



MEMORANDUM

TO: Local Presidents
Executive Members

FROM: Gene Lewis, General Secretary

DATE: November 28, 2011

RE: **POSITIONS AT THE 2012 ANNUAL MEETING
APPLICATION FOR PARLIAMENTARIAN TEAM**

The following positions to assist with the operation of the Annual Meeting in August 2012 are available:
Parliamentarian (1) Deputy Parliamentarian (2)

The Federation requests your assistance to ensure that members are made aware of these positions and to encourage those members at the local level who have the interest and appropriate skills to apply.

Please find below the responsibilities and requirements for these positions and an application form that must be returned to the provincial office by **January 11, 2012**.

RESPONSIBILITIES

1. TO PRESIDE OVER THE ANNUAL MEETING AND GUIDE DELEGATES THROUGH THE ORDER OF BUSINESS.
2. TO APPROVE THE DISTRIBUTION AND TIMING OF ALL MATERIALS TO DELEGATES INSIDE THE ANNUAL MEETING HALL.

REQUIREMENTS

1. GOOD KNOWLEDGE OF ROBERT'S RULES OF ORDER AND THE ETFO CONSTITUTION AND BYLAWS, AS WELL AS PREVIOUS EXPERIENCE IN OFFICIATING AT MEETINGS.

ADDITIONAL INFORMATION

1. THE PARLIAMENTARIAN TEAM ASSISTING WITH THE OPERATION OF THE ANNUAL MEETING WILL BE REQUIRED TO BE IN ATTENDANCE ON-SITE FROM AUGUST 11-16, 2012.
2. NORMAL WORKING HOURS FOR OFFICIALS ARE AS FOLLOWS:

SATURDAY	AUGUST 11	ARRIVE AT HOTEL – NO PLANNED EVENTS	
SUNDAY	AUGUST 12	ATTENDANCE AT PLANNING MEETINGS	ALL DAY 9:00 A.M. - 5:00 P.M.
MONDAY	AUGUST 13		3:30 P.M. - 9:00 P.M.
TUESDAY	AUGUST 14	ATTENDANCE ON THE FLOOR	8:30 A.M. - 5:30 P.M.
WEDNESDAY	AUGUST 15	OF THE ANNUAL MEETING	8:30 A.M. - 4:00 P.M.
THURSDAY	AUGUST 16		8:30 A.M. - 2:00 P.M.
3. TRAVEL, ACCOMMODATION, AND MEAL COSTS WILL BE COVERED BY ETFO.
4. ACCOMMODATION WILL BE PROVIDED AT THE WESTIN HARBOUR CASTLE HOTEL, TORONTO HOTEL..
5. IN ADDITION, THE PARLIAMENTARIAN WILL BE REQUIRED TO ATTEND THE MARCH 4-6, 2012 MEETING AND THE PARLIAMENTARIAN TEAM WILL BE REQUIRED TO ATTEND THE MAY 25-26, 2012 MEETING OF THE ANNUAL MEETING COMMITTEE.

TO CONFIRM RECEIPT OF YOUR APPLICATION OR TO SEEK ADDITIONAL CLARIFICATION OF THE GUIDELINES CONTACT:

RETURN COMPLETED FORM VIA E-MAIL, FAX, OR MAIL TO:

JIM WHITE
Coordinator
Protective Services
EXT. 2272
jwhite@etfo.org

**YOU CAN FIND ANNUAL MEETING INFORMATION AND FORMS AT:
www.etfo.ca > *About ETFO* > *Annual Meeting***

**DEADLINE:
JANUARY 11, 2012**

GTL:JW:JA:NR
ATTACHMENT
November 21, 2011