

**ADMINISTRATIVE
POLICIES
&
PROCEDURES**

2016

Our Vision

*A forum of excellence
where leaders work in
partnership for the purpose
of advancing professional
practice in Ontario.*

PROFESSIONAL PRACTICE NETWORK OF ONTARIO
ADMINISTRATIVE POLICIES & PROCEDURES
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SECTION 1

PPNO

VISION, BACKGROUND,
and TERMS OF REFERENCE

POLICIES & PROCEDURES

1.1 VISION

Professional Practice Network of Ontario (PPNO)

OUR VISION

**To be recognized as the “gold standard”
for knowledge related
to professional practice in Ontario.**

1.2 BACKGROUND

The Professional Practice Network of Ontario (PPNO) is an inter-professional forum for professional practice leaders in Ontario. The PPNO was established in 1999 as a result of informal networking among individuals in a variety of Professional Practice roles across Toronto and surrounding areas.

PPNO quickly grew from an informal networking group and became an official “incorporated” entity in January 2002 with established By-laws and an Executive Board.

Our Purpose

To provide a forum for communication and collaboration among leaders in professional practice within the health care sector.

To promote the development of new knowledge in professional practice.

To promote excellence in professional practice.

Our Responsibilities

1. Identify opportunities to collaborate on policy and process development, educational initiatives and research endeavors.
2. Collaborate with regulatory bodies to facilitate implementation of regulatory and quality assurance requirements within health practice settings.
3. Promote and sustain practice development by supporting practice networking and professional activities.
4. Identify barriers to interdisciplinary care delivery and strategize on how best to overcome them

1.3 TERMS OF REFERENCE - EXECUTIVE BOARD

Purpose:

To provide administrative and organizational support for the operation of the PPNO.

Responsible to:

The general membership of the PPNO.

Responsibilities:

1. Maintain, and periodically review, terms of reference for PPNO.
2. Develop meeting agendas for all PPNO meetings.
3. Develop and maintain a current membership list.
4. Identify host locations and liaison with host site.
5. Development, implementation and evaluation of annual strategic goals.
6. Develop, approve and evaluate annual budget reflecting agreed upon goals.
7. Act as an information resource for PPNO members.
8. Review PPNO and Executive terms of reference annually.
9. Provide PPNO representation on external committees or forums as required.
10. Monitor and coordinate nomination and elections processes for members to fill vacancies on the Executive Board.

Membership:

President (1)

Past-President (1)

President Elect (1)

Treasurer (1)

Secretary (1)

Member-at-large (3)

Meetings:

Quarterly; with agenda distributed at least one month prior to general meeting

Executive Meeting Minutes:

Prepared and distributed by the Secretary or designate no more than one month from the Executive meetings.

Decision Making

Decision making will be by consensus of the Executive members present at the meeting. Quorum will be 5, including at least one of the following, President, Treasurer, President Elect.

SECTION 2

PPNO

EXECUTIVE BOARD

POLICIES AND PROCEDURES

2.1 EXECUTIVE BOARD WITH ROLES AND RESPONSIBILITIES

2.1.1	<p><i>President</i></p> <p>Responsible to:</p> <ol style="list-style-type: none">1. Executive Board2. General membership of the PPNO <p>Responsibilities</p> <ol style="list-style-type: none">1. Presides at all meetings of the PPNO (or assigns a designate).2. Ensures that all functions carried out are consistent with the mission, goals, and By-laws of the PPNO.3. Develops and circulates agenda for executive meetings and PPNO General meetings.4. To function as a spokesperson on behalf of PPNO (or designate another Executive member as required).5. To review the membership fees on an annual basis.6. To prepare an oral and written annual report to be presented at the annual general meeting in June.7. To liaise with Administrative Management Company.8. To liaise with website developer and ensure accuracy and integrity of website postings.9. To establish signing authority with the relevant financial institutions.10. To be accountable with the Treasurer for disbursement and management of funds.11. To provide an annual performance review of the Administrative Management Company.12. Signing authority of all contracts will be the responsibility of the President. <p>Qualifications and Selection</p> <p>Member in good standing of the Professional Practice Network of Ontario. Is elected from, and is an active member of the Executive Board.</p> <p>Duration</p> <p>Position to be held for a period of two years.</p>
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2.1.2 **President-Elect**

Responsible to:

1. Executive Board
2. General membership of the PPNO

Responsibilities

1. To assist the President as required.
2. Presides at all meetings of the PPNO in the absence of the President (or assigns a designate).
3. To assume the role of President in the event the President is no longer able to complete his/her term.
4. To assume the role of President at the end of term as President-elect.
5. Provides orientation to newly appointed Executive members; acts as a resource and support for Executive members regarding their PPNO role.
6. Provides leadership to the annual setting of goals and objectives during AGM.
7. To assist in the coordination of the quarterly meetings.

