



**DISTRICT 31**  
**GOVERNANCE DOCUMENT**

*October 2022*

# **DISTRICT 31 GOVERNANCE DOCUMENT**

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## **DISTRICT 31 POLICIES**

## **DISTRICT GOVERNANCE MODEL FOR DISTRICT NO. 31**

The name of the District shall be Wellington.

The geographical area of District 31 is defined by the boundaries of Wellington County.

### **Objectives**

1. To promote the interests of our members receiving pensions under the Teachers' Pension Act, and other pension plans;
2. To have all retired members and their survivors receive the maximum benefits that are rightfully theirs under the terms of the Teachers' Pension Act and other pension plans;
3. To seek support for members in need;
4. To encourage members to participate fully in all the benefits the organization offers in accordance with the RTOERO By-Law 2018-1 and Policies;
5. To increase membership by actively campaigning at all levels to reach potential members through personal contact and by designing programs to meet their interests and needs;
6. To use a variety of media resources to publicize and promote RTOERO activities and accomplishments to its members, and all those eligible for membership, including: teachers, school and board administrators, educational support staff, college and university faculty, child care workers, and Early Years personnel;
7. To develop closer relationships at the District level with organizations representing potential members, in order to explain the RTOERO objectives and to offer assistance in educating potential members to plan ahead for retirement;
8. To provide leadership and guidance to District representatives who attend the Annual Meeting, Special Meetings, and Forum of RTOERO; and,
9. To promote the interest of seniors.

## **Article 1 - DISTRICT MEMBERSHIP**

- 1.01 Members of RTOERO are normally affiliated to the local District of their choice. Membership criteria are set out in Article 1 of the RTOERO Policies.
- 1.02 Rights and Privileges of Membership are outlined in Article 2 of the RTOERO Policies.
- 1.03 The Expectations of Members are outlined in the RTOERO Code of Conduct.

## **Article 2 – EXECUTIVE**

### **Structure of the Executive:**

- 2.01 An individual must be a member of RTOERO and District 31 to hold office on the Executive.
- 2.02 The Executive shall consist of the President, Past President, First Vice-President, second Vice-President, Secretary and Treasurer.
- 2.03 The Executive Board, commonly referred to as the Executive, shall also include the Chairs of the following District Standing Committees: Benefits, Communications (Three Chairs: Newsletter Editor, Webmaster, Social Media), Community Grants and Scholarships, Goodwill, Membership/Recruitment, Pension and Retirement Concerns, Political Advocacy, Social and Travel.
- 2.04 The Executive shall also include up to six Counsellors.
- 2.05 District members who hold positions on the RTOERO Board of Directors or any of its Committees may be ex-officio members of the Executive.
- 2.06 All members of the Executive have equal rights as members at Executive meetings.
- 2.07 The Executive shall meet at the call of the President or at the request of any other two members of the Executive.

### **Duties of the Executive:**

- 2.08 To determine local governance policies, which shall not conflict with the By-law 2018-1 and Policies of RTOERO, and to file a copy with RTOERO.

- 2.09 To hold two District meetings a year of the general membership, one of which shall be the Annual Meeting of the District.
- 2.10 The quorum for all Executive meetings shall be seven members, of which one shall be the President or Designate.
- 2.11 To elect at a meeting of the District, or appoint by the Executive, two Corporate Members who, at the organization's expense, will represent the District at Annual and Special Meetings and Forums that are called by the Chair of the Board of Directors.
- a) The District President and the First Vice-President shall be the two Corporate Members. The Second Vice-President shall be the alternate Corporate Member if the President or First Vice-President is unable to serve. Each year by June 30 the District President shall provide written notification to the Chief Executive Officer of RTOERO of the Corporate Members appointed by the District.
  - b) Corporate Members shall have a term of one year ending on June 30 each year. The Corporate Members shall be eligible for unlimited re-appointment in their role of President or First Vice-President
  - c) The Executive may remove and replace a Corporate Member. The removal or replacement shall be effective upon the District President providing written notice of the removal or replacement to the Chief Executive Officer of RTOERO.
  - d) If at any time the District has fewer than two Corporate Members and the Second Vice-President is unable to serve as the Corporate Member, the District Executive shall appoint or elect an individual to fill the balance of the Corporate Member's term ending on June 30. The District President shall provide written notice to the Chief Executive Officer of RTOERO of such election or appointment.
- 2.12 To send the Second Vice-President as the District Observer or, if the Second Vice-President is unable to serve, an alternate appointed or elected by the District Executive, to Annual and Special Meetings and Forums at the District's expense.
- a) Each year by June 30 the District President shall provide written notification to the Chief Executive Officer of RTOERO of the name of the Observer.

