

*Canadian Association of Nurses in AIDS Care
(CANAC/ACIIS)*

BOARD POLICIES AND PROCEDURES

Reviewed and Revised October 2014

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A. Overview

The policy development and approval process, as carried out by the Board, or such Board members as may be delegated, includes the following steps:

- draft policy is submitted to the President for consideration as an agenda item at the next regular Board meeting
- review and discussion of the draft at any Board meeting
- final draft is approved by simple majority.

POLICY#	A-1	CATEGORY:	General
ISSUED BY:	Board of Directors, 2013	APPROVED BY:	Board of Directors
APPROVAL DATE:	April 2013	LAST REVISION:	April 2013

Professional Conduct

All CANAC members have the right to be treated politely, with respect, courtesy, and honesty; they therefore have a duty to treat others the same way. These expectations apply to all CANAC members and volunteers, including members of the Board.

CANAC is committed to providing an organizational environment that fosters mutual cooperation, understanding and respect. We are committed to preventing behaviours that undermine the dignity and self-esteem of any individual, or that create an intimidating, hostile or offensive environment. All CANAC members and volunteers share responsibility for contributing to an environment of mutual trust and respect.

All CANAC members should respect expectations of civil behaviour and requirements of professional practice. All members have a responsibility to conduct themselves in a manner that is compatible and consistent with the role of the nurse.

Effective communication, regardless of medium, is an essential skill for all CANAC members. To aid positive and effective communication, the following behaviours should be respected:

In-person and telephonic communication

- Use a respectful tone of voice;
- Listen to what the other person is saying;
- End the conversation politely;
- Avoid shouting, swearing, threatening, or using derogatory terms to the other person or about others;

Electronic and other written communication

- Use both a greeting and closing for e-mail messages;
- Do not respond immediately to correspondence if you are upset, but wait to calm down;
- Consider how your choice of words might be misinterpreted by others;
- Before sending, ensure the message is clear and the language is respectful to the recipients;
- Only copy people who need to know the information in the correspondence;
- Remember that e-mails and other written documentation can be requested by participants in disputes, -so consider what third parties might think of your messages.

Consequences of not respecting these guidelines

Failure to adhere to the guidelines for professional communication may have consequences for members and volunteers. These consequences may range from written admonitions or letters of expectation from the Board, up to expulsion from the organization, at the discretion of the Board. Board members may not be involved in proceedings involving their own conduct.

Adapted version of the Guidelines for Professional Conduct, School of Nursing, University of Ottawa (2010).

POLICY#	A-2	CATEGORY:	General
ISSUED BY:	Board of Directors, 2002	APPROVED BY:	Board of Directors
APPROVAL DATE:	February 2006	LAST REVISION:	April 2013

Conference Planning

It is a Board responsibility to develop and update a Conference Planning Resource Manual that will be used to assist the Conference Planning committee.

The Conference committee is responsible for the overall planning, development, organization, implementation and evaluation of the annual CANAC/ACIIS conference.

A standing committee comprising of the President, Treasurer, Regional Representative of the region hosting the conference and CANAC Administrative Assistant form the basis of the Conference planning committee. Additional members from the region hosting the conference will be invited to join the committee to assist with planning and delivery of the conference.

the conference committee is responsible for the action and reporting to the Board:

- Budget preparation for approval by the Board
- Reporting to the Treasurer of all revenues and expenses
- Fundraising and securing sponsorship
- Content approval/Program development/ abstract review
- Overseeing registration and on-site conference management
- Arranging publicity/media and special events
- Submitting updates to the Communications Committee for social media
- Ensuring social media updates daily throughout the conference
- Careful review of evaluation feedback

Information from Conference planning committees will be handed over to the following year's planning committee as part of the update of the conference manual.

The Conference Liaison will provide the Board with feedback and evaluation concerning the conference and future conference planning, and recommend changes to the Conference Planning Resource Manual.

