluations	Reviewed and counted	Debrief mtg	
Debriefing	Conf call	Early Nov	

Next Meeting Potential Dates:

Appendix A
#4



OPANA Call for
Abstracts with Applic

Appendix A
#5



OPANA Conference
National Syllabus - Ma

Appendix A
#6



OPANA Conference National Letter to Sp
OPANA Letter to Conference Speakers

Appendix A #7 and #8

7. Letter to solicit Exhibitors and Sponsors and application forms.



OPANA Sponsor and Exhibit Application Fo
OPANA Conference National Letter to Bus

8. Letter to solicit Donors and pledge form



OPANA Donor Pledge
Form.doc

Appendix A #9



OPANA Conference
National Exhibitor Inf

Appendix A #10



OPANA Conference
National Sponsors 201

Appendix A #11, 12, 13, 16



OPANA Conference
National Volunteer Jo

Appendix A #14



OPANA Letter to
Thank Conference Sp



OPANA Letter to
Thank Conference Sp



OPANA Letter to
Thank Conference Dc

Appendix A #15



OPANA Receipt
Methapharm 2009.do



OPANA Invoice
Conference 2008 Spc

Appendix A
#17



OPANA Conference
Items, List of Storage