

Appendix 1 - ZONES AND CLUBS

<u>Appendix 1 - Zones &</u>	<u>Clubs</u>	Kinsmen	Kinette
A	Englehart	x	
	Kapuskasing	X	
	Kirkland Lake	X	
	Porcupine	X	
	Timmins	X	x
Algoma-Rainbow			
	Valley East		
	Sault Ste. Marie	X	
	Sudbury	X	
	Walden	X	
C	Bobcaygeon		X
	Brighton	X	
	Lindsay	X	
	Minden		
	Peterborough	X	
	Port Hope	X	X
Halton-Peel	Acton	X	X
	Brampton Bramalea	X	
	Erin Mills	X	
	Georgetown	X	
	Milton & District	X	x
	Mississauga	X	
	Streetsville	X	
Mid-Ontario	Barrie	X	
	Bolton	X	
	Bracebridge	X	
	Keswick	X	X
	Newmarket East	X	

	Gwillumbury		
	North Bay	X	
	Orangeville	X	X
	Orillia	X	
	Parry Sound	X	
	Sutton	X	X
Durham	Ajax	X	
	Bowmanville	X	X
	Oshawa	X	
	Pickering	X	X
	Port Perry	X	
	Stouffville	X	
	Uxbridge	X	
	Whitby	X	X

1947-1948	Russ Tompkins	Kirkland Lake		
1948-1949	George Budreo	Toronto		
1949-1950	Monty Kaye	Matheson		
1950-1951	Harry McLean	Toronto		
1951-1952	Chris Murphy	Val D'Or-Bourlamaque		
1952-1953	Norm Whitney	Toronto-West		
1953-1954	Jack Weatherwax	Kirkland Lake		
1954-1955	Jerry Connolly	Lindsay		
1955-1956	Monty Cranfield	Oshawa		
1956-1957	Hap Lowe	Barrie		
1957-1958	Chic St. Croix	Kapuskasing		
1958-1959	Walter Bellian	Brampton		
1959-1960	Jack Gleeson	Lindsay		
1960-1961	Dave Dunn	Toronto-West		
1961-1962	Stan Roumbanis	North Bay		
1962-1963	Bob Luke	Sutton West		
1963-1964	Jake Brown	Bowmanville		
1964-1965	Jim Gartshore	Whitby		
1965-1966	Jack Delaney	South Peel		
1966-1967	Jim Poulos	Humber Valley		
1967-1968	Clark Pepper	Timmins		
1968-1969	Ian McClure	North York	Faye Weiss	North York
1969-1970	Frank Guy	Port Hope	Terry Pidgeon	Oshawa
1970-1971	Jim Vair	Humber Valley	Carol Westrop	West Hill
1971-1972	Rae Hunt	Orillia	Marion Carter	Barrie
1972-1973	Clare Hewson	Whitby	Dorothy Tyrell	Oshawa
1973-1974	Byrne Graham	North Bay	Anne Bowes	Englehart
1974-1975	Don Masterson	Bowmanville	Connie Wiseman	Bowmanville
1975-1976	Bob Holmes	Streetsville	Diane Hunter	Brampton
1976-1977	Walter Sweet	Oshawa	Carol Fisher	Oshawa
1977-1978	John Murphy	Timmins	Joelle Toal	Kapuskasing
1978-1979	Bruce Glass	Lindsay	Pat Clarke	Lindsay

Appendix 10 - Harassment in Kin

The Canadian Human Rights Commission has defined harassment as;

“Any unwanted physical or verbal conduct that offends or humiliates you”

Harassment involving a member, guest or end user will not be tolerated.

Harassment is a form of discrimination and human rights law prohibits discrimination on the basis of;

Race

Sex

Colour

Handicap or perceived handicap

Ancestry

Sexual orientation

Record of offence

Place of origin

Age

Ethnic origin

Marital status

Citizenship

Family status

Creed (religion)

Sexual harassment is a special kind of harassment involving conduct of a sexual nature;

Unwelcome physical contact, such as pinching, hugging, brushing up against, or patting

Unwelcome sexual requests, remarks or jokes

Sexually suggestive remarks, gestures, posters or photos

Leering or whistling

Sexual assault

Examples of harassment

Verbal threats, intimidation or abuse

Unwelcome remarks or jokes about subjects like race, religion, disability or age

The display of racist or other offensive pictures or posters in emails and/or bulletins

Consistent subjugation of an individual to practical jokes, or ridicule where the circumstances indicate that this treatment is motivated by a characteristic under human rights law

Harassment can also be inflicted by

Co workers

Customers

Business associates

Anyone connected with community

While humour is a normal part of every day life it can have a very positive effect, but it can also be used to degrade or insult.

If behaviour is unwelcome it is harassing

If a person after being informed persists in behaviour that is unwelcome that person is engaging in harassment

Defining a Kin Function

This includes not only the physical site but also other locations associated with the Kin organization including

Social gatherings, conferences, training sessions, travel, visitations, telephone calls, and emails

All places and occasions where people are gathered together for the good of \kin

A person faced with harassment should consider taking the following steps

Let the harasser know that the behaviour is unwelcome and make it clear that the behaviour must stop.

Document the incident related to the harassment record who, where, when, how and names of witnesses.

If the harassment does not stop, bring it to the attention of your club president or person of authority.

District 8 Kin take harassment complaints seriously. Complaints of harassment at Kin activities will be investigated by one of the District 8 executive and reported to the executive director for necessary follow up.

Unsubstantiated complaints will result in action by the association

Appendix 11 - Mentoring

Successful mentoring depends upon a combination of factors. The mentor needs to have the appropriate expertise, knowledge and experience to be able to assist in developing the member's skills.

The nature and quality of the communication by the mentor is vitally important because it is often the key to the direction of the mentee's development.

The role of the mentor:

Gives information

Summarizes discussions

Seeks information

Suggests ideals

Elicits ideals

Adds to or challenges the mentees ideals

Match mentors to mentees

Match people who are similar in personality

Avoid putting a shy quiet type with an outgoing boisterous person

Be aware of geographic limitations and time constraints

Partner them up at as many functions as possible

Appendix 12 - Training

District Eight Training Outline

Training

- 1) Kin Colleges
- 2) FLC
- 3) Visitations where invited
- 4) District Convention
- 5) Presidents Training Sessions

Kin Colleges/DG Visits

- Return Club executives training sessions to Zone level.
- DG responsible.
- At installation a handout of the job guideline for each position.
- On 1st official visit, do a brief review of concerns and paperwork.

FLC

- 1 session on mandatory Club paperwork.
- National Annual reporting form.
- Form 1 (Incorporation Papers)

- Insurance Form.
- Budgets.
- Financial Statements.

District Convention

- How to run a controlled, professional meeting
- Mock Demo's of the meeting with difference scenarios.
- Demonstrate proper protocol. "The Power of the Gavel".

Preterm/Midterm

- Running a professional Spring Conference.
- Rules of Order.

Motions / Resolutions

The District By-Laws

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