Conference Registration is managed through the CANAC Gift Tool Registration System, which is maintained by the CANAC Administrative Assistant. Conference Committee Chair will be provided with access information for the duration of the planning phase.

Scholarships

Scholarships are awarded annually via a scholarship draw, depending on the receipt of external sponsorship/funding or a decision by the Board to fund scholarships, made at the Fall Board Meeting.

The following process will be followed for the administration of Conference Scholarships:

- Confirmation by the Board at the Fall meeting of how many CANAC sponsorships will be awarded with the standard being 1 (one) per Region
- Application to external funders in the Fall prior to conference to secure funding
- Call to members in February of conference year asking for email submissions to the CANAC Administrative Assistant by March 1st
- CANAC Administrative Assistant will provide the Conference Committee with a completed list of scholarship applications by March 6th
- Conference Committee completes a draw and informs the CANAC Administrative Assistant of winning members
- Members will be contacted by email with a response required by March 15th
- Should there be no response or a scholar declines the award, a re-draw will be made from remaining applications until a replacement is found
- CANAC Administrative Assistant is responsible for ensuring scholarship winners are registered, accommodation and travel are booked using the CANAC Air Canada Preferred Partner booking system for flights
- Reporting to the Treasurer of all revenues and expenses

POLICY# **A-3**

CATEGORY: General

ISSUED BY: Board of Directors, 2002

APPROVED BY: Board of Directors

APPROVAL DATE: February 2006

LAST REVISION: April 2013

Confidentiality

The identity of Board and committee members shall be made available to the general public.

Information available to Board members through the day-to-day business of CANAC regarding the financial, legal or personal matters of CANAC; its members and contractors; and other agencies/organizations or individuals, with whom CANAC does business, is considered confidential. Such information may only be disclosed with the permission of the individual/organization for the purpose of doing business.

Members' personal information is not made available to the general public without their expressed written consent.

Elected directors will be required to sign an Oath of Confidentiality and a Consent to Serve form upon election to the Board and annually. Contractors with access to membership and day-to-day business information will be required to sign an Oath of Confidentiality upon hire and annually.

Members who do not hold a Board Director position are not permitted access to CANAC confidential email accounts, registration systems or databases. The Chair of the Conference Planning committee will be provided with access to the Conference Registration system for the duration of conference planning, under the direction of the CANAC Administrative Assistant.

(See Policy# B-2 Mailing Lists)

POLICY# A-4

CATEGORY: General

ISSUED BY: Board of Directors, 2000

APPROVED BY: Board of Directors

APPROVAL DATE: February 2006

LAST REVISION: November 2006

Conflict of Interest

Definition

Conflict of interest occurs when a director or committee member participates in discussions or decision-making about a matter that may benefit that director or committee member, regardless of the size of the benefit. Such conflict would result in direct or indirect benefit to the director/member or any other organization with which the director/member may be affiliated, or someone with whom the director/member has a close personal relationship.

Policy

Where a potential or actual conflict of interest arises for the Board of Directors, Board committee, working group, project task force, or other levels of the Association, directors/members are expected to declare such conflict.

Directors/members must refrain from participation in activities that place them in potentially conflicting situations as a result of their relationships with funders, donors, employees, volunteers, and members of the Association or other Board members.

Procedure

1. A member may declare a conflict or potential conflict of interest prior to or during a Board, committee, work group or task force meeting.
2. A member with a conflict of interest on a matter before the Board, committee, working group or task force, shall be excused from discussion or voting or both. The President or Committee Chair will decide whether the member is required to absent him/herself during discussions related to the conflict.
3. Conflict of interest declarations and abstentions shall be recorded in the minutes.
4. If, prior to a Board, committee, working group or task force meeting, a member believes that another member may have a conflict of interest, he or she shall raise the issue with the President or committee Chair or his/her designate as early as possible

Conflict of Interest Policy A-4 continued/

prior to the meeting. The President/Chair shall discuss the matter with the member named, and shall ask that member to declare or to refuse to declare a conflict of interest.