Qualifications and Selection

Member in good standing of the Professional Practice Network of Ontario.
Is elected from, and is an active member of the Executive Board.

Duration

Position to be held for a period of two years

2.1.3**Treasurer**

Responsible to:

President and Executive Board
General membership of PPNO

Responsibilities

1. To liaise with the contracted Administrative Management Company for the purposes of:
 - a. Collect and disburse PPNO monies and keep an accurate record of all financial transactions pertaining to the PPNO.
 - b. To deposit or cause to be deposited PPNO funds in the designated PPNO account.
 - c. To prepare an annual budget for approval by the Executive and General PPNO membership.
 - d. To ensure process in place for the issuing and authorization of cheques for payment of authorized expenditures.
 - e. To present a financial status report at PPNO meetings.
 - f. To coordinate and oversee the activities of the Audit Committee.
 - g. To present a financial statement at the annual meeting, at the end of the Treasurer's term or when requested by the Executive.
2. To support the President to establish signing authority with the relevant financial institutions and provide co-signing authority for disbursements.
3. To assist in the coordination of the quarterly meetings.

Qualifications and Selection

Member in good standing of the Professional Practice Network of Ontario.
Elected from the general membership.

Duration

Position to be held for a period of two years.

2.1.4**Secretary**

Responsible to:

President and Executive
General membership of the PPNO

Responsibilities

1. To maintain a record of the activities of the PPNO (Executive and Annual General Meeting).
2. To record the discussion, decisions, and actions determined at Executive and General PPNO meetings.
3. To post newsletters, meeting minutes, and agenda of upcoming events to the PPNO website with assistance of website developer.
4. To maintain an accurate membership list in consultation with Administrative Management Company.
5. To conduct correspondence as required on behalf of PPNO.
6. To assist in the coordination of the quarterly meetings.
7. To maintain minutes of all Executive meetings
8. To maintain minutes of the Annual General Meeting.
9. To maintain a record of attendance of members at the quarterly meetings for the Executive election eligibility.

Qualifications and Selection

Member in good standing of the Professional Practice Network of Ontario.
Elected from the general membership.

Duration

Position to be held for a period of two years.

2.1.5**Past President**

Responsible to:

Executive Board

General membership of the PPNO

Responsibilities

1. To assist and mentor the President as required and other members of the Executive
2. To provide background and historical information regarding the functioning of the PPNO.
3. To preside over the nomination and election process for any relevant Executive positions.
4. To assist in the coordination of quarterly meetings.
5. Other duties as agreed upon by the Executive.

Qualifications and Selection

Member in good standing of the Professional Practice Network of Ontario

President of PPNO from previous year

Duration

Position to be held for a period of two years.

2.1.6	<p><u>Member-at-Large</u></p> <p>Responsible to: President and Executive General membership of PPNO</p> <p>Responsibilities</p> <ol style="list-style-type: none"> 1. To attend and actively participate in all Executive meetings. 2. To coordinate quarterly Newsletter. 3. To provide input regarding website, googlegroups maintenance and any other resources provided to members. 4. To assist in the coordination of quarterly meetings. <p>Qualifications and Selection Member in good standing of the PPNO. Elected from the general membership.</p> <p>Duration Position to be held for a period of two years.</p>
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2.2 ADMINISTRATIVE MANAGEMENT COMPANY

2.2	<p><u>Use of Administrative Management Company</u></p> <p>PPNO will work with external Administrative Management Company to assist with Administration requirement of the daily business operations.</p> <p>The President will keep the signed letter of agreement for the fee for service on file. Fee will be evaluated yearly with the annual budget review.</p> <p>A detailed letter of agreement noting services to be provided for the specified fees will be maintained. Letter of agreement will outline the roles and responsibilities of the PPNO and the Administrative Management Company Based on the contract. The President will conduct an annual performance review with the contracted Administrative Management Company.</p>
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	Records and all documents developed on behalf of PPNO are retained by the Administrative Management Company but remain the property of the PPNO and will be returned to the PPNO once the agreement is no longer active.
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2.3 CORPORATE CONFERENCE LINE