- b) The District Observer shall have a term in this position for one year ending on June 30 each year. A District Observer shall be eligible for unlimited re-appointment or their role as Second Vice-President.
  - c) The Executive may remove and replace a District Observer. The removal or replacement shall be effective upon the District providing written notice of the removal or replacement to the Chief Executive Officer of RTOERO.
- 2.13 To establish standing and special committees, to appoint their chairs, to ratify their terms of reference, and to require a financial statement from a committee chair whose committee is receiving or spending money on behalf of the District.
- 2.14 To approve the annual District budget.
- 2.15 To approve the annual District Financial Statement to be send to the Chief Executive Officer of RTOERO.
- 2.16 To send to the Board of Directors of RTOERO resolutions, for consideration, in accordance with By-Law 2018-1 which have been passed at a general meeting of the District or a meeting of the Executive;

A Corporate Member may propose that the Directors introduce a resolution on any matter relevant at an Annual or Special Meeting by providing a detailed written description of the resolution by the District Executive or General Membership signed by the Corporate Member and the District President and sent to the CEO of RTOERO at least ninety (90) days in advance of an Annual Meeting or Special Meeting. The Directors shall introduce such resolutions at the next Annual Meeting unless the resolution:

- a) is to enforce a personal claim or redress a personal grievance against RTOERO or its directors, officers, members or debt obligation holders;
- b) does not relate in a significant way to the activities or affairs of RTOERO;
- c) is substantially similar to a resolution before the Annual Meeting in the past two years;
- d) abuses rights conferred by this section to secure publicity; or
- e) contravenes the Canada Not-for-profit Corporations Act (CNCA).

- 2.17 To review the names of District candidates presented by the Awards Committee for consideration as recipients of RTOERO awards.
- 2.18 To select the project to be submitted to the RTOERO Community Grants and Scholarships Committee for its consideration.

#### **Procedures for Electronic Voting:**

- 2.19 When an urgent response is required between Executive Meetings, an electronic vote of the Executive shall be taken. The following procedures will be used for an electronic vote:
  - i. the President or designate shall propose a motion with rationale and e-mail it to the Executive;
  - ii. members of the Executive shall vote by return e-mail via reply all within 5 days of receipt of the motion;
  - iii. a quorum of the Executive must vote on the motion or it is deemed lost;
  - iv. the President shall declare the motion passed or lost and inform the Executive;
  - v. the motion and its disposition shall be reported as information at the next Executive meeting and the minutes shall include the report.

#### **Election of the District Executive:**

- 2.20 A member of the District Executive is eligible for re-election.
- 2.21 A District Executive shall be elected at an Annual Meeting of the District for a specified period of two years and the term of the new Executive shall begin July 1st.

#### **2.22 Procedures**

##### **Nominations:**

- a) The Nomination Committee shall be chaired by a District Past President with at least two other Executive Members.
- b) The Chair of the Nomination Committee shall submit nominations for the elective offices of the District Executive to the Annual Meeting of the District.