5. If, during a meeting, a member believes that another member may have a conflict of interest, that member may ask the President/Chair to ask another member to declare or refuse to declare a conflict of interest. All discussion of the issue will be deferred until such declaration is made. All such discussions shall be duly recorded in the minutes.
6. Where a member fails or refuses to declare a conflict of interest, the President/Chair shall call for a motion declaring that the member is in a conflict of interest.
7. In the case that the President/Chair is in the position of a perceived conflict of interest, all procedures will be directed to the President-elect or Past president, or co-chair.
8. Failure to declare a conflict of interest is grounds for removal from the Board/committee.

POLICY# A-5

CATEGORY: General

ISSUED BY: Board of Directors, 2002

APPROVED BY: Board of Directors

APPROVAL DATE: November 2011

LAST REVISION: November 2011

Information Archives

The CANAC Board will endeavour to preserve historical information about the Association in a central, consistent location.

Historical information includes:

- Minutes of all Board Meetings
- Audited financial statements
- Conference Programs
- Newsletters / E-Updates or other electronically developed material
- Publications
- Photos
- Merchandise

The Board secretary has primary responsibility for ensuring that the current year's information is gathered and organized on an annual basis. Information will be forwarded to the Secretary or delegate for storage/safekeeping. The Administrative Coordinator under the authority of the Board Secretary maintains the CANAC archives.

POLICY# A-6

CATEGORY: General

ISSUED BY: Board of Directors, 2002

APPROVED BY: Board of Directors, 2002

APPROVAL DATE: February 2006

LAST REVISION: November 2006

Official CANAC Representation

In accordance with the mission of CANAC/ACIIS the association will seek official representation on appropriate external committees and related conferences/workshops.

Where there is an opportunity (or invitation) for CANAC representation, the Board will determine if it is appropriate.

Representatives shall:

- Be appointed and approved by the Board.
- Have relevant experience, knowledge of CANAC policies, interest and availability
- Be a member of the Board. If no Board member is available a member of the organization with appropriate skills and interest may be chosen and appointed through a process of calling for volunteers and the Board will choose the most appropriate person.
- Represent the policies of CANAC/ACIIS and make regular reports to the Board of Directors.
- Provide copies of related files to the Secretary of the Board or delegate on completion of the project/activity or when a new representative is chosen
- Upon endorsement by the Board and where the sponsoring agency does not fully cover costs, receive reimbursement for any appropriate travel or business expenses that are incurred (see policy C-2, Claiming Expenses). All such expenses shall be pre-approved by the Board.
- Where a monetary honorarium or stipend is offered to a Board member, donate it back to the Association.

POLICY# A-7

CATEGORY: General

ISSUED BY: Board of Directors, 2002

APPROVED BY: Board of Directors

APPROVAL DATE: November 2011

LAST REVISION: November 2011

Position Statements

The CANAC annual planning process will include a plan for the development of new position statements. A general review and revision of existing Position Statements will occur every 3-5 years or as needed.

Members are encouraged to submit proposals for Position Papers / Statements to the Board at any time. Upon approval of the Board, an ad-hoc committee of both Board and non-Board members carries out such development.

Process for development includes:

- thorough literature review and environmental scan
- consultation with active CANAC members or other relevant stakeholders
- submission of draft Position statements to the President or delegate for review
- review and discussion by the Board
- revisions/edits discussed with ad-hoc-committee
- endorsement/approval by general membership at AGM or electronically as required

The framework/template for Position Statements is the following:

- printed on CANAC/ACIIS letterhead
- available in both official languages
- headings to include
 - Background of issue
 - Position
 - References

POLICY# A-8

CATEGORY: General

ISSUED BY: Board of Directors, 2002

APPROVED BY: Board of Directors,

APPROVAL DATE: February 2006

LAST REVISION: November 2006

Program/Product Endorsement

CANAC does not endorse the publications, products or programs of other organizations unless there has been a careful review by the Board of Directors or one of its committees.