2.3.1	<u>Opportunities For Use:</u> <ol style="list-style-type: none"> 1. Executive planning calls for PPNO business. 2. Long distance calls related to PPNO Executive business.
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2.3.2	<u>Procedure:</u> <ol style="list-style-type: none"> 1. The coordination of conference calls will be made at the discretion of those authorized to make those calls (i.e., President). 2. Call Administrative Management Company office to schedule use of calling card number to ensure not double booked; inform of anticipated length of call. 3. Conference Line numbers: <div style="text-align: center;">1-866-612-5220 OR 416-204-1403</div>
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2.4 RECORDS MANAGEMENT

2.4.1	<u>Purpose:</u> To provide direction for distribution, retention, storage, destruction and confidentiality of PPNO records. <u>Preamble:</u> PPNO records facilitate communication, provide evidence of our accountability for use of member funds, document our activities and decisions and are a source of historical review.
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2.4.2	<u>GUIDELINES</u> <u>Minutes:</u> Formal minutes will be recorded for all Executive meetings, and the Annual General Meeting, whereas informal minutes will be taken for the quarterly meetings. Executive Minutes are circulated to Board Members and the PPNO office within one
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month from meeting and will be available upon request.

Minutes of the Annual Meeting are distributed to all members present at the Annual General Meeting the subsequent year. The minutes will be posted on website in draft format until approved by membership and “draft” will be removed and these minutes will be reposting once approved. The Secretary on request makes copies of these and other minutes and make available to members.

Quarterly meetings will be summarized in the form of a Newsletter and the Newsletter will be posted on the PPNO Website and distributed to membership via the Listserve.

Contracts:

Original contracts are retained by the Administrative Management Company office.

Financial Records:

Financial records using generally accepted accounting principles will be maintained.

The “audited” annual statements and budget are distributed and presented verbally to the members present at the Annual General Meeting.

(Note: “Audit”= see section 3.1.7).

Retention:

Secretary ensures the archiving of the previous 6 and current year’s copies (therefore 7 years) of Minutes, Newsletters, Summaries, and Financial Statements in a master file located in a Administrative Management Company office. Copies of relevant submissions and reports are retained with the Minutes.

Financial records are retained according to current legislation. Copies are maintained by the treasurer or Shredding by the person holding the records will occur after their defined retention period.

Records retained by the Administrative Management Company remain the property of the PPNO and will be returned to the PPNO once the agreement is no longer active.

Confidentiality

Personal information of members is retained and used only for PPNO business.

Member contact information is not distributed or sold to individuals or other organizations for marketing or other purposes.

SECTION 3

PPNO

FINANCIAL

POLICIES & PROCEDURES

3.1 FINANCIAL SYSTEM

3.1.1	<u>Record Keeping</u> The PPNO's financial records are maintained at Administrative Management Company office. The office invoices all memberships with payment for same returned to their office.
3.1.2	<u>Banking</u> The PPNO accounts are maintained at the C.I.B.C. – 1865 Leslie Street Branch, Toronto, Ontario. Account # xxxxxxxxxxxxxxxx
3.1.3	<u>Payment of Accounts</u> The Administrative Management Company office will endeavour to pay all bills within 14 days of receipt and to deposit any funds received into the bank within 14 days of receipt.
3.1.4	<u>Reporting</u> The Administrative Management Company office will provide monthly financial statements electronically to the Executive Board and prior to each quarterly meeting, including: <ul style="list-style-type: none">• Balance Sheet• Income & Expense Report President will provide a financial overview at each quarterly meeting and full financial report will be provided at the Annual General Meeting for approval. The Treasurer presents the budget at the annual general meeting for review and information. All statements will be fully accrued.
3.1.5	<u>Budgeting</u> The Administrative Management Company office, in consultation with the PPNO Treasurer, will prepare an annual budget for Executive Board review and approval.
3.1.6	<u>Authorization and record of payments</u> Less than \$800.00 1. Original bill goes to Administrative Management Company office for processing and payment.

