

Delegate Orientation

Roles and Responsibilities:



Delegates' Code of Conduct:

Preamble: This Code is designed to ensure that Delegates represent their housing groups and the SLNA with honesty, integrity and effectiveness, both during meetings and with the community at large.

Each Delegate shall:

- Be an active member of the SLNA, remaining informed and supportive of SLNA matters, including
 - ensuring familiarity with the SLNA by-laws and mandate,
 - responding to emails as appropriate,
 - volunteering when possible,
 - attending SLNA Delegates Meetings, and
 - sharing information between their housing group and the SLNA.
- Seek to be informed and supportive of SLNA matters and be familiar with the SLNA by-laws and mandate.
- Support the diversity of our community and not discriminate based on race, gender, sexual orientation, political or religious affiliation or housing group; abide by the Ontario Human Rights Code and the Canadian Charter of Rights and Freedoms.
- Be respectful at all times of all community members, including delegates and meeting guests.
- Address concerns directly to the appropriate party/parties and ask for clarification when necessary.

Meetings of the Association are open to all. Meeting Guests are encouraged to embrace the spirit of cooperation embodied in this Code.

Delegate Responsibilities – annually, prior to the AGM.

- A. **Confirm that Association dues assessed for your building or home association are paid for the current fiscal year.**

Note that Delegates may not vote on matters that come before the Annual General Meeting unless their building's membership dues are paid for the current year.

- B. **Fill Delegate vacancies.**

If necessary consider filling any Delegate vacancies. It is recommended that member buildings appoint all of the Delegates to which they are entitled (minimum 1 / maximum 3; depending on number of units)

- C. **Confirm slate of Delegates to treasurer@slna.ca and update Delegate contact information**

This will ensure you receive information to support your role and to keep you informed of SLNA priorities and initiatives.

- D. **Indicate to the Board (board@slna.ca) any Delegate interests in serving on Committees.**

Delegate Guidelines:

A. General

- Delegates represent the priorities and interests of the building or home association that they were selected or elected to represent.
- Delegates are expected to attend SLNA monthly meetings (held at 7 p.m. on the last Wednesday of every month with the exception of August and December).
- Delegates are expected to communicate to the residents in their building/home association the key work of the SLNA and the highlights/news of interest arising from each monthly meeting and regular SLNA e-newsletters.
- Delegates should review the Association By-Laws and make themselves generally familiar with the information contained on the SLNA web site, including the Mission Statement and Areas of Strategic Focus.

B. Suggested Communication Practices:

- Share the weekly SLNA e-newsletter with your building/home association's property/admin manager as that person typically communicates with residents via email and may consider including SLNA information in regular resident emails, e.g. highlights from the SLNA monthly meeting, the SLNA newsletter, SLNA events in the community, etc.
- Connect with residents in your building/home association to ensure that you are receiving information on issues, questions or opportunities you can share at upcoming SLNA meetings.
- Establish a Facebook group for your building/home association where residents can discuss matters related to the mandate and work of SLNA (advocating for and promoting the interests and priorities of St. Lawrence neighbourhood residents – e.g. development concerns, ideas; park use, design and improvements; special events (e.g. Canada Day); health and safety, etc.
- Reach out to SLNA Board Members with questions or matters you wish to have discussed at an upcoming SLNA meeting (send email to: board@slna.ca).

C. Internal Communication:

Once nominated as a Delegate you will be asked to provide a contact email address. This email address will be added to the (internal only) SLNA Delegate mailing list. It will not be made public.

Delegate specific information from the Association will be routinely sent to you at that address. Delegates are expected monitor that address and to respond promptly to any requests for input contained in such communications.

Caution re spam:

Spam, scam and phishing emails are routinely sent to published SLNA email addresses. Although Delegate email addresses are not made public, nevertheless Delegates are expected to use extra caution when opening any email that purports to be from SLNA, the President or a Director of SLNA, particularly if they are new to

the position. In cases such as these, if the content is suspicious, beware. Check the “from” address. If unsure, delete.

SLNA is not responsible for any negative consequences for a Delegate resulting from opening or clicking links in spam, scam or phishing emails.

D. Financial expectations:

There are no financial expectations of Delegates. All payments from SLNA require the signature of two Directors. Delegates will not be asked by SLNA for financial contributions of any kind to anyone by way of e-transfer or other electronic means. Any such payments made by Delegates, in good faith, which turn out to be fraudulent, will be the responsibility of the individual Delegate, and no reimbursement will be made by the Association.

E. Delegate Resources:

1. Access to Website:

www.slna.ca

2. Links to Key Documents:

[Association By-Laws](#)

Confirmation: I have read and accept my responsibilities as outlined above, including the Delegate Code of Conduct, for as long as I remain an SLNA Delegate:

Building/Housing Association Represented

Signature

Print Name

Date

Note: Once confirmed as a new Delegate, please sign, date and return this form to slna@slna.ca