- c) Additional nominations for the elective offices may be made from the floor by District members in attendance at the Annual Meeting of the District.
- d) If more than one candidate is nominated for any of the District elective offices then a vote by secret ballot shall be held. The conducting of the election shall be the responsibility of the Chair of the Nomination Committee, in accordance with procedures established by the RTOERO Governance By-law 2018-1 and Policies.
- e) The Chair of the Nomination Committee shall appoint members to distribute and count the ballots.
- f) Election of a candidate shall be by majority vote of those present and qualified to vote who have cast ballots.
- g) In the case of more than two candidates for any one of the elected offices, and failing a majority vote for any one candidate on the first ballot, the candidate with the lowest number of votes shall be dropped from the succeeding ballots until a majority is reached.
- h) In the event there are more than two candidates for an elected position and a tie vote results in there being two or more candidates dropped from the ballot at the same time, the following shall occur:
  - i. the vote results for all candidates except those in the tie vote shall stand;
  - ii. the members shall then vote to break the tie;
  - iii. the result of this vote shall establish the roster for the next vote;
  - iv. the members shall then resume the voting process on the roster.
- i) In the event of a tie vote when there are only two candidates, there shall be a further ballot and, if the tie persists, there shall be a further ballot and, if the vote is still tied, the winner shall be chosen by a flip of the coin by the Chair of the Nomination Committee.

## 2.23 Resignation/Leave of Absence:

- a) Should any vacancy in any office occur for any reason, at any time, such vacancy shall be filled at the earliest opportunity. Following a recommendation from the Nomination Committee, the Executive shall pass a resolution appointing a substitute for such period of time as may be appropriate under the circumstances.



- b) Any member of the Executive may resign from office upon giving a written resignation and such resignation becomes effective when received or at a time specified in the resignation, whichever is later.
- c) Any member of the Executive may request a leave of absence.

#### 2.24 Removal from Office:

Any elected member of the Executive may be removed from office only by resolution passed by a two-thirds majority of members present at a District Executive meeting, providing that notice specifying the intention to present such a resolution has been given at least thirty days in advance to the District membership.

### **Specific Duties of Executive Members:**

#### 2.25 Duties of the President:

The duties of the President are:

- a) to convene and chair the regular and special meetings of the Executive;
- b) to act as Chair for the District Membership Meetings;
- c) to be an ex-officio member of all District Standing Committees;
- d) to have a general responsibility for all activities of the District organization;
- e) to act as liaison with the Board of Directors;
- f) to be a signing officer for the District;
- g) to serve as a Corporate Member of RTOERO;
- h) to review the Year-End Financial Report.

#### 2.26 Duties of Past President, First Vice-President, Second Vice-President:

- a) A Past President shall chair the Nomination Committee and the Governance Committee.
- b) The duties of the First Vice-President are:
  - i. to perform the duties of the President when the President is unable to carry out such duties;
  - ii. to chair the Resolutions Committee and the Community Grants and Scholarship Committee;
  - iii. to serve as a Corporate Member of RTOERO;
  - iv. to review the Year-End Financial Report.

- c) The duties of the Second Vice-President are:
  - i. to perform the duties of the President when the President and the First Vice-President are unable to carry out such duties;
  - ii. to chair the Awards Committee and the Archivist Committee;
  - iii. to serve as the Observer at Forum, Special Meetings and Annual Meeting.

Duties of the Secretary and Treasurer:

2.27 The duties of the Secretary are:

- i. to prepare and present the minutes of Executive and Membership Meetings, and of any special meetings called by the President;
- ii. to carry on the correspondence that is required to conduct the business of the Executive and its membership;
- iii. to send notices of Executive, Membership, and special meetings at the direction of the President and Executive.

2.28 The duties of the Treasurer are:

- i. to prepare an annual budget for approval by the Executive;
- ii. to maintain in a separate account in the name of the District, in an accredited financial institution, all monies accruing to the District, with the exception of those Districts whose financial services are provided by the RTOERO Office.
- iii. to receive the annual rebate of monies from the RTOERO Office;
- iv. to receive and collect charges levied by the local District, if applicable;
- v. to pay all invoices as directed by the Executive;
- vi. to prepare a financial statement for the fiscal year which will be inspected by at least two District Executive members prior to being reviewed by the President and First Vice-President. Following approval by the District Executive, it will be sent to the Chief Executive Officer at RTOERO;
- vii. to present a District Financial Statement at the Annual Meeting of the District;
- viii. to be a signing officer for the District.

## 2.29 Duties of the Counsellors:

The duties of the Counsellors are:

- a) to support the activities of the District Executive;
- b) to serve as committee members on two or more Committees in consultation with the President.