	<p>2. Administrative Management Company office sends copy of payment and the invoice to the Treasurer.</p> <p>More than \$ 800.00</p> <ol style="list-style-type: none"> 1. Original bill forwarded to Administrative Management Company Office. 2. Administrative Management Company office couriers a copy of the original invoice and a cheque (made payable to the invoicing organization), to the Treasurer or President. 3. Treasurer or President to authorize payment and provides first signature and couriers back to Administrative Management Company office. 4. Administrative Management Company office provides second signature and mails cheque. 5. Administrative Management Company office sends email confirmation to Treasurer confirming payment.
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<p>3.1.7</p>	<p><u>Annual financial review</u></p> <p><u>Financial Review Committee</u> The Executive Board will annually authorize a Financial Review Committee to meet with the Administrative Management Company to review all books and records of the PPNO and to report on the findings of such review.</p> <p><u>Committee Structure</u> Will be represented by two members of the PPNO, in good standing, not on the Executive Board.</p> <p><u>Compensation</u> PPNO will provide a \$100.00 honorarium to each of the two committee members, plus travel mileage if required.</p> <p><u>Timing/Reporting</u> The Financial Review Committee to liaise with the PPNO office to ensure the process is completed in time to report to the June Annual General Meeting.</p>
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3.2 INVESTMENT POLICY

3.2.1	The PPNO Executive Board will review annually the allocation of money in excess of \$5,000.00 over and above the operating requirements to a GICs.
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3.3 EXECUTIVE BOARD MEMBER'S EXPENSES

3.3.1	<p><u>Purpose</u> PPNO Executive Board may be reimbursed for out of pocket expenses to attend executive meetings as well as the Annual General Meeting. The PPNO Executive Board may approve additional executive expenses as required.</p> <p><u>Guidelines</u> Executive members are expected to be fiscally responsible in the use of services, attempting where possible to minimize costs to PPNO through selection of the most cost effective alternative and/or through sharing of services (e.g., taxis) where possible.</p> <p>PPNO will either reimburse the member for out of pocket expenses on receipt of a completed expense form (attached), or will arrange and prepay for services (e.g., hotel).</p> <p>Expenses must be submitted on PPNO expense account form.</p>
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3.3.2	<p><u>General Processes and Procedures:</u> Receipts are required to support all expenses. A written explanation must accompany any expenses if an official receipt is not available.</p> <p>A travel advance can be requested to a maximum equal to the estimated allowable expenses to be incurred for specific trip or event will be provided on request. The Executive Board must approve all advances. In the case where an advance is authorized an expense form with all receipts must be submitted.</p> <p>Expense accounts are to be submitted to the Treasurer in a timely manner and within the current fiscal year.</p>
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	Notify the Treasurer if payment is not received within thirty days of submitting the account.
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3.5.3	<p><u>Allowable and disallowable expenses</u></p> <p>Allowable/reimbursable expenses related to specific accommodation facilities and services will be reimbursed by PPNO in accordance with the following guidelines:</p> <p>Overnight Accommodation (if absolutely necessary)</p> <p>a) <u>Hotel/Motel</u></p> <p>Hotel accommodation is covered in full. Executive Board, to contain costs, will share rooms. (If a member prefers to room alone, she/he will take responsibility to separate out room costs and to ensure one half of room costs are reimbursed by PPNO.) For Toronto, members will stay at one of the hotels approved by PPNO. For outside Toronto, a hotel will be selected that offers the rate closest to the corporate rate approved.</p> <p>Charges for failure to cancel accommodation are the responsibility of the Executive Board if no prior notice is given except in emergency situations. Executive Board should check out of any hotel used on PPNO business to verify charges against the bill.</p> <p>b) Travel</p> <p style="padding-left: 40px;"><u>Inter-urban</u></p> <p>The following are allowable expenses for transportation required between centres:</p> <ul style="list-style-type: none"> i) Economy airfare ii) Train iii) Bus iv) Private automobile- at the rate of 40 cents per kilometre to a total not to exceed the economy airfare. Travel expenses claimed must reflect travel via the most cost expeditious means, consistent with convenience and economy. If a more time consuming mode of travel is selected voluntarily by the member, the maximum entitlement under this policy is the equivalent of those reasonable expenses had economy airfare been selected. <p style="padding-left: 40px;"><u>Intra-Urban</u></p> <p>Expenses for transportation from home address to and from the city where meeting is being held are covered in full. The following are allowable expenses for travel within a city:</p> <ul style="list-style-type: none"> i) Private automobile = .40 cents/km ii) Airport bus iii) Airport taxi or limousine
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	<p>iv) Taxi v) Regular public transit vi) Parking violation charges are the responsibility of the member.</p> <p>c) Meals The cost of meals for travelling members is an allowable expense to a maximum of \$40.00 per day. Costs for alcoholic beverages are not an allowable expense.</p> <p>d) Other expenses as agreed upon by the Executive Board will be permitted.</p> <p>e) Disallowable expenses Childcare expenses and lost wages are not an allowable expense and are the responsibility of the member.</p>
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3.6 EXPENSE REIMBURSEMENT FORM

