

\*\*\*CLO'S August 2006 Members Only E-BULLETIN\*\*\*

Community Literacy of Ontario is pleased to present our August 2006 E-bulletin. CLO's monthly e-bulletin will:

- Serve as a monthly summary of current information of interest to member programs
- Be sent to paid CLO members only
- Include web sites of interest to CLO members

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CLO's August 2006 E-BULLETIN contains information on:

1. [CLO's Annual General Meeting and Workshop](#)
2. [Accepting Nominations for CLO's Board of Directors](#)
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4. [ONESTEP's Opportunities Conference](#)
5. [Reflecting About Literacy Work – Online Centra Workshop](#)

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**1. CLO's Annual General Meeting and Workshop**

Mark your calendars! Community Literacy of Ontario's Annual General Meeting will take place on Thursday, October 12, 2006 at Toronto's Best Western Primrose Hotel. The day's events include displays, informal networking, the formal AGM and a workshop that will be facilitated by Garfield Gini-Newman. "Brain Theory-Part Two" will be a follow-up to the extremely popular "Critical Thinking and Literacy" workshop that was delivered at last years' AGM. The day is scheduled to start at 10:00 a.m. and will wrap up at 5:00 p.m. All participants will be responsible for their individual expenses (travel, accommodation, lunch, etc.).

Watch your mail early in September for your registration package. Please call 705-733-2312 or email [clo@bellnet.ca](mailto:clo@bellnet.ca) if you have any questions.

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## **2. Accepting Nominations for CLO's Board of Directors**

Are you looking for a rich and rewarding experience? Do you want to be part of a provincial organization that truly makes a difference? Consider becoming a board member for Community Literacy of Ontario!

Community Literacy of Ontario is inviting representatives from its organizational membership to join the CLO Board of Directors. CLO's Board of Directors can have ten regional representatives and two members-at-large. Six positions are already filled. We are looking for a total of six directors to fill the positions listed below. Nominees will be elected at CLO's ninth Annual General Meeting to be held on October 12, 2006 at the Best Western Primrose Hotel in Toronto, Ontario.

### **Central Ontario has openings for THREE directors (two-year terms)**

*\* Cheryl Reid from Regent Park Learning Centre will be putting her name forward for re-nomination*

CLO's Central regional boundaries are determined by the following regional network areas:

- Literacy Network of Durham Region
- Metro Toronto Movement for Literacy
- Peel-Halton-Dufferin Adult Learning Network
- Simcoe Muskoka Literacy Network

### **Eastern Ontario has an opening for ONE director (two-year term)**

*\* Carynne Arnold from Kingston Literacy will be putting her name forward for re-nomination*

CLO's Eastern regional boundaries are determined by the following regional network areas:

- Literacy Link Eastern Ontario
- Literacy Ontario Central South
- Ottawa-Carleton Coalition for Literacy

### **Southwestern Ontario has openings for TWO directors (two-year terms)**

*\* Chris Benninger from the Chatham Kent Council on Adult Basic Education will be putting her name forward for re-nomination*

CLO's Southwestern regional boundaries are determined by the following regional network areas:

- Adult Basic Education Association of Hamilton-Wentworth
- Literacy Link Niagara
- Literacy Link South Central
- Project Read Literacy Network
- QUILL Network
- Tri-County Literacy Network

There are not any current openings in CLO's Northeastern, Northwestern or Member-at-large regions/categories.

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## **Ten good reasons to join the CLO Board of Directors!**

1. This is an opportunity to be part of a dynamic and creative governing body
2. Participating on CLO's Board of Directors allows you to be part of an organization that makes a difference
3. Being part of CLO ensures that you have access to a wealth of wonderful ideas
4. Joining the CLO board is not an onerous commitment – there are six board meetings per year. Four of these meetings are held online on Centra and two meetings are held face-to-face
5. As a CLO board member you will be among the first to know what is happening around the province
6. CLO board members are kept current and connected
7. CLO board members are committed to the CLO membership
8. Serving on the board provides excellent networking opportunities that allow you to meet and share ideas with your provincial colleagues
9. Joining the CLO Board of Directors is a celebration of being part of the community-based sector
10. Working with the CLO Board of Directors is fun!

## **Who can be on CLO's Board of Directors?**

Members of CLO's Board of Directors must be involved with a literacy agency that has an active organizational membership with Community Literacy of Ontario. In order to be a full organizational member of CLO, your literacy agency must:

- Provide Anglophone literacy delivery services in Ontario
- Be community-based
- Be a not-for-profit organization, or affiliated with a not-for profit organization
- Support the mission of Community Literacy of Ontario
- Be a formal paid member of Community Literacy of Ontario

CLO board members can be volunteers, program staff, learners, and / or board members with community-based literacy agencies. Our board members represent all of the regions of Ontario. CLO is encouraging board representation that will reflect the diversity in its member agencies (urban and rural, differing abilities, and ethno-cultural representation).

## **What is the Nomination / Selection Process?**

- CLO's Nominations Committee will accept nominations for board member positions until September 28, 2006.
- According to CLO's bylaws, board members must be nominated at least two weeks prior to the Annual General Meeting of October 12, 2006. This means that board member nominations must be received in writing by September 28, 2006.
- An election will be held at the AGM on October 12, 2006 for all candidates.

- The election results will take effect immediately following the adjournment of the annual meeting on October 12, 2006.

