



ONTARIO  
PHYSIOTHERAPY  
ASSOCIATION



NOVEMBER 2, 2022

# DISTRICT PRESIDENTS ORIENTATION

# WELCOME!



# TODAY'S AGENDA

- District Roles & Key Responsibilities
- What You Can Get Out of Volunteering
- What OPA Provides You
- Governance, OPA's AGM & Voting Delegates
- Optional District Activities
  - District Courses, Webinars and Socials
- Communications
- Financial Information
- Questions





DISTRICT ROLES & KEY RESPONSIBILITIES

# YOU ARE ESSENTIAL!





**A**CTION  
**C**HANGES  
**T**HINGS



# DISTRICT ROLES – KEY RESPONSIBILITIES

OPA Board and staff need from the districts consistent access to someone representing the district.

This person is responsible for ensuring **two** core activities are carried out:

1. Representation from the District membership for official Association events
2. Fiscal responsibility and reporting



# DISTRICT ROLES

## Other ways districts contribute:

- Inform OPA staff and Board on regional issues
- Build regional physiotherapy community
- Help local members advocate
- Connect to students in the district
- Promote the value of the profession and Association
- Help improve access to physiotherapy by staying informed
- Share best practices through courses, and webinars featuring different speakers





BENEFITS OF VOLUNTEERING

# WHAT YOU GET AS A VOLUNTEER

BENEFITS OF VOLUNTEERING



# LEARN, CONNECT, GROW & HAVE FUN!





# DISTRICT PRESIDENT BENEFITS

- A sense of community in your region, and across Ontario







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## BENEFITS OF VOLUNTEERING

# DISTRICT PRESIDENT BENEFITS

- Education and networking specifically for district presidents
- Complimentary access to some OPA offerings, including *free registration to InterACTION 2023!*





## BENEFITS OF VOLUNTEERING

# DISTRICT PRESIDENT BENEFITS

- Quarterly reports from the Board through OPA's President at District President Meetings
  - Leadership skill development
  - Great addition to your resume
- Past District Presidents:



Oren Cheifetz, President, OPA  
*Hamilton District President previously*



Paulette Gardiner-Millar, Past-President, OPA  
*Hamilton District President previously*



## BENEFITS OF VOLUNTEERING

# CONNECT & GET A BUDDY

## Why, who and how?

- OPA staff will help you connect to someone. Some reasons you may want additional support:
  - Help you navigate your new role
  - How to run a course or webinar
  - How to engage members in your district
  - The buddy relationship could be formal, informal, temporary or more long-term





BENEFITS OF VOLUNTEERING

# WHAT OPA PROVIDES YOU



# WHAT OPA PROVIDES

The Association recognizes that Districts & their representatives need:

- A sense of direction & purpose
- An understanding of District requirements and activities
- An orientation to the Association, issues, Board and staff and various roles and responsibilities
- Support



GOVERNANCE

# OPA ANNUAL GENERAL MEETING & VOTING DELEGATES



# DISTRICTS ARE VITAL TO THE ASSOCIATION'S GOVERNANCE

- Annual General Meeting (AGM)
- Voting Delegates
- Election of Directors & President-Elect





# DISTRICT CONSTITUTIONS

- All districts have a constitution and variations exist for each district.
- The OPA Bylaws were updated in 2016 to reflect the incoming Not-For-Profit Corporations Act. We will be engaging with Districts in the future to review their constitutions to ensure alignment with the updated Bylaws.

[Sample district constitution on District Info Hub](#)



## [NAME] DISTRICT CONSTITUTION

### I NAME

The name of this District shall be the "\_\_\_ District of the Ontario Physiotherapy Association".

### II OBJECT

### III BOUNDARIES

### IV MEMBERSHIP

1. The membership shall consist of all members of the OPA residing in the District, and those who have been accepted for membership in the District from another District or Branch in accordance with the related policies of the OPA. (Must reside or work in the District)
2. If membership in the District falls below \_\_\_ members, the District shall automatically be dissolved.
3. Voting privileges for all members shall comply with the related Bylaw of OPA.