PPNO

1185 Eglinton Ave. E. Suite 104,
 Toronto, ON M3C 3C6
 Tel. (416) 426-7029
 Fax. (416) 426-7280

Name: _____

Address: _____ City _____

Tel: (Home) _____ (Work) _____

Event/Meeting _____ Location _____

***PLEASE ATTACH ALL RECEIPTS.**

DATE	NATURE OF EXPENSE	NOTES	AMOUNT

Total Expenses \$ _____
 Less Advances \$ _____
 Total Amount due to Executive \$ _____

Submitted by: _____

Treasurer Approval (signature): _____
 Cheque # _____ Date _____

SECTION 4

PPNO

MEMBERSHIP

POLICIES AND PROCEDURES

4.1 MEMBERSHIP CRITERIA

4.1.1	<u>Membership Eligibility</u> Membership is open to those organizations and individuals who support professional practice. Out of province memberships are available.
4.1.2	<u>Membership Structure/ and Fees</u> Membership fees are approved annually by the Executive Board in consultation with the General Membership as required. Fees: \$200.00 each year for membership with the opportunity to have a second organizational contact added to Listserve for \$25.00 per year. Membership year = July 31 to August 1 Pro-rated membership fee is available for a one-time <i>new</i> membership of \$75.00 will be provided to interested parties who wish to join PPNO during the course of the membership year. Pro-rated membership fee would apply to any membership initiated after December 31 of each membership year. <u>Membership</u> a) Organizational member This membership also includes the opportunity for the primary member to invite a maximum of 4 colleagues from their organization to attend the quarterly scheduled meetings. Membership also includes inclusion on an electronic List Serve, which enables PPNO members to ask for help/share information between meetings. Any individual within the organization has access to the “Members Only” section of the website. Password can be shared within the member organization. The membership is for an identified contact representative within the organization as the “primary member”. Each organization will be provided <u>one vote</u> as a privilege within the PPNO with any additional members attending the meeting will not vote. Required voting through the list serve will be completed with each organization allowed to cast <u>one vote</u> . b) Individual member Individual memberships are available and are granted the same benefits and privileges of a voting member or partial member. * Members not renewed by September 30 of each will be removed from the Listserve and website

4.2 MEMBERS' MEETINGS

4.2.1	<u>Meeting Schedules</u> The PPNO meets quarterly Meetings are held in September, December, March and conclude with the Annual General Meeting in June. Meetings are scheduled from 0900 – 1500 in order to allow ample opportunity for networking and dialogue on issues pertaining to Professional Practice. Meetings are hosted by various PPNO member organizations with every attempt made to hold meetings in a variety of geographic locations within Ontario. Guidelines are available as Appendix 1
4.2.2	<u>Chair</u> President or delegate
4.2.3	<u>Host Site Representative</u> Will be established for the purpose of facilities arrangements such as catering, AV and room set-up; establish on-site contact for RSVP purpose. Guidelines are available as Appendix 2

