



Policy Name:	Conference and Convention Sponsorship
Date of Approval:	March 2020
Review Date:	Annual Policy Review Meeting: December 2025
Assignee:	Executive Committee
Amendment Dates:	September 13, 2022

Background

MROO uses various marketing methods to promote the advantages of MROO membership and the value of providing Retirement Planning Seminars to employees within five years of retirement.

One of those methods is hosting MROO exhibit booths at various annual conferences and conventions, (sponsored by employer or union associations) within the municipal sector. Costs for MROO, would include sponsorship, or exhibit booth fees, MROO Representative per diems, accommodation, mileage, and meals. Also encouraged to attend are MROO's current insurance partners for health, home, and auto.

MROO provides CUPE Ontario with an annual \$5,000.00 Don MacLeod Scholarship, to provide pension education to their members. Due to this scholarship, CUPE waives all charges related to the MROO exhibit at their conferences and/or conventions.

The actual number of events attended by MROO representatives changes every year based on board approval.

Below is a sample of events that have been attended with varying degrees of success.

CUPE Ontario Conferences:

- Library Workers'-Ontario Municipal Employees Coordinating Committee (LW)
- CUPE Ontario Convention
- CUPE Ontario Northern Convention
- Health Care Workers Coordinating Committee (HCWCC)
- Ontario Municipal Employees Coordinating Committee (OMECC)
- Ontario School Board Coordinating Committee (OSBCC)

- Social Service Workers Coordinating Committee (SSWCC)

OMERS Employer Associations & Other Organizations Conferences:

- Association of Municipal Clerks and Treasurers of Ontario (AMCTO)
- Ontario Municipal Human Resources Association (OMHRA) – Spring & Fall
- Ontario Municipal Administrators Association (OMAA)- Spring & Fall
- Ontario Association of School Business Officials (OASBO)
- Ontario Library Association (OLA)
- Electrical Distributors Association (EDA) – Annual Forum & HR Committee
- Eastern Ontario Municipal Conference
- Ontario Association of Fire Chiefs (O AFC)

POLICY

June Board Meeting

The Conference Coordinator and the Labour Liaison will submit their preliminary reports outlining:

- the recommended events to attend and the dates of each event, if available
- The preliminary costs for sponsorship or an exhibitor booth
- The final costs for conferences and conventions from the previous year

The Board will approve the itinerary after which it be circulated to all Directors. Directors will be responsible for disseminating it, along with the Expression of Interest (EOI) form, to all representatives. *See Appendix A*

Recognizing that conferences and conventions are an excellent way for Directors, Alternate Directors, and Ambassadors to gain greater insight into the organization, MROO wishes to expose as many representatives as possible to these events. Therefore, an Expression of Interest (EOI) should be completed by those interested in attendance and submitted to their Zone Director promptly. The Zone Director will review, recommend, and forward these EOI's to the Conference Coordinator and/or Labour Liaison for consideration when scheduling attendees.

The Conference Coordinator and Labour Liaison will take recommendations and, using their experience, suggest a list of attendees, keeping in mind that new attendees should always be paired with an experienced attendee whenever possible.

September Board Meeting

The Conference Coordinator and the Labour Liaison will submit their final recommendations, including projected expenses, as well as their recommendations for final attendees for each event, to the board for approval.

***Note:** Any recommended Representatives that were not selected for attendance should remain on the list for the following years conferences and conventions.*

Post-Event

Each attendee must supply a Post-Event Report. ***See Appendix B.*** This report must be sent to the Conference Coordinator/Labour Liaison, the Executive Director, and to their Director.

Along with the bookkeeper, the Treasurer will compile a final cost analysis of all expenses relating to conferences and conventions including all fees for exhibiting, equipment costs, per diems, mileage, accommodation, travel, and the costs related to the Conference Coordinator and Labour Liaison positions. This will be presented as part of the annual audit.

MUNICIPAL RETIREES' ORGANIZATION ONTARIO

MROO Representative Conference

Expression of Interest



Conference Name

Choose an item.

Date of Event

Click or tap to enter a date. to Click or tap to enter a date.

Location

Located in Zone:

Choose an item.

Representative Name

Choose an item.

Current MROO Position

Choose an item.

Years in Current position

Please explain your interest in attending this event along with relative experience that would make you a preferred candidate:

MUNICIPAL RETIREES' ORGANIZATION ONTARIO

MROO Representative Conference Summary



Representative Name

Choose an item.

Representative Position

Choose an item.

Conference Name

Choose an item.

Date of Event

Click or tap to enter a date. to Click or tap to enter a date.

Date(s) of Representative Attendance if different than above:

Click or tap to enter a date. to Click or tap to enter a date.

Location

Located in Zone:

Choose an item.

Data Collection:

Number of Attendees	
Potential Contacts in Numbers	

Provide Key Highlights:

Summary of Conference

Recommendation for Future Attendance