**What is the Board screening process?**

- All potential CLO board members must go through a screening process
- Once you have submitted your nomination form to CLO, you will receive a board member screening form
- This form will then be reviewed by CLO’s nominations committee
- In order for members to make an informed decision, a summary of all CLO board candidates will be circulated in the material prepared for CLO’s AGM

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***CLO Board Member Job Description - September 2006***

**Function of the Board of Directors:**

- It is the Board of Directors that is ultimately responsible for ensuring that Community Literacy of Ontario fulfils its mission

**Responsibilities of Board Members:**

- Understand and support CLO’s mission and mandate
- Set policy for CLO
- Ensure effective organizational planning
- Ensure that financial and human resources are properly managed
- Know the board’s legal obligations and make sure they are upheld
- Represent community-based literacy programs in their region

**What is expected of Board members?**

- Share information about CLO’s activities with other literacy agencies in your region
- Be familiar with CLO’s by-laws, policies, and business plan
- Be able to attend two face-to-face board meetings each year (expenses will be paid by CLO)
- Be able to participate in four board meetings held online on Centra
- Be able to access AlphaCom, e-mail and Centra, as CLO does much of its work online
- Participate in one or more board committees (meetings are held online on Centra)
- Prepare for meetings by reading background material

**Expected Time Commitment:**

- Board members serve a two-year term
- Your role as a CLO board member should take about six hours per month

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### 3. Ontario Public Service – Spirit Initiative

CLO is pleased to provide our members with additional information about the **Ontario Public Service (OPS) Spirit Initiative**. As you know, **OPS Spirit** is a province-wide program that encourages Ontario public servants to participate in volunteer activities outside their regular work hours. OPS Spirit is not involved in fundraising.

In addition to encouraging Ontario public servants to participate in volunteer activities of their choice, each year **Spirit** selects a signature event or theme to promote throughout the OPS. The types of activities that they encourage follow three major criteria:

- Participation in a volunteer activity outside work hours where the emphasis is on participation, and donation of time;
- Address a real community need, identified in partnership with stakeholders;
- Require no financial support from the OPS for travel or personal expenses.

For 2006, the corporate **OPS Spirit** Team has partnered with five literacy organizations that can provide volunteer opportunities for members of the OPS across Ontario. They include: CNIB, Community Literacy of Ontario, World Literacy of Canada, Toronto Public Libraries and VoicePrint. We will be providing our staff across the province with information about volunteer opportunities with these literacy organizations

The **Spirit** team for the **Ministry of the Attorney General** is planning its own corporate launch Friday September 8, 2006 at 10:30 am at 720 Bay St., Toronto to make employees aware of the need for volunteers in the field of literacy and volunteer opportunities available to them. They are inviting literacy organizations to attend the launch event and communicating the event through the Ministry intranet site to all staff.

In addition to the corporate event, the Ministry of the Attorney General, Court Services Division, Regional Offices are planning to hold book drives at our court locations across the province. CLO has been asked to contact its membership to support this initiative, by arranging to pick up the donated books, and also to perhaps put up posters, pamphlets outlining volunteer opportunities with your agencies.

A listing of all the court sites in the province, by region has been attached for your convenience. We encourage our members to contact the court site in their region as a show of their support for this initiative.

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#### 4. ONESTEP's Opportunities Conference (Notice and Call for Proposals)

Now in its eighth year, Opportunities is the largest gathering of career counselling and employment preparation professionals in Ontario, and grows in popularity each year. Our next conference will have a new look with a fresh new logo, an updated format and new season. Opportunities 2007: Transitioning Towards Success will be held in the Spring of 2007.

The "OPPORTUNITIES" Conference 2007 is presented by an alliance of government, non-government and community agencies that have an interest in career development, employment preparation and job development. Two non-profit organizations, the Ontario Alliance of Career Development Practitioners (OACDP) and the Ontario Network of Employment Skills Training Projects (ONESTEP) are taking the lead role in managing the event with a multi-stakeholder Advisory Group.

As the industry is "Transitioning Towards Success" we will see this become the main conference theme with three key sub themes:

- Organizational capacity-building
- Lifelong Learning: Personal and Professional Development
- Social Policy and Program Development

Workshop proposals are now being accepted for Opportunities 2007. The Backgrounder for Workshop Proposals, and the Opportunities 2007 - Workshop Proposal form are available on line at: <http://www.onestep.on.ca/opportunities>

Note that the deadline for proposal submission is Friday September 15th 2006.

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#### 5. Reflecting About Literacy Work – Online Centra Workshop

Join Katrina Grieve and Susan Lefebvre, experienced literacy practitioners and researchers, for ***an interactive on-line workshop*** on Centra to explore and reflect upon day-to-day issues and questions that come up in your literacy work.

This two-part workshop will guide you through a process of reflective practice. Together with other literacy practitioners, you will have some time to explore ideas, ask questions and reflect upon your literacy work. You will talk about ways to build reflection and discussion into your daily work. As a group you will take steps to put your ideas into practice that will help improve your program. Katrina and Susan will share examples of how practitioners have used the process of reflective practice to make a difference in literacy work.

Part 1:            Thursday, September 14    3:00 – 5:00 p.m.  
Part 2:            Thursday, September 21    3:00 – 5:00 p.m.

Please register for the two-part workshop by Thursday, September 7<sup>th</sup>. There will be a maximum of 20 participants. You will need to provide your name, email address, program name and phone number.

To register and for more information, please contact Guy Ewing, [guye@ca.inter.net](mailto:guye@ca.inter.net)  
or Joy Lehmann, [jlehmann@idirect.ca](mailto:jlehmann@idirect.ca)

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