SECTION 5

PPNO

NOMINATIONS AND ELECTIONS

POLICIES AND PROCEDURES

5.1 NOMINATIONS AND ELECTIONS PROCEDURE

5.1.1	<u>Purpose</u> The nomination and election process will be coordinated by the Past-President.
5.1.2	<u>Sample E-mail for the Call for Nominations Process is as follows:</u> <u>Email notification of call for nominations :</u> On behalf of the current PPNO Executive, I am pleased to announce the call for nominations for the following 2014-16PPNO Executive positions: insert Executive positions here. We invite any interested PPNO members to either nominate a colleague or submit your own name for consideration. Please note: should you wish to nominate a colleague- they must agree to the nomination and be willing to submit the required "statement of interest" described below. <u>Nomination and election process and timeframes:</u> <ol style="list-style-type: none">1. Nominations: deadline for submission = insert date here2. Candidate list and profiles forwarded to entire PPNO membership for review and voting = insert date here3. Deadline for voting/ selection = insert date here4. Communication of successful candidates = insert date here <p>The following outlines the criteria and nomination process / requirements:</p> <u>Criteria for nominees:</u> <ol style="list-style-type: none">1. PPNO Member in good standing: Please note that definition goes <i>beyond</i> the one contact person identified for each PPNO member organization. Member in good standing includes any person <i>who regularly attends</i> the PPNO meetings (i.e., 50% of meetings each year). So, please feel free to forward this email to any colleagues in your organization that you feel might be interested in this opportunity.2. Nominee must be directly involved in roles/functions/duties associated with professional practice areas/ topics / issues.3. Nominee willing to participate as an active member of the PPNO Executive for the duration of their role. Note: Executive meetings are held via conference calls and/or after each PPNO meeting.4. Nominees are <i>required to submit a short statement</i> (no more than one page as an attached word document) including the following information:<ol style="list-style-type: none">a. Nameb. Current role

	<p>c. Brief description of your interest in PPNO, what you can contribute to the Executive Board and the future of PPNO.</p> <p>5. Once all nominations have been received, a complete candidate selection package will be forwarded (electronically) to all PPNO members.</p>
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5.1.3	<p><u>Election process</u></p> <p>The Past-President screens all applications based on eligibility criteria. Any disputes will be discussed within the Executive Board and decisions for external consultation will be made. The Past-President will formulate an ad hoc committee comprised of 2 members in good standing, not associated with the executive board members or the complainant to adjudicate the dispute.</p> <p>Each member organization will be allotted one vote; with the voting member as the designated contact person for the organization. Executive Board members are entitled to one vote each over and above organization voting member.</p> <p>Designated voting members will forward their confidential vote to the Past-President as outlined in the election communication.</p> <p>Selection and communication process</p> <ol style="list-style-type: none"> 1. The successful candidate will be the candidate with the majority of votes. In the event of a tie, the President will cast the deciding vote 2. This vote will only be cast once all voting has been completed. 3. The Past-President will notify the President of the successful candidate. 4. The President will contact the successful candidate and officially offer him/her the position. Should the successful candidate decline the position, the position will be offered to the candidate with the second greatest number of votes. 5. Once the successful candidate has been identified and has accepted the position, the President will then notify the remaining candidates of the outcome of the voting. 6. The President will then notify the Executive of the outcomes of the election process. 7. The newly formed slate of Executive Board members will be presented to the PPNO general membership at the Annual General Meeting.
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5.1.4**Timing Guidelines**

Call for elections is distributed two month in advance of the Annual General Meeting (on or around April 7)

Receipt of nominations on or around 2 weeks post e-mail (on or around April 20)

Candidate profile to PPNO membership 10 days (on or around May 1)

Deadline for receiving votes 2 weeks (on or around May 15)

Notification to successful/unsuccessful nominees in 2 days (on or around May 17)

Notification of PPNO Executive Committee at Annual General Meeting

5.2 NOMINATIONS FORM

Nomination Form

Professional Practice Network of Ontario Nomination for Executive positions

Position: Member-at-Large _____ Secretary _____ Treasurer _____

Name: _____

Qualifications:

Employment:

Statement of Interest: (Maximum one page)

In your statement of interest, please address the following:

1. Why you are interested in this position and what qualities do you feel you will bring to the role?
2. What do you see as the future challenges and opportunities for PPNO?

Meetings attended this year:

January _____

March _____

June _____

September _____

SECTION 6

PPNO

WEB SITE & COMMUNICATIONS

POLICIES AND PROCEDURES

6.1 WEB SITE ADMINISTRATION

6.1.1	<p><u>Purpose</u> Administered by Administrative Management Company and working with sub-contractors. Sections on the website include a Member's only section and Public section. Members' only section is facilitated by a password. Review of website will be completed for currently and relevancy yearly, or more often as necessary. Items are approved for inclusion on the website by the Executive Board. External and internal postings are approved by the Executive Board .</p>
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6.2 LIST SERVE

6.2.1	<p><u>Purpose</u> The ListServ is designed to serve the PPNO membership. Members may send professional practice related queries by means of the ListServ, thereby tapping into the vast expertise contained within the Network. By providing a summary of responses, the originator of the query facilitates the exchange of knowledge throughout the membership. A log of queries will be sent to the membership quarterly and select summaries will be archived on the website at the discretion of the Executive Board.</p> <p>The Executive Board will monitor the use of the list serve for compliance to appended guidelines. Executive Board members will be granted privileges of access to the list serve in addition to their organization's primary (and if applicable secondary) contact.</p>
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6.3 ADVERTISING ON THE WEBSITE AND LIST SERVE

