

Quick Summary of What to Do for Meetings

- All members are provided with a package containing a sample meeting agenda; a recorder sheet for Questions and Answers; a Do's and Don'ts document; and an evaluation form to be filled in and faxed to Home Office after the meeting is complete.
- Arrange to meet with your group before your scheduled meeting so you can determine who will be responsible for the various parts of the meeting.
- Ensure you know where you are going for the meeting before the day of the meeting so you do not get lost or end up being late.
- Ensure you have contact information for the MPP's office in the event of an emergency which makes it impossible to attend.
- Similarly, please ensure you have contact information for other RNAO participants in the event something happens and you will be late or unable to attend the meeting at all.
- Arrange to meet offsite after the meeting to exchange views, concerns, information which should be provided to Home Office and determine who will be responsible for that.
- Have fun!!

Responsibilities of the Chair

The role of the Chair is to:

- o oversee and manage the meeting.
- o get the group to the meeting at the appointed time.
- o introduce the group (name, role at RNAO—Board, Chapter, Interest group member, student and/or constituent of the MPP).
- o Indicate issues for discussion can be found in MPP folder sent to office.

- o keep the discussion on track.
- o close the meeting and;
 - identify any follow-up issues
 - thank MPP / seek permission to take group photo
 - invite MPP to participate in Annual **Queen's Park Day** on February 25, 2016

Responsibilities of the Recorder

The role of the recorder is to:

- o note the MPP's answers on the recorder sheet provided.
- o note requests for follow up materials—health information, Queen's Park Day, etc.
- o collect any cards and/or materials given to group and sends these to Home Office—to the attention of Shelley Martel at smartel@rnao.ca