

Summary of What to Do for Meetings

- Materials for RNAO members are available online (backgrounders, sample meeting agenda, recorder sheets, evaluation form, tips for meeting with MPPs)
- Packages for MPPs will be sent directly by Home Office to the MPP
- Arrange to meet with your group before your scheduled meeting (by email, teleconference or face-to-face) so you can determine who will be responsible for what parts of the meeting (chair, recorder, who will do which issue). Even meeting for ten minutes right before the meeting is helpful.
- Ensure you know where you are going before the day of the meeting
- Ensure you have a telephone number for the MPP's office in the event of an emergency which will make you late or unable to attend.
- Ensure you have contact information for other RNAO participants in the event something happens and you will be late or unable to attend.
- Arrange to meet offsite after the meeting to exchange views, concerns, information which should be provided to Home Office and determine who will be responsible for that.
- Have fun!!

Responsibilities of the Chair

The role of the Chair is to:

- Oversee and manage the meeting.
- Get the group to the meeting at the appointed time.
- Introduce the group (name, role with RNAO if any—Board, Chapter, Interest group member, student and/or constituent of the MPP)
- Keep the discussion on track.
- Close the meeting and:
 - Identify any follow-up issues
 - Thank MPP / seek permission to take group photo
 - Invite MPP to participate in Annual Queen's Park Day on February 22, 2018

Responsibilities of the Recorder

The role of the recorder is to:

- Record the MPP's answers to issues on the recorder sheet provided.
- Note requests for follow up materials.
- Send recorder sheets and any requests for additional information to the Policy Department Coordinator – pgbatten@RNAO.ca

Dos and Don'ts for Queen's Park on the Road Meetings

Dos:

- Ministers are always referred to as Minister unless they indicate otherwise
- Refer to MPPs as Mr. or Ms. unless they indicate otherwise
- Be punctual. Start and end the meeting at the appointed time.
- Be focused. The key to an effective experience is to stay on topic and do your best to ensure the MPP does too.
- Use personal examples from your work or community to support the key messages RNAO is trying to deliver in the meeting.
- Ask the key questions from the briefing notes before you deal with other matters.
- Remember, politicians value and appreciate your knowledge and experience as a nurse. Be confident in your ability to use personal and work narratives to make your point about nursing, health care, poverty, housing, etc.

Don'ts:

- Being late for the meeting—even if the MPP does not start on time.
- Speaking for so long that there is no time left for questions.
- Speaking negatively about the previous or current government.
- Contradicting RNAO's positions.
- Saying, in response to a question, "I don't know." Instead, tell the MPP, "I will get back to you with details as soon as possible."
- Any reference to your own political party membership (if any). RNAO is a non-partisan organization that works with MPPs from all political parties.

Recorder Sheet for Queen's Park on the Road Meeting

Name of MPP:

Date:

Location of Meeting:

Name/title of any other MPP staff in meeting:

Name of recorder:

Names of other RNAO members in meeting:

Response to Issue #1:

Response to Issue #2:

Response to Issue #3:

QPOR Checklist

Request made to take a picture?

Approval received to post any photo(s) taken on RNAO's website?

Is there anything RNAO home office or the local region / chapter needs to do for follow up?

What is the follow up required?

Complete this form and send to pgbatten@rnao.ca.

Thank you!

Sample agenda for QPOR meeting with MPP

***RNAO members should meet 15 minutes prior to scheduled start time

1:00 p.m.	Thank MPP for meeting Introduction of RNAO members Thank MPP for past support of RNAO events (specifics if any)	Chair
1:05 p.m.	Highlight key issues to be addressed (Need to confirm key messages with RNAO team)	Chair
1:10 p.m.	Reinforcement of key messages Specific/personal examples of workplace/community (confirm order/prepare and practice remarks before)	Nurses
1:35 p.m.	Ask questions to MPP using RNAO list from backgrounders Record answers/comments/questions from MPP	Chair/Team recorder
2:00 p.m.	Conclusion – thank MPP for meeting Ask permission and take group photo	Chair
2:05 p.m.	Debrief at a separate location to co-ordinate document observations of MPP responses	Chair

***Highlight any disagreement with platform (if any)
Clarify and confirm MPP's request for information (if any)
Confirm who is following up with Home Office/MPP

Send recorder sheet, photos, and any other information to pgbatten@RNAO.ca.