### V FEES

Members shall not be required to pay fees over and above the membership fees of CPA and OPA.

### VI OFFICERS

#### 1. OFFICERS

1. The officers of the District shall be .



# REPORTS TO THE BOARD

- All districts are invited to send a report to the Board prior to each Board meeting.
- All reports are included in the package for each meeting and read by staff and Directors.
- Include items of particular concern that you would like discussed by the Board under “CONCERNS”.
- Any issues flagged as concerns are pulled into the Board agenda to ensure they are addressed.

## Board Meeting Dates

- January
- March/April – *in person prior to InterACTION*
- June
- September
- November



# REPORTS TO THE BOARD

Lisa Brice-Leddy



Gonxhe Kastrati



Dorianne Sauvé







## GOVERNANCE

# BOARD LIAISONS

Board Liaisons by District			
Central Toronto	Annette Marcuzzi	Durham	Katie Gasparelli
Eastern Ontario	Kiera McDuff	Georgian Bay	Paulette Gardiner Millar
Grey Bruce	Kiera McDuff	Hamilton	Adiilah Heenaye Sumser
Kawartha	Anna Marie Sneath	Kitchener-Waterloo	Anna Marie Sneath
London	Magda McCaughan	Niagara	Katie Gasparelli
Northern Ontario	Susan Robarts	Northwestern Ontario	Susan Robarts
Quinte-St. Lawrence	Adiilah Heenaye Sumser	Westgate	Paulette Gardiner Millar
Windsor	Annette Marcuzzi	York Region & Scarborough	Paulette Gardiner Millar



OPTIONAL ACTIVITIES

# DISTRICT COURSES, WEBINARS, SOCIALS & MEETINGS

# DISTRICT COURSES, WEBINARS, SOCIALS & MEETINGS



Windsor District Speaker Series – In-person!



## DISTRICT COURSES AND WEBINARS

# DISTRICT COURSE TOOLKIT

As per OPA policy, an OPA district course is when ALL of the following are true:

- A. The district is involved in the organizing of the course
- B. All or a portion of the revenue goes to the district
- C. Member fees are discounted by at least **20%** from non-member fees



## DISTRICT COURSES & WEBINARS

# REGISTRATION & ZOOM

You are hosting a district course. Now what?

- **Recommendation:** All district courses, webinars and events for which there is registration run through OPA's website
- Fee to attend? (members and/or non-members)  
Registration **MUST** go through the store (for HST reasons)
- Online course? Set up your Zoom event **BEFORE** registration so registrants automatically get link to attend



ONTARIO  
PHYSIOTHERAPY  
ASSOCIATION

Northern Ontario District

***Virtual Course***

# PROMOTION

OPA staff will promote district courses or webinars:

- I-blasts to your district up to 2 X month
- [Course listings](#) and the Courses i-blast
- Your district website page
- OPA's online [event calendar](#)
- *Be sure to give us plenty of time to adequately promote your event!*



ONTARIO  
PHYSIOTHERAPY  
ASSOCIATION

Northern Ontario District

## VIRTUAL COURSE - JOIN US!

Clinical Updates on Total Knee Arthroplasty

*More Spots Now Available!*



Thursday, September 8, 2022 from 6pm-7pm

On Zoom

**Free for OPA members;** \$25+HST for non-members

Learning Objectives:



# District Course Toolkit

ABOUT OPA

ABOUT  
PHYSIOTHERAPY

CAREERS IN  
PHYSIOTHERAPY

ADVOCACY &  
POSITIONS

PROFESSIONAL  
DEVELOPMENT

RECENT NEWS

MEMBER RESOURCES

## CONTENTS

[Choosing a Course](#)

[Location](#)

[Instructors & Date](#)

[Sponsors](#)

[Budget](#)

[Agreements & Contracts](#)

[Registration](#)

[Advertising](#)

[Supplies](#)

[Evaluation](#)

[Virtual Courses](#)

[Insurance](#)

## CHOOSING A COURSE





REACH YOUR LOCAL MEMBERS

# COMMUNICATIONS



# COMMUNICATIONS

Reach out to your district members!