Endorsement of publications, products or programs shall be based on the following criteria:

- The publication, product or program has a mission and values consistent with CANAC's
- CANAC assumes no share in the cost of development, production, or dissemination of the publication, product or program

Endorsement is not implied where the Association advertises the publications, products or programs of other organizations. Disclaimers shall appear in the advertisement.

Samples:

A) Dear CANAC member,

This survey is being circulated to CANAC members on behalf of *Organization*. Inclusion of CANAC members in surveys of this type is a value-added aspect of membership. Membership records and/or contact information have not been provided to *Organization*. If you do not wish to participate in this survey or receive further mailings of this type, please contact your regional representative *name and e-mail* or the administrative coordinator *name and e-mail*.

B) Dear CANAC member,

This information was received by CANAC from *Organization* and is being distributed to all CANAC members as a value-added aspect of membership. Membership records and/or contact information have not been provided to *Organization*. The goals and values of *Organization/this event* are consistent with CANAC mission and values however CANAC takes no responsibility for the accuracy of the information presented. If

you do not wish to receive further mailings of this type, please contact your regional representative *name and e-mail* or the administrative coordinator *name and e-mail*.

POLICY# A-9

CATEGORY: General

ISSUED BY: Board of Directors, 2002

APPROVED BY: Board of Directors

APPROVAL DATE: April 2006

LAST REVISION: April 2013

Conferences

The CANAC/ACIIS conference will occur annually, where resources permit. The Board is responsible for selecting the conference site two years in advance.

The following criteria will be considered:

- historical pattern of regional rotation
- interest and resources available
- feasibility and costs
- potential of competing/collaborating events

The Conference Resource manual is provided to Conference planning committees. Suggestions for revisions and updates to the manual are submitted in the post-conference report via the Conference Liaison to the Board for approval.

The Conference committee is responsible for the overall planning, development, organization, implementation and evaluation of the CANAC/ACIIS conference.

The initial conference budget must be submitted for the Board's approval. Budget revisions and updates are reported to the Board via the Conference Liaison.

The Conference planning committee will seek the advice, support and experience of the Board and/or previous conference planning committees when necessary.

The CANAC Treasurer will assume responsibility for management of the Conference Account, with the support of the Chair of the Conference Committee. Dual accounting using the CANAC standard of book keeping will be maintained by the Treasurer.

POLICY# A-9.1

CATEGORY: General

ISSUED BY: Board of Directors, 2002

APPROVED BY: Board of Directors

APPROVAL DATE: November 2011

LAST REVISION: November 2011

Conference Registrations

Each year the CANAC/ACIIS board offers complimentary conference registrations to:

- The CANAC Board
- ANAC representatives (2)
- CANAC members as Regional winners (5)
- Other individuals as determined by the board (special guests)

As these registrations are initiated by the Board, registration costs for the above will be reimbursed to the Conference committee by the Association at the early registration rate for members.

POLICY# A-10

CATEGORY: General

ISSUED BY: Board of Directors, 2007

APPROVED BY: Board of Directors

APPROVAL DATE: November 2011

LAST REVISION: November 2011

Strategic Plan

The Strategic Plan is completed every four years and is the foundation for the activities of the association by which the Board of Directors can determine that their actions are both achievable and responsive to the needs of the members.

The Strategic Plan follows a four year timeline and includes activities by which the association will achieve its ends. The Strategic Plan and activities included therein should be considered a statement of the core objectives of the association and the basis for future strategic planning.

In accordance with the principles of good governance the President will ensure a biennial review of the activities of the Association in the second year of his/her term.

The President, in consultation with the board, the membership and other stakeholders as appropriate, will develop and/or revise strategic goals that represent the objectives of the Association. The Strategic Plan shall be consistent with the Mission and Core Values of CANAC/ACIIS.