6.3.1	<p>All advertising will be monitored by the Executive Board.</p> <p><u>Members</u> Advertising will be permissible for distribution as part of the membership fee for workshops and job postings. (not sure about this)</p> <p><u>Non-members</u> Advertising will be facilitated for 1 month for non-members for a fee of \$200.00 per month.</p>
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	<p>All advertising for job positions will be from positions available from member organizations only and an Executive Board Member will approve all external job postings. The Executive Board will evaluate this fee yearly.</p>
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6.4 NEWSLETTER

6.4.1	<p><u>Policy:</u></p> <p>The PPNO through its Executive Board will produce a summary newsletter following each quarterly PPNO meeting to provide the membership with an overview of the discussions, major content and themes of each quarterly meeting, including the Annual General Meeting. The newsletter is intended to be the primary method of recording the proceedings of each PPNO meeting and shall serve as the minutes of the meeting, whereas the Annual General Meeting will also have formal minutes.</p> <p>The newsletter shall be distributed to the membership in electronic format via the PPNO Listserve in addition to being placed on the website. The newsletter shall be distributed following each quarterly meeting and in advance of the next quarterly meeting</p> <p>The Member-at-Large Executive members will coordinate the creation, content generation and production of the quarterly newsletters with the assistance of the Administrative Management Company office or other member of the PPNO Executive Board as may be designated following each quarterly PPNO meeting.</p> <p>Any PPNO member in attendance at the quarterly meeting may submit to the PPNO secretary or other member of the PPNO Executive Board as may be designated any material for publication that the member feels may be of benefit to the membership. This material may include summaries of “open space” or round table discussions or copies of presentations or speakers notes from PPNO sessions.</p> <p>The PPNO executive committee reserves the right to edit the PPNO newsletter for content at its sole discretion.</p> <p>The PPNO secretary or other member of the PPNO executive committee as may be designated shall follow the standard numbering of newsletters beginning in January of each year with a volume number one (1) greater than the volume number at December of the previous year. Each quarterly issue shall be numbered at one (1) commencing with the beginning of the calendar year (January) and ending at a number corresponding to the total number of issues produced in that calendar year, ending in December.</p>
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	<p>Requests for reprints of the PPNO newsletter shall be made to the PPNO Executive Board.</p> <p>The PPNO webmaster shall post one copy of the PPNO newsletter on the PPNO website.</p> <p>The Executive Board will retain all previous volumes and issues forming a historical record of newsletter publications.</p>
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APPENDIX 1 – PPNO MEETING GUIDELINES

PPNO Meeting Guidelines

November 2015

- Dates: Quarterly, dates established at Annual General Meeting
- Time: Networking and breakfast at 0830
0900 – 1500 as outlined in PPNO Administrative Policies
- Agenda: Responsibility of the President or designate, expected two weeks prior to meeting
- Speakers: Confirmed by PPNO Executive before agenda circulated
Guest speaker's electronic presentation to be sent to President or designate for PPNO web-site posting one week prior to the meeting.
Contact information and supports require, including paper handouts, for guest speakers confirmed by President or designate [Check with presenters re laptop, many require laptop with USB port & drivers, for memory stick or pen drives]. May ask presenter to support AV; communicated to host site by President or designate one week prior to meeting date.
Payment to be arranged by Treasurer or President or designate
- Location: Members volunteer to host meeting at their facilities. Executive selects site from those available based on ease of travel, geographic diversity, tele/video conferencing capabilities. Meeting locations for the year are determined prior to the September meeting
- Room Size: Minimum capacity 60 people; preferably no cost for room rental; if room rental applies it must be negotiated with executive.
- Catering: To be arranged by host site

Maximum \$800.00 unless otherwise negotiated with executive
Continental bkfst order 50% population for food, 100% for beverages
Lunch, order 100% of population
Top up coffee at end of lunch for afternoon; no afternoon food required
Water on tables
Payment request submitted to President
Payment to be arranged by Treasurer or President or designate
Maximum catering costs catering cost is \$800.00 for regular meeting and \$1300.00 for the AGM.
The sponsoring agency shall cover all costs overages.