- I-blasts to your district up to 2 X a month
- District website pages: [opa.on.ca/about-opa/districts/](https://opa.on.ca/about-opa/districts/)
- Social Media: District Facebook Group
- Social Media: District specific profiles, groups & pages





# COMMUNICATIONS

Reach out to your district members!

- District communications: <https://opa.on.ca/about-opa/districts/district-presidents-information/district-communications/>

CONTENTS		
<a href="#"><u>Emails &amp; I-blasts</u></a>	<a href="#"><u>Find a Physiotherapist</u></a>	<a href="#"><u>District Course Kit – How to Run a Successful Course</u></a>
<a href="#"><u>District Website Pages</u></a>	<a href="#"><u>Job Listings and Eblasts</u></a>	<a href="#"><u>Back to Main District Guide</u></a>
<a href="#"><u>Social Media</u></a>	<a href="#"><u>Sharing Membership Information</u></a>	



# COMMUNICATIONS

OPA communications staff are here to help!

Sara Pulins



Lily Brodber





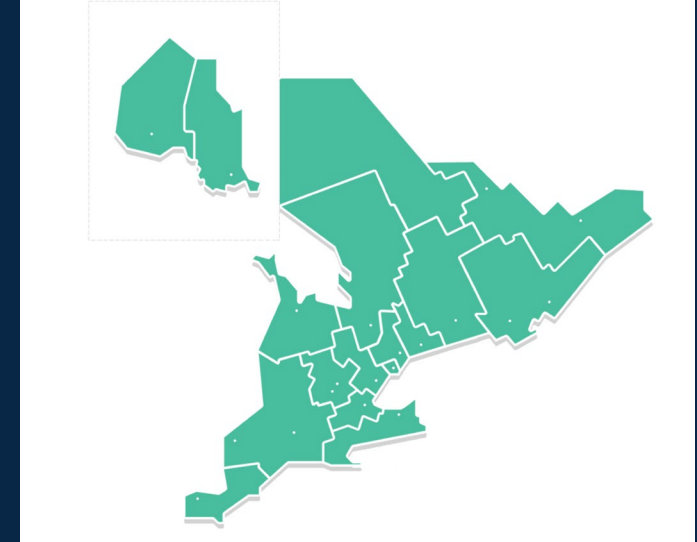
FINANCIAL INFORMATION & REPORTING

# FINANCIAL INFORMATION



# Financial Information – General Information

- Districts are the regional representation of the Association in Ontario
- All funds held by Districts are funds of the OPA
- Districts keep records of income and expenditures and keep receipts and banking records for five years
- Districts complete an annual report of their financial activity to submit to the Corporate Manager (Diane)
- Details can be found in policy 04-015 District Financials





# Financial Information – District Allotments and Support

- Districts receive an allotment of funds to support their activities annually based on the number of members in your District. Funds range from \$350 to \$600
- Districts can access additional support through a written request to the CEO for Board approval. Funds are dependent on availability and on a first come basis
- In addition Districts can hold events including educational offerings to help raise funds
- More details can be found in Policy 04-013-B District Allotments and Support





# Financial Information - Banking

- Each District will establish a banking account in the name of '(name of District) District of the Ontario Physiotherapy Association' and include two signing officers for the account.
- Districts will bank at the Royal Bank – the bank used by the OPA – to ease access should any issues arise with contacting signing officers.
- All banking information including bank transit number, account number(s), type of account and the names and contact information for signing officers will be shared with the OPA Corporate Manager and if any changes Districts will update the Corporate Manager immediately.





Contact Diane Unção with  
any and all questions about  
district finances.

[dianeun@opa.on.ca](mailto:dianeun@opa.on.ca)



# QUESTIONS



Time for you to ask  
questions😊



## GET IN TOUCH

416 **322 6866** 1 800 **672 9668**



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