POLICY# B-1

CATEGORY: Communications

ISSUED BY: Board of Directors, 2002

APPROVED BY: Board of Directors

APPROVAL DATE: April 2002

LAST REVISION: August 2004

Logo/Letterhead

The use of the CANAC/ACIIS Logo implies official representation and is therefore restricted to members of the Board and Chairs of CANAC/ACIIS committees. This includes use of the logo, letterhead and/or banner. Other members of the Association who wish to make use of the logo, letterhead or banner shall make requests to the President or Secretary of the Board.

All written communication regarding or seeking funding from with private and public sector stakeholders will be on official letterhead and under the signature of one of the Executive members of the Board or Committee chair (with prior approval of the board).

POLICY# B-2

CATEGORY: Communications

ISSUED BY: Board of Directors, 2002

APPROVED BY: Board of Directors, 2002

APPROVAL DATE: November 2011

LAST REVISION: November 2011

Mailing List/Labels

External groups or individuals may distribute information/surveys etc. to the membership through CANAC if the following criteria are met:

- The request is submitted in writing to the CANAC/ACIIS secretary through the Administrative Assistant
- The identity of the end-user and purpose for which the mailing will be used are clearly identified
- Copies of all materials to be mailed to individuals whose names appear on the labels are submitted with the request
- The materials and the purpose for use of the labels are consistent with CANAC's mission
- The requesting group or individual to provide pre-packaged and stamped envelopes for distribution by the Administrative Assistant
- The requestor pays the established fee (\$50)
- Any reference to CANAC/ACIIS must be accompanied by the words "use of the CANAC name does not imply any endorsement"
- Requests from nurse researchers will include IRB or equivalent approval and a copy of the research consent form

Membership mailing lists/labels are not provided to outside agencies and NO electronic data format shall be issued. Distribution of mailings on behalf of external groups or individuals is done through CANAC.

Members will be asked for written consent (membership application form) prior to the release of any information.

(Procedure follows)

Mailing List/Labels Policy B-2 continued/

Procedure

1. Individuals or groups who wish to obtain the CANAC/ACIIS mailing list/labels will make requests in writing to the CANAC Secretary/Administrative assistant, using the appropriate form (downloaded from CANAC/ACIIS website)
2. Requestors will be informed of this policy and instructed to submit requests in writing, accompanied by all required materials and appropriate payment.
3. The CANAC secretary will evaluate the request using the above criteria. If all criteria are met, the mailing will be arranged through the Administrative assistant.
4. In cases where it is unclear whether the request meets all criteria, the request and all supporting material will be submitted to the Board for approval or disapproval.
5. The CANAC secretary will ensure that copies of all approved mailing requests are retained and advise the Board at the next regular Board meeting.

POLICY# B-3

CATEGORY: Communications

ISSUED BY: Board of Directors, 2002

APPROVED BY: Board of Directors, 2002

APPROVAL DATE: November 2011

LAST REVISION: November 2011

Translation

All nation-wide communication with the membership (written and electronic) will be available in English and French.

This includes:

- Connections Newsletter
- Publications
- Website content
- Mail-outs
- Conference materials as agreed by the Board
- Annual reports
- Online Social Networking example: Facebook

Regional newsletters and general communication are exempted from this policy.

The working language of the Board will be English. Minutes of Board and committee meetings will be recorded in English and be provided in French if requested by members.

POLICY# B-4

CATEGORY: Communications

ISSUED BY: Board of Directors, 2002

APPROVED BY: Board of Directors, 2002

ISSUE DATE: November 2011

LAST REVISION: November 2011

Website

The Board will appoint a web-master and assume responsibility for renewal of the webmaster's contract.

The intent of materials posted on the CANAC/ACIIS website must meet criteria established by the Board of Directors.

The Chair of the Communications Committee or delegate, will monitor the website and ensure that publication criteria are met and current information is posted/maintained. The Chair of the Communications Committee or delegate will ensure that website and Facebook postings and communication are completed simultaneously in both English and French.

