



May 10, 2011

To Branch Presidents;

RE: NOMINATION OF ZONE REPRESENTATIVES

Elizabeth Tithecott has served on Provincial Council as your Zone Representative for the six months. She graciously accepted to compete the term of Victoria Warwick. This term is to expire as of July 2011. Elizabeth is willing and more than capable to continue as your Zone Representative for the next three year Term. Elizabeth has accepted the new Portfolio of Affiliate Category. This new portfolio will monitor and supervise our Affiliate members, informing them of workshops, competitions etc. If you would like Elizabeth to continue as your Zone Representative, please indicate this on the attached form and return it to this office.

Please find enclosed:

1. A copy of **INSTRUCTIONS TO INCOMING ZONE REPRESENTATIVES**.
2. A **NOMINATION FORM**, which **must** be returned to me at the above address by **June 15, 2011**.

Sincerely,

Ron Spadafore

NOMINATION FORM

ZONE REPRESENTATIVE TO PROVINCIAL COUNCIL

The _____ Branch nominates
_____ to the position

of _____ ZONE REPRESENTATIVE on

Provincial Council for a three-year term effective Fall 2011.

The Nominee is an active member of the _____ Branch.

Signature of Branch Officer _____

Written acceptance enclosed: ; to follow

**PLEASE RETURN BEFORE June 11, 2011 TO R. SPADAFORE :
Box 635; Timmins, ON P4N 7G2.**

INSTRUCTIONS TO INCOMING ZONE REPRESENTATIVES

COUNCIL MEETINGS

1. The office for the incoming Zone Representatives becomes effective with the first meeting in the Fall of any given year. Appointments of officers and conveners of Standing Committees will be made prior to the Fall meeting.
2. The Provincial Secretary will provide you with a copy of the By-Laws and Standing Rules, which should be studied, kept up to date and brought with you each meeting.
3. Council members' expenses to meeting are paid - travel, accommodation, breakfast and lunch; executive members' Sunday supper, (S.R. #3). Expense statements for these and other costs incurred in carrying out duties are distributed by the Provincial Treasurer. Please fill in, attaching necessary vouchers. Prepaid expenses (eg. travel) can be reimbursed immediately upon presentation of the applicable receipts to the Provincial Treasurer.
4. All Conveners of Standing Committees will be provided with complete files and specific guidelines by the retiring member of Council who has chaired the committee (S.R. #6), and the Manual of Duties.
5. **TWO REPORTS**, typed are to be prepared for each Council Meeting. One copy of these reports is to be mailed or faxed to the President & one copy to the Secretary-Registrar, **two weeks prior** to the meeting:
 - a) **Standing Committee Report** - This should detail progress, problems, questions, recommendation, etc. pertaining to your area of responsibility.
 - b) **Zone Report** - This includes questions, problems, recommendations, etc. brought to you by the branches in your zone; also highlights of zone activities - eg. Zone Conventions, Zone Competitions, etc. **Specific activities of individual branches need not be included, as the branches have an opportunity to present these in NOTES.**
6. **TWO ANNUAL REPORTS** must be sent to the NOTES Editor by March 1 for inclusion in NOTES.
 - a) Summary of Standing Committee work (January to January)
 - b) Summary of activities and work as Zone Representative.**TO MINIMIZE PRINTING COSTS, PLEASE KEEP ALL REPORTS AS BRIEF AS POSSIBLE**
7. If it is impossible to attend a meeting, please advise the Provincial Secretary.
8. **MINUTES AND REPORTS** will be e-mailed to you about two weeks following the meeting, Please read them thoroughly and bring them with you to the next meeting. They will not be read aloud before entertaining a motion for approval. **UPON RETIRING FROM COUNCIL, EACH MEMBER IS TO RETURN HIS/HER MINUTES TO THE PROVINCIAL SECRETARY.**
9. **ZONE REPRESENTATIVES ARE REQUIRED TO BE PRESENT FOR THE FULL COUNCIL MEETING.**
10. Advise the Provincial Secretary in writing of your requirements for stationery supplies in advance of each Council Meeting.

BRANCH CONTACTS

1. Introduce yourself by letter to all branches in your zone. Become acquainted with the executive of each branch.
2. Report to each branch material included in the **"SUMMARY" OF THE MINUTES** of Council Meetings. Avoid reporting on **"matters under discussion"** or anything of a **confidential nature**.
3. Zone Representatives should visit the branches, if possible, once a year if geographically close. The invitation should originate from the branch, but do let them know that you are available. Receipt of expenses (if costs are not covered by the local branch) is requested.
4. Zone Representatives are responsible for overseeing/arranging the Zone Competitions (Provincial Student and Young Artist) and ensuring that their zones are following the regulations laid down for each competition. The Zones who have more than one Representative, will appoint one Representative to run their respective Zone Competition.