

2018-19 COUNCILLOR/LOCAL LEADER TIP SHEET

Elections and Liaison with Provincial Office

- Notify the OPC office (Patti Walke at pwalke@principals.ca) as soon as your Provincial Councillors, President(s)/Chair(s) and T & C reps are elected or chosen and their corresponding terms
- Notify the OPC office of any mid-year changes in your Provincial Councillors, President(s)/Chair(s) or T&C reps
- Book the OPC Provincial President (president@principals.ca) to come to your OPC District to meet your local colleagues

Membership and LTD

- Reach out to **new administrator appointees**, including mid-year appointees, within your OPC District and confirm they've received the OPC member welcome package. Let them know about the benefits of becoming a Member and that they must join OPC **within 60 days** of their appointment date so they will not lose **historical coverage**
- Ensure that all new Members (from participating boards as per the [List of OPC Benefits Participating Boards](#)) understand the need to apply for **LTD coverage**. Information about LTD is sent out by OPC in the welcome package. Members must apply for benefit coverage *within 60 days* of their appointment date so they will not need to submit medical evidence of insurability
- Remind **Members going on pregnancy, parental or long-term disability** leave to notify the OPC. Their fees/benefits premium (where applicable) will be waived
- Inform **Members going on any other leave of absence**, including secondment, that they must notify the OPC and switch to Associate status if they are no longer eligible for Membership
- Inform **retired administrators returning to occasional administrative positions** about the Term membership
- Inform those **returning from leave to full or part-time administration** that they must contact the OPC to re-instate their Member status within 60 days
- Encourage aspiring and retiring principals and vice-principals to become Associates in order to make and keep connections, access resources and maintain optional life benefits (if applicable)
- Membership or LTD questions? Call John Philp at 1-800-701-2362 or 416-322-6600 or email John at jphilp@principals.ca
- Please click here for a copy of [Policy B-1 "Membership Policy"](#)

Provincial Council Meetings

- Contact the OPC office prior to a Provincial Council meeting if you
 - cannot attend the Provincial Council meeting
 - have arranged for an Alternate to attend in your place
 - plan to bring a guest to observe the meeting, as Executive approval is required
 - have a motion from your district to be discussed at Council (30 days' in advance in order to ensure inclusion in the Agenda sent with the Notice of Meeting)
 - have any special requests (diet, physical assistance, etc.)
 - need an additional night's accommodation
- At the conclusion of the meeting, complete expense forms, attach receipts and leave with OPC staff or submit electronically following the meeting
- Report on Council business to local colleagues following your return to work using OPC resources provided including the Council Highlights and other materials provided during the meeting
- Maintain confidentiality with respect to any matters discussed *in camera*
- Remember that, following a Council meeting, Council must "speak with one voice" and all Councillors have the duty to support the decisions of the Council
- Communicate with your school year planning committee in an effort to avoid any potential conflicts with OPC Council meeting dates

Protective Services

- Ensure that Individual Members in your District are aware of, and have access to, OPC's Protective Services Policy, available on the website. Protective services are available to all OPC Members, as well as to local Terms and Conditions Committees, through the Protective Services Team (PST). The first level of the PST is comprised of three "Intake Consultants" who, as experienced principals, answer and triage all Member calls. Members in good standing may contact the PST Intake Consultants for assistance on any employment related concerns by calling the OPC office at 416-322-6600 or 1-800-701-2362. Please click here for a copy of [Policy F-1 "Protective Services Policy"](#)
- Encourage Members in difficulty who seek your advice to contact the OPC office for assistance
- Assist the PST in accessing the local approval processes if required under the T&C agreement for dispute resolution

- Work with your OPC District Executive to book the PST “Hot Topics” workshop (updated annually) for your District including advising of local issues

OPC Communications

- Encourage local participation in OPC sponsored polls so that we are able to collect valid, up-to-date data that assists us with lobbying for local issues and concerns
- If your board is holding an administrators’ conference, consider featuring the OPC booth and/or including presentations from OPC staff
- Contribute to *The Register* and OPC blog by forwarding story ideas, articles or book reviews for publication and encourage your colleagues to do the same
- If you don’t already, follow OPC Twitter for updates and PD information

Professional Learning

- Inform Education Leadership Canada at elc@principals.ca of the board contact person responsible for PD so that we can contact them and plan PD together
- Become familiar with, market and co-ordinate delivery of OPC’s professional learning programs within your district school board
- Advise us of topics that OPC Members should learn about through OPC-provided PD
- In conjunction with your school board staff, coordinate the delivery of PD offerings to your colleagues through ELC

Annual General Meeting

- Submit any special resolutions for consideration by the AGM to the OPC office no later than 30 days before the AGM
- Ensure that at least one existing Provincial Councillor Member/Director (approved at the previous AGM) will be present at the AGM to vote on behalf of your OPC District

Rebates to OPC Districts

- Submit the Request for Rebate form to Membership Services (jphilp@principals.ca) together with your financial statement, list of Executive members, current District Constitution and current, signed T & C agreement. Review [Policy C-6 “Local Rebates Policy”](#)

OPC Awards

- When it's your District's turn to choose a "Difference Maker" consult the [OPC Difference Makers Procedure](#) and support the development of a local process to identify your local recipient
- Represent your OPC District at the annual Awards Dinner
- For student awards, advise the OPC office (Brad Harris at bharris@principals.ca) if you know of schools in your area that have not received plaques
- Advise the OPC of any school openings so that plaques can be provided

OPC Scholarships

- Alert your colleagues that the scholarships are available each year and must be administered locally in accordance [with Policy C-5 "Scholarships for Children of OPC Members"](#)