The Administrative assistant shall assume responsibility for maintaining registration of the website domain.

Procedure:

1. The CANAC/ACIIS web-master will be advised of necessary updates and be provided with electronic versions of materials for publication.
2. The web-master will notify the Administrative assistant when updates have occurred.
3. The web-master will submit invoices directly to the Board Treasurer.
4. The Administrative assistant will submit invoices for website registration directly to the Board Treasurer.

POLICY# C-1

CATEGORY: Finance

ISSUED BY: CANAC Treasurer, 2002

APPROVED BY: Board of
Directors, 2002

APPROVAL DATE: April 2002

LAST REVISION: April 2013

Book keeping

CANAC/ACIIS's fiscal year runs from November 1st to October 31st.

The CANAC Treasurer assumes responsibility for establishing and maintaining accurate financial records of all Board financial transactions for both the primary CANAC Association bank account and the Conference bank account.

Expense claims and all revenue are to be submitted to the Board or Conference Treasurer in a timely manner.

The Conference Committee Chair is responsible for submitting invoices for payment in a timely manner to the Treasurer. Conference accounting will be maintained by the Treasurer using a dual system which shall include:

- bank statements
- deposit book
- cheque stubs (or cheques which have cleared the account) and
- Original receipts and invoices.

Within two months of the fiscal year-end, the Board Treasurer will reconcile the account(s) of the Association and submit financial information to the Association's Accountant.

All financial records are to be maintained by the Association for a period of seven (7) years. The Treasurer may keep copies of financial records for a period of seven years (7) should he/she deem it necessary however original documents are the property of the Association.

POLICY# C-2

CATEGORY: Finance

ISSUED BY: CANAC Treasurer, 2002

APPROVED BY: Board of Directors

APPROVAL DATE: November 2008

LAST REVISION: November 2008

Claiming Expenses

PURPOSE

Fiscal accountability is a core value of the Association. All Board members as well as members of Board committees will adhere to the following guidelines and procedures in claiming expenses.

POLICY

Travel

All expenses will be paid in Canadian dollars. The Bank of Canada Exchange rate on the day that expenses are reimbursed will be used where conversion to Canadian dollars is required.

Mileage will be reimbursed at the rate of \$0.51 per kilometre (as per Revenue Canada Mileage Allowance Rates 2013).

Economy airfare and ground transportation (taxi) will be reimbursed in full upon provision of receipts.

When meals are not provided, a per diem rate of \$55 per day will be provided based on the following recommendations:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$30.00

Board members and board committee members who arrange accommodations with family/friends while traveling on Association business may claim an expense amount of \$55.00 per day as billeting expense.

CANAC/ACIIS does not pay for alcohol or alcoholic beverages unless prior approval of the President is arranged. Personal and entertainment expenses will not be reimbursed.

Continued next page

Receipts for meals are encouraged (for GST rebate) but not mandatory.

Claiming Expenses Policy C-2 continued/

Standard hotel accommodations will be reimbursed upon provision of receipts. Amenities such as personal phone calls, in-room movies, room service or mini-bar charges will not be reimbursed.

Association Business

Board and committee members may submit claims for expenses incurred while conducting Association business. These claims may include postage, phone charges, office supplies, printing, etc.

Any individual item which exceeds \$55.00 must be pre-approved or authorized by the President or Treasurer of the Association

PROCEDURE

Expense claims are submitted to the Treasurer using the CANAC/ACIIS Expense Claim Form.

Original receipts or invoices are to be attached to the claim form.

The treasurer will issue cheques within two (2) weeks.

The treasurer will record disbursements and maintain claim forms and receipts/invoices for bookkeeping purposes.

POLICY# C-3

CATEGORY: Finance

ISSUED BY: CANAC Treasurer, 2002

APPROVED BY: Board of Directors

APPROVAL DATE: April 2002

LAST REVISION: April 2013

External Reviews/Audits

The Association shall have an annual external review (Expert Opinion) by an appointed Chartered Accountant.