AV: To be arranged by host site, communicated by president or executive member
Minimum: overhead, flip charts, and laptop, laptop projector and screen

Telephone conference
Host site responsible for set-up
Members to communicate to host site requests for tele/video conference
President or designate to arrange web-site posting of presentations.
Paper handouts
The responsibility of the host site in partnership with PPNO
President
Guest speakers to communicate to Executive member or President

Invitation: Host site provides instructions for response (RSVP), tele/video conference capabilities, travel instructions, and accommodation suggestions – to the President for circulation with agenda (minimum, two weeks before meeting)
Members RSVP to host site; host site to log responses and update president two-three days before meeting or with any concerns

Showcase

PPNO invites the host organization to showcase the achievements of their organization through posters, poster presentations and handouts.

To be provided by PPNO Executive

- PPNO Pamphlets on registration/sign in table
- name tags
- pens
- Attendance sheet – host site
- newsletters
- generic sign in sheet
- markers – white board and paper
- round table summary forms
- display copy of p & p, bi-laws
- masking tape

APPENDIX 2 – PPNO LISTSERVE GUIDELINES

ListServ Query Guidelines April, 2005

The ListServ is designed to serve the PPNO membership. Members may send professional practice related queries by means of the ListServ, thereby tapping into the vast expertise contained within the Network. By providing a summary of responses, the originator of the query facilitates the exchange of knowledge throughout the membership. A log of queries will be sent to the membership quarterly and select summaries will be archived on the website at the discretion of the Executive.

In order to maximize knowledge sharing and minimize email fatigue, it is recommended that members follow the following guidelines in their use of the ListServ:

- 1. Check other obvious sources of information first** (ie Institute for Safe Medication Practices, regulatory colleges, professional associations). Be considerate of your colleagues' level of email fatigue and do your own footwork first. You will likely get better responses with more targeted queries.
- 2. Target your queries to the best sources.** For queries that might be more “sector specific”, please access the PPNO Membership Directory to identify “comparitors” to draw upon rather than sending an email to all PPNO members.
- 3. Send only Professional Practice related queries.** Utilize other distribution lists for other purposes. There are some other great networks out there.
- 4. Title your query appropriately.** To assist with cataloguing and retrieval, the subject line should begin with the notation PPNO, followed by one of the following Category codes, and then by the specific query title.

EXAMPLE: PPNO III: Professional Practice Council Structures.

Category Code: **I**

Description: Policies /Procedures / Protocols/Evidence Based

Practice : requests related to policies, procedures, protocols, medical directives, other regulatory type documents, best practices.

Category Code **II**

Description: Programs / Practices : requests pertaining to areas such as orientation, documentation, admission/discharge criteria, certification/education programs

Category Code **III**

Description: Structures / Roles /Models : organizational , departmental, professional practice structures, requests for role descriptions / accountabilities, committee structures, staffing / FTEs.

Category Code **IV**

Description: Miscellaneous : anything that does not fall into one of the above categories. – but within the realm of “professional practice”

Category Code **V**

Description: Executive: reserved for use by the PPNO Executive communicating with the membership.

- 5. Separate queries require separate emails.** Please don't combine different requests in one email. They are difficult for members to direct and difficult to catalogue.
- 6. Provide timely summaries in the appropriate format.** Emails containing query summaries should share the query title with the addition of the word “Summary” (ie PPNO III: Professional Practice Council Structures, Summary). To facilitate members' storage, summaries should be submitted as separate Word, Excel or pdf documents. The summary document should contain the following information: the title, the date,

the originating organization and author (with contact information), the actual questions contained in the query and the responses. The appended query summary template may be used.

7. **The PPNO contact person for the organization is responsible to make sure that others in the organization are aware of and respect these guidelines.**
8. **It's all about sharing.** If you know of a similar query, or have a pertinent summary, let the person asking know about it, or send it along to them. They may be new to the Network.

ListServ Query Summary Template

Query Title/Subject:

PPNO Category:

I	(P&Ps, Evidence based Practice)	<input type="checkbox"/>
II	(Programs/Practices)	<input type="checkbox"/>
III	(Structures/Roles/Models)	<input type="checkbox"/>
IV	(Miscellaneous)	<input type="checkbox"/>
V	(PPNO Executive)	<input type="checkbox"/>

Date:

Author & Contact Info:

Originating Organization:

Query Questions:

Summarized responses should indicate the organizations from which the responses came and should be submitted as Word, Excel or pdf documents.