

**Guide - P**

**ONTARIO ASSOCIATION OF CRIME  
STOPPERS**

**CONFERENCE GUIDELINES  
FOR  
HOST PROGRAMS**

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# ONTARIO ASSOCIATION OF CRIME STOPPERS

## GUIDELINES

### MANDATE

It is the mandate of the Ontario Association of Crime Stoppers to hold an “Annual Training Conference” each year along with an “Annual General Meeting”.

This conference is usually held during the latter part of May or the first part of June. The primary purpose of this conference is to provide training for both newly appointed Board Members and also persons who have been affiliated with Crime Stoppers for some period of time. The conference will be held at a host site location selected by the Ontario Association of Crime Stoppers Board of Directors.

### SITE SELECTION SUB-COMMITTEE MANDATE

It is the mandate of the “Site Selection Sub-Committee” to make a recommendation to the Ontario Association of Crime Stoppers of the most appropriate location to hold an annual training conference based on a thorough technical review of the proposed site(s) and, after meeting with the local program “Conference Committee(s)”. It should also be noted that every effort will be made to alternate the training conferences between northern and southern Ontario based upon the suitability of the bidding locations.

### BID PROCESS TIME-FRAME

- a) February - request to Host the next Annual Training Conference is sent out with the “Call to the Annual General Meeting” in February of each year.
- b) September - A minimum of 5 copies per bid submissions must be received by the Association of Crime Stoppers NO LATER than September 30<sup>th</sup> each year.
- c) October - The O.A.C.S. “Site Selection Sub-Committee” will visit each site location and meet with local “Conference Committee” during the month of October each year.

- d) November – the O.A.C.S. will make a determination of the location of next annual training conference based on a recommendation from the “Site Selection Committee”. (Note: the bidding programs(s) will be advised immediately of this decision).

#### SITE SELECTION SUB-COMMITTEE TASKS

Upon selection of the site to hold the next annual training conference by the Ontario Association of Crime Stoppers, the “Site Selection Sub-Committee” is charged with the following tasks;

- a) Liaise with the hosting program on all aspects of the conference including but not limited to: accommodations, costs, social functions, workshop content and speakers, transportation needs, meeting rooms and support for the O.A.C.S.
- b) Work with the host program Conference Committee Chair to arrive at the most suitable training subject matter.
- c) Review the proposed budget with program conference committee especially pertaining to delegate costs
- d) Ensure conference evaluations are submitted to the O.A.C.S. in order to assist with the preparations for future conference improvements
- e) Co-ordinate with the host program any awards/presentations to be made at the conference.
- f) Obtain a copy of the final financial report from the host program within 60 days of the completions of the conference.

**NOTE – (IN THE EVENT THAT NO CRIME STOPPERS PROGRAM BIDS FOR THE NEXT TRAINING CONFERENCE, THE O.A.C.S. BOARD OF DIRECTORS MAY DELEGATE THIS RESPONSIBILITY)**

### HOST CONFERENCE COMMITTEE STRUCTURE

To host a successful training conference organization, dedication and a large number of resources are required. The Ontario Association of Crime Stoppers recommends that the successful Crime Stoppers host program should consider the following committee structure when preparing for such a conference.

### COMMITTEE POSITIONS FOR CONSIDERATION

- Chair
- Vice Chair
- Secretary
- Treasurer
- Education Chair
- Fundraising Chair
- Registration Chair
- Spousal Program Chair
- Facilities Chair
- Transportation Chair
- Hospitality Chair
- Voluntary Chair
- Special Events Chair
- O.A.C.S. Liaison
- Hotel Representative

**Note: Sub-committees maybe required depending on the size of your Board of Directors and the human resources available.**

### HOTEL AFFILIATION

The Ontario Association of Crime Stoppers recommends that any Crime stoppers program giving thought to hosting an annual training conference should first of all, review the hotel accommodations in their respective area. It is highly recommended that the host hotel should be large enough to accommodate the majority of conference delegates, over the past few years, the numbers have ranged from 175 to 250 participants. Most of the major hotels can accommodate conference of this size and most of the larger hotel chains such as Holiday Inn, Sheraton, and Valhalla will provide

“Conference Planning Guides” for your assistance. Hotel Conference Guidelines contain helpful checklists such as the following items to consider when hosting a conference:

- Registration Workshops
- Registration form – design
- Bid package – contents – timing
- Evaluation Forms – content
- Committee meetings – how often, who should attend
- Human resources required
- Financial resources required
- Corporate sponsorship availability
- Donations – for goods and services
- Workshops – relevant content, knowledgeable presenters
- Insurance – adequate coverage
- Opening ceremonies – protocol and guests to be invited
- Hospitality - suitability
- Budget – resources available and stick to budget
- Spousal program – interesting and cost effective

Should your program be successful in obtaining a conference host bid, the Ontario Association of Crime Stoppers would recommend that you obtain the following documents as part of the conference planning process:

- 1) ITT Sheraton – “A Guide for Meeting and Planning” and “A Meeting Planner’s Guide”
- 2) Holiday Inn – “Meetings, Conventions & Conferences” and “the Conference Planner’s Desktop Reference”.

# **ONTARIO ASSOCIATION OF CRIME STOPPERS**

## **BUSINESS MEETINGS**

The “Annual Training Conference” is also an opportunity for the Ontario Association to hold a number of business meetings. The first of which is an integral part of the training conference, the “Annual General Meeting”. All Crime Stopper Board Chairpersons and Co-Coordiators who are regular voting delegates normally attend this meeting. In addition members of any local Crime stoppers Board or guests can attend the Annual General meeting. Following the AGM, is a Board of Directors meeting whose sole purpose is to elect the O.A.C.S. executive for the coming year. The Past President chairs this meeting.

### **BUSINESS MEETING TIMETABLE**

- A) Annual General Meeting – Sunday afternoon
- B) Board of Director’s – Election of Executive – immediately following the Annual General meeting
- C) Board of Director’s – Business meeting – Monday evening following the training sessions
- D) Program Presidents Breakfast – Sunday Morning

### **ANNUAL GENERAL MEETING – DOCUMENT FILING TIMETABLE**

Prior to the Annual General Meeting, a timetable exist for the filing of documents in accordance with the bylaws. This timetable is as follows:

- A) February – Reminder of any Propose Bylaws Amendments. In accordance with section 46 of the bylaws, notice of the annual General Meeting must be issued at least 10 days prior to the AGM, but no sooner than 60 days prior to the AGM. Therefore, any proposed amendments to the bylaws must be contained in this announcement. This early reminder provides time for proposed amendments to be forwarded to the O.A.C.S. for inclusion in the “Call to the O.A.C.S. Annual General Meeting”
- B) March – “Call to the Annual General Meeting”

In accordance with the provisions of Section 47 of the Bylaws, notice of the annual General Meeting must be circulated no later than 10 days prior to the AGM and no sooner than 60 days prior to the AGM. Contained in this document are the following ingredients:

- 1) Presidents Report
- 2) Minutes of the last Annual General Meeting
- 3) Financial statement for the previous year
- 4) Budget for the current year
- 5) Auditors report for the previous year
- 6) Summary of the Committee reports
- 7) Proposed amendments to the O.A.C.S. Bylaws
- 8) Nominees for director positions with the O.A.C.S.
- 9) Request bids for the next O.A.C.S. training conference
- 10) Agenda for the current year training conference
- 11) Crime stoppers International Report
- 12) Canadian Crime Stoppers Association Report
- 13) Current Organization Chart
- 14) Motion to conclude business for the current year
- 15) List of previous conference hosts

Conclusion – The Ontario Association of Crime Stoppers Annual Training Conference is an excellent forum for learning and exchanging ideas. It is also an opportunity to meet Crime Stoppers counterparts from across the Province. The O.A.C.S. encourages programs to host this conference and will provide through the O.A.C.S. “Conference Committee”, support to ensure the event is both educational and successful.

**Note: Programs wishing to submit a proposal to the O.A.C.S. to host a Training Conference and Annual General Meeting, may obtain samples of previous successful bids by requesting them from the Chair of the “Conference Committee” for the O.A.C.S. Samples will be sent on a “Loan basis”.**

## **PREVIOUS CONFERENCE HOSTS**

1987 – Hamilton

1988 – Windsor

1989 – London

1990 – Sudbury

1991 – Kingston

1992 – Waterloo

1993 – Windsor

1994 – Toronto

1995 – Alliston

1996 – Niagara Falls

1997 – Brantford

1998 – Sault Ste. Marie

1999 – Peterborough

2000 – North Bay

2001 – Sarnia

2002 – Collingwood

2003 – Thunder Bay

2004 – Cornwall

2005 – Sudbury

2006 – Richmond Hill

2007 – Niagara Falls

2008 – Hamilton

2009 – Barrie

2010 - Windsor