At the Annual General Meeting, the Treasurer calls for a motion to appoint/re-appoint the Chartered Accountant.

The Treasurer assumes responsibility for submitting records of financial transactions to the accountant by January 1st. This submission shall include:

- bank statements
- investment statements
- bookkeeping records (computerized or manual)
- a draft financial statement which groups revenues and expenses
- a reconciliation of bank accounts

The accountant will prepare financial statements which will include a Balance Sheet and Statement of Revenue and Expenses, which subsequently are reviewed and approved by the Board and General Membership.

The accountant will prepare the Association's Charitable tax return and submit this to the Treasurer, who assumes responsibility for filing the return with Revenue Canada by April 30th.

POLICY# C-4

CATEGORY: Finance

ISSUED BY: CANAC Treasurer, 2002

APPROVED BY: Board of Directors

APPROVAL DATE: April 2006

LAST REVISION: April 2006

Financial Reports

The Treasurer provides regular financial reports to the Board at each Board meeting. This report shall include:

- the Association's financial standing
- any financial, investment or banking issues

Written reports are submitted to the full board twice annually; at the fall Board meeting and at the Board meeting that coincides with the Conference/AGM.

An annual report will be submitted to the membership at the Annual General Meeting.

Annually, financial reports will be included in the Association's newsletter.

POLICY# C-5

CATEGORY: Finance

ISSUED BY: CANAC Treasurer, 2002

APPROVED BY: Board of Directors

APPROVAL DATE: April 2002

LAST REVISION: April 2013

Investments

For the purposes of managing investment risk and to optimize investment returns within acceptable risk parameters, funds of the Association will be divided into two separate investment pools. The process for determining the dollar amount in each pool is recommended by the Association's Accountant and approved by the Board on an annual basis.

Operating Fund

The Board will maintain an Operating Fund in the form of an Interest-bearing Chequing Account at a Canadian Chartered Bank, to be determined by the Board.

The Operating Fund shall contain a sufficient balance to meet the financial obligations of the Association. On an annual basis, the Treasurer will consult with the Accountant to recommend the dollar amount to be placed in the Operating Fund. This recommendation shall be reviewed and approved by the Board.

Short-Term Investments

Where there are sufficient operating dollars, funds will be invested in a Short-term reserve fund, in the form of Government Bonds, Money Market or Mutual Funds.

The CANAC Treasurer or a qualified individual (e.g. Chartered Financial Planner) as appointed by the Board of Directors, shall be authorized to invest the CANAC/ACIIS short-term reserve fund. All investments for periods beyond 12 months are to be approved by the Board of Directors. Financial reporting shall include a schedule of investments and current yield, if requested.

POLICY# C-6

CATEGORY: Finance

ISSUED BY: CANAC Treasurer, 2002

APPROVED BY: Board of Directors

APPROVAL DATE: April 2002

LAST REVISION: 23 April 2014

Liability Insurance

The CANAC Board will retain basic liability insurance as follows:

- \$1,000,000 limit per claim
- \$1,000,000 annual aggregate

NOTE: this reflects current minimal amounts based on insurer.

The Treasurer is responsible for securing and maintaining Board insurance.

POLICY# C-8

CATEGORY: Finance

ISSUED BY: CANAC Treasurer, 2002

APPROVED BY: Board of Directors

APPROVAL DATE: April 2006

LAST REVISION: April 2006

Returned Cheque Policy

In the event that a members' cheque for payment of membership fees is returned to the Association marked by a bank as "insufficient funds" the membership will be immediately suspended.

The Administrative assistant will notify the member, via e-mail or in writing, that until payment is received all membership privileges will be suspended and membership will be revoked if payment is not received within one month.

If payment is not received within the stated timeline the Administrative assistant will notify the Secretary and the member via e-mail or in writing that membership has been revoked.

POLICY# C-9

CATEGORY: Finance

ISSUED BY: CANAC Treasurer, 2002

APPROVED BY: Board of Directors

APPROVAL DATE: April 2006

LAST REVISION: April 2013

Signing Officers

The President and Treasurer are co-signatories for the Board's financial transactions. Alternate signatories may also be assigned from the Executive committee, in the event that the President or Treasurer is unable to fulfil this obligation at any point during his/her term.

The Treasurer is responsible for establishing banking arrangements and obtaining signatures and other personal information as required by the bank.

The Chair of the Conference Planning Committee must also follow the policy of co-signatures (see policy A-8)

POLICY# C-10

CATEGORY: Finance

ISSUED BY: Board of Directors 2010

APPROVED BY: Board of Directors 2010

APPROVAL DATE: November 2010

LAST REVISION: April 2013

Legacy Fund

The purpose of the Legacy Fund is to promote activities across the Regions, utilizing any profit incurred at the National CANAC Conference. Activities are limited to those which support capacity building in HIV knowledge, skills and care and Knowledge Transfer within regions.

Knowledge Transfer – CANAC / ACIIS defines this as the activity of sharing information and skills across the association and assisting practitioners to apply learning and theory to their practice in HIV/AIDS nursing.

Capacity Building – CANAC / ACIIS defines this as activities which strengthen the knowledge, abilities, skills and behaviors of nurses in HIV/AIDS care and improvement of the institutional structures and process in organizations and national policy in a sustainable manner, in order to improve the quality of life and care for people living with HIV/AIDS.

See Appendix C for further details.

Accounting Process:

Following the closure of the annual conference account, the Regional Board Representative and / or the Conference Treasurer responsible for the Conference funds, will forward to the CANAC Treasurer all completed accounts for the conference, along with the profits made during the conference period.

A line item “Legacy Fund” will be created in the CANAC accounts and a “Cost Centre” created for each region.

Funding formula:

- 50% of conference profit will be retained in the main CANAC account
- 50% of the conference profit will be shared equally between all regions.

Disbursement of Funds:

Regional Board Representative completes Application for Legacy Fund Form (Appendix A) and forwards to the Board for approval.

Following Board approval of planned activity, Treasurer will supply cheque for requested amount to the Regional Board Representative and record in the Cost Centre for the appropriate region.

Following completion of the planned regional event, the Regional Board Representative will forward all receipts to the CANAC Treasurer for accounting purposes and a completed "Event Evaluation" form (Appendix B) for addition to the archival records.

The following criteria must be met by each application:

- Applicant must be a current CANAC member
- Initiative must be approved by the Board
- Initiative must comply with CANAC mission statement
- All CANAC fiscal policies and procedures must be followed
- Must state purpose, identify audience, list other sponsorship, date and venue

Once the funds from a region are used, CANAC will not be responsible for providing additional funds for that current fiscal year.

This fund is contingent on the previous year's conference having a profit after expenses OR approval of annual Legacy Fund allocation at the Fall Board Meeting

POLICY# C-11

CATEGORY: Finance

ISSUED BY: CANAC Treasurer

APPROVED BY: Board of Directors, 2014

APPROVAL DATE: April 2014

LAST REVISION:

Use of Business Access Card

All three signing authority Executives (Treasurer, President, President-Elect / Past President) will be able to hold the Business Access Card with which ever financial is utilized by CANAC.

The purpose of the Business Access Card is to:

- Allow easier access for banking activities
- Act as a secure means to access banking information

The card will only be used for deposit and not withdrawal purposes (this means we cannot transfer funds between accounts).

The card would be deactivated once the person is no longer on the board through resignation or completion of term of office.

Compliance with all CANAC fiscal policies and procedures will apply.

POLICY# C-12

CATEGORY: Finance

ISSUED BY: CANAC Treasurer

APPROVED BY: Board of Directors, 2014

APPROVAL DATE: April 2014

LAST REVISION:

Use