

CHAPTER P

ONTARIO ASSOCIATION

OF

CRIME STOPPERS

TRAINING CONFERENCE

GUIDELINES

JANUARY 2002

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ONTARIO ASSOCIATION OF CRIME STOPPERS

MANDATE

It is the mandate of the Ontario Association of Crime Stoppers to hold an “Annual Training Conference” each year in the Province of Ontario.

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 Ontario Association of Crime Stoppers NO LATER than September 30th. 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 program(s) will be advised immediately of this decision)

SITE SELECTION SUBCOMMITTEE 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 completion 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 to 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 may be required depending of 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 250 to 325 participants. Most of the major hotels can accommodate conference of this size and most of the larger hotel chains such as Holiday Inn, Sheraton, 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 for 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:

- a) ITT Sheraton - "A Guide for Meeting Planning " and "A Meeting Planner's Guide"
- b) 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 is the “Annual General Meeting”. This meeting is normally attended by all Crime Stoppers Board Chairpersons and Co-ordinators who are regular voting delegates. In addition members of any local Crime Stoppers Board or guests can attend the Annual General meeting. Following the Annual General Meeting is a Board of Directors meeting whose sole purpose is to elect the O.A.C.S executive for the coming year. This meeting is chaired by the past -president.

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 exists for the filing of documents in accordance with the bylaws. This timetable is as follows:

- a) February- Reminder of any Proposed Bylaws Amendments. In accordance with section 47 of the bylaws notice of the Annual General Meeting must be issued 60 days in advance of the A.G.M

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 60 days prior to the scheduled A.G.M. Contained in this document are the following ingredients:

- Presidents Report
- Minutes of the last Annual General Meeting
- Financial statement for the previous year
- Budget for the current year
- Auditors report for the previous year
- Summary of Committee reports
- Proposed amendments to the O.A.C.S. Bylaws
- Nominees for Director position with the O.A.C.S.
- Request bids for the next O.A.C.S. training conference
- Agenda for the current year training conference
- Crime Stoppers International Report
- Canadian Crime Stoppers Association Report
- Current organizational chart
- Motion to conclude business for the current year-
- 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 the necessary support required 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 request from the Ontario Association of Crime Stoppers Head Office, Bolton, 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 (Simcoe/Dufferin/Muskoka)
1996 - Niagara Falls
1997 - Brantford and Haldimand/Norfolk/Tillsonburg
1998 - Sault Ste. Marie
1999 - Peterborough
2000 - North Bay (Near North)
2001 - Sarnia/Lambton
2002 - Grey/Bruce (Collingwood)
2003 - Thunder Bay and Northwestern Ontario

**Sample of letter to Programs as a reminder of any changes
to the Ontario Association of Crime Stoppers BYLAWS.**

(On OACS Letter Head)

To: All Crime Stoppers Programs
From: (Name), President, Ontario Association of Crime Stoppers
Re: Reminder - Proposed Amendments to the Ontario Association of Crime Stoppers
Bylaws

In accordance with the provisions of the Ontario Association of Crime Stoppers By-Laws (see attachment), notice of the Annual General Meeting must be issued 60 days in advance of the meeting taking place. This notice will be issued at the end of March, (year). Therefore, any proposed By-Law changes must be received at :

**Ontario Association of Crime Stoppers
Courtyards of Caledon
18 King St.,
Bolton, ON
L7E 1E8**

NO LATER THAN: - 23 MARCH (YEAR), in order that such proposed amendment(s) can be included in the package of notification of the next Annual General Meeting

Yours truly,

Name of President)
President, Ontario Association of Crime Stoppers