## 2.30 Duties of Corporate Members:

It shall be the duty of Corporate Members elected or appointed by the District:

- a) to represent the interests of the District at the Annual and Special Meetings and Forums;
- b) to review and discuss Annual and Special Meetings and Forums issues with the Executive;
- c) to report to the Executive and the District members on the business of Annual and Special Meetings and Forums.

# **Article 3 - COMMITTEES: EXECUTIVE AND STANDING**

## **3.01 Executive Committees:**

### a) Awards Committee:

- i. The Awards Committee shall be chaired by the Second Vice-President and composed of two other members from the Executive.
- ii. The Awards Committee shall present the names of possible recipients of an RTOERO award to the Executive for consideration and approval. Award presentations are usually made at the Annual Meeting of the District.
- iii. The Executive may present an RTOERO award:
  - 1. to District Presidents;
  - 2. to members who, in the opinion of the Executive, have given loyal service to the District over a number of years.

### b) Community Grant and Student Scholarship Committee

- i. The Community Grant and Student Scholarship Committee shall be chaired by the First Vice-President and composed of at least two other Executive members.
- ii. The Community Grant and Scholarship Committee shall review and evaluate all applications for Community Grants and recommend

successful applicants for approval by the Executive prior to submission to the RTOERO Board of Directors.

- iii. The Community Grant and Student Scholarship Committee shall ensure that all approved Community Grant projects include appropriate recognition and visibility for RTOERO in the local community.
- iv. The Community Grant and Student Scholarship Committee shall communicate with the secondary schools within the district about our District Scholarship program.

c) Governance Committee:

- i. The Governance Committee shall be chaired by a Past President and include the President and at least two other Executive members.
- ii. The Governance Committee shall be familiar with the RTOERO By-Laws and Policies and with the District 31 Governance Document, so that the Committee can be a resource to the Executive.
- iii. The Governance Committee may recommend changes that a District might want to propose to the RTOERO Annual Meeting to amend the Governance By-Law and Policies.
- iv. The Governance Committee shall make recommendations to the Executive for changes in the District Governance document, where applicable.

d) Nomination Committee:

- i. The Nomination Committee shall be chaired by a District Past President and composed of at least two other Executive Members.
- ii. The Chair of the Nomination Committee shall submit nominations for the elective officers of the District Executive to the Annual Meeting of the District.

e) Resolutions Committee:

- i. The Resolutions Committee shall be chaired by the First Vice-President and composed of the President and at least two other Executive members.

- ii. The Resolutions Committee shall be familiar with the Governance By-Law and Policies, so that the Chair can be a resource to the Executive.
- iii. The Resolutions Committee may recommend changes that a District might want to propose to the RTOERO Annual Meeting to amend the Governance By-Law and Policies.

### **3.02 Standing Committees:**

The Standing Committees shall include:

a) Archivist Committee:

The Archivist Committee, chaired by the Second Vice-President, shall:

- i. retain, store and catalogue copies of past Minutes, Newsletters, and District Governance Policies, and other historical data of the District and RTOERO, and so
- ii. maintain a complete historical record of the organization, in accordance with the RTOERO Archival Guide for Districts.

b) Benefits Committee:

The Benefits Committee, chaired by the Benefits Chair, shall:

- i. assist the membership of the District with information regarding the RTOERO Group Insurance Plan.
- ii. recommend actions to the Executive to support achievement of RTOERO goals in this area.

c) Communications Committee:

The Communications Committee shall consist of the Newsletter Editor, the Social Media Chair, the Webmaster and the Editorial Team.

The duties of the Communications Committee shall be:

- i. to prepare and distribute a newsletter to the District membership three times per year;
- ii. to establish and maintain a District Website as required;
- iii. to maintain the Social Media sites to communicate with members;
- iv. to communicate with the RTOERO Marketing and Communications Committee through the Committee liaison person.

d) Goodwill Committee:

The Goodwill Committee, chaired by the Goodwill Chair, shall communicate with District members in keeping with the RTOERO Goodwill Guidelines.

e) Membership/Recruitment Committee:

The Membership/Recruitment Committee, chaired by the Membership Chair, shall:

- i. receive the membership lists from the RTOERO Office and use the information contained within the lists to provide programs and services to members in accordance with RTOERO privacy policies and direction;
- ii. investigate and recommend to the Executive ways and means of increasing membership;
- iii. assist with the organization of Retirement Planning Workshops (RPWs) at the District level.
- iv. communicate with the Member Services Committee through the Committee liaison person.

f) Pension and Retirement Concerns:

The Pension and Retirement Concerns Committee, chaired by the Pension and Retirement Concerns Chair shall:

- i. keep members informed about significant issues and developments that affect retired members and their communities;
- ii. recommend actions to the District Executive to support achievement of RTOERO goals in this area.
- iii. keep members informed about OTPP, OMERS and other pension plans.

g) Political Advocacy Committee:

The Political Advocacy Committee, chaired by the Political Advocacy Chair, shall:

- i. coordinate political advocacy with respect to issues that affect members, as determined by the RTOERO Board of Directors and Political Advocacy Committee;
- ii. liaise with other organizations which express an interest in pursuing political advocacy at the Provincial and Federal levels in the best interests of members;
- iii. communicate with the RTOERO Political Advocacy Committee through the Committee liaison person;
- iv. recommend actions to the Executive to support achievement of RTOERO goals in this area.

h) Social Committee:

The Social Committee, chaired by the Social Chair, shall be responsible for social activities as determined by the District.

i) Travel Committee:

The Travel Committee, chaired by the Travel Chair, shall plan trips and excursions for District members. All overnight or longer trips/excursions must adhere to the regulations of the Travel Industry Council of Ontario (TICO).

#### **Article 4 – BANKING AND FINANCE**

- 4.01 The fiscal year shall commence on January 1 and shall terminate on December 31 each year.
- 4.02 All funds accruing to the District shall be deposited in an accredited financial institution in the name of the District.
- 4.03 All accounts payable and other disbursements for District expenses shall be paid by cheque, signed by any two signing officers.
- 4.04 There shall be three signing officers. The signing officers shall be the Treasurer, President and either Past President or First Vice-President.

## **Article 5 – POLICIES AND PROCEDURES**

### **5.01 Policies**

- a) Policies shall be statements of direction, in keeping with the RTOERO By-Law and Policies, which shall be used as guidelines for determining District practice. Procedures shall be the notation of methods agreed upon by the Executive members for dealing with day-to-day operations.
- b) Policies as required shall be appended to this District Governance Model.

### **5.02 Procedures**

- a) Procedures may be amended by the Executive.
- b) Procedures as required shall be appended to this District Governance Model.

## **Article 6 – GOVERNANCE SAFEGUARDS**

### **6.01 Amendments to the District Governance Document**

The District Governance Document may be amended by the consent of two-thirds of the eligible District members voting at the Annual Meeting, or at a general meeting of the District, provided that a Notice of Motion has been sent to the members prior to the meeting; OR, by a 90% vote of the eligible District members voting at the Annual Meeting of the District, previous notice not having been given.

### **6.02 Amendments to Appendices**

Appendices may be amended at any time by an enhanced majority vote (66%) of the Executive.

### **6.03 Interpretation**

Nothing in this Governance document shall be interpreted in a manner or in terms inconsistent with the RTOERO Governance Policies nor in a manner or in terms prejudicial to the best interests of RTOERO.

### **6.04 Meeting Procedures**

All meetings conducted by RTOERO District 31 shall be governed by the Standard Code of Parliamentary Procedure adopted by RTOERO. An opportunity to declare a conflict of interest shall be provided at each meeting.

### **6.05** This Governance document replaces any and all Constitutions or recent Constitutions previously in force in the District.



## **RTOERO District 31 Donations, Grants and Scholarships Policy**

In providing financial donations or grants, District 31 will be guided by the following criteria:

1. The first priority for donations/grants will be educational purposes followed by health care, and social justice.
2. Projects within Wellington County will be given higher consideration than those in other geographic regions.
3. Projects associated with the volunteer efforts of District 31 RTOERO members will take precedence over projects presented by members of the community at large.
4. Political Advocacy will be sponsored only for causes espoused by provincial RTO/ERO.
5. Amounts totaling \$2 500 or less per year will be given after approval of a motion at a meeting of the Executive of District 31. Up to \$500 per donation will be the usual amount. Donations in excess of the yearly maximum total (\$2 500) must be approved by the membership at a General Meeting.
6. In order to enhance the image of District 31 and to ensure good public relations, the usual donation will be at least \$100.
7. District 31 will award up to three scholarships (\$400.00 for each award) to graduating students in Wellington County.
8. One scholarship will be awarded to a student graduating from a high school in the Wellington Catholic School Board; one scholarship will be awarded to a student graduating from a high school in the city of Guelph; and one scholarship will be awarded to a student graduating from a high school in the county. Staff in the respective schools of the Wellington Catholic School Board and the Upper Grand District School Board will determine the recipients.

**RTOERO District 31  
Policy for Advertising on the District 31 Website and in  
Newsletters**

In an effort to promote equity and fairness, the following guidelines will be established for advertising in the RTOERO District 31 newsletter.

1. No advertising fee will be charged for trips, events, activities sponsored by the local executive.
2. A twenty-five dollar (\$25.00) fee will be charged to members who advertise travel opportunities or services not initiated by District 31 but geared to retired members of District 31.
3. All advertisements to be included in the District 31 newsletter must be approved by the local executive.
4. Advertisements that have Executive approval must be sent to the Newsletter Editor prior to the deadline publication.

**RTOERO District 31**  
**Goodwill Policy**

In order to promote Caring, Compassion and Celebration of RTOERO members in District 31, the following guidelines are established to recognize milestones and personal life situations which occur during retirement. It is our goal to maintain contact with the members through a variety of methods.

1) Greeting Cards:

- a) Birthday, Christmas/Holiday cards (sensitive to cultural and religious beliefs) will be sent to all members 80 years and older.
- b) Sympathy cards will be sent to members and/or the immediate family of a RTO member.
- c) Get Well and Special Anniversary cards will be sent to members.
- d) Special Occasions (Community Awards, Order of Ontario, Long-time Service to Service Clubs and Charities, etc.) will be acknowledged with a card.
- e) Thinking of You cards may be sent to any member in situations of difficulty, trauma or when a message of support is deemed meaningful.

2) Visits:

Members of the Goodwill Committee (or a designated RTO member) may organize individual or group visits to Nursing Homes, Hospitals or Shut-ins residing at home or with family members. Cards and/or token gifts on special occasions may be presented in the above situations. Telephone calls or offers to provide transportation may be provided by the committee if available or deemed appropriate.

3) Donations:

- a) A donation to a selected charity will be sent to the family in memory of a deceased member who has served on the District 31 executive or local committees (e.g. Constitution, Nominating or Goodwill Committee, etc.) Donations will be \$50.00.
- b) Special Occasions which celebrate the contributions and/or accomplishments or acknowledges the serious illness of a District 31 executive member (past and present) will be recognized in a manner deemed appropriate by the current executive. A motion to approve this expenditure will be included in the minutes of an executive meeting.
- c) Each year a \$100 donation will be sent to the RTOERO Foundation in memory of members who passed away in the past year.

4) Recognition of Members 90 years plus:

- a) The Goodwill Committee will send a rose with Baby's Breath in a bud base (approximate cost \$50 including tax and delivery) to members who are celebrating a 90<sup>th</sup> or 95<sup>th</sup> birthday.
- b) The Goodwill Committee will send a floral bouquet (approximate cost \$75 including tax and delivery) to members who are celebrating a 100<sup>th</sup> and 100<sup>th</sup> plus birthday.
- c) District 31 will send a congratulatory card and attend any Open Houses or Celebrations, if invited or if a member of the Goodwill Committee has maintained a personal relationship with the celebrant (any RTO member may fulfill this role when appropriate).

5) Website:

The Goodwill Policy will be posted on the website ([www.rto31.org](http://www.rto31.org)). Members and family of the RTOERO member are encouraged to contact members of the Goodwill Committee and/or Executive to report situations where the Goodwill Committee could provide friendship and encouragement.

Telephone numbers and e-mail addresses of the committee members will be posted on the website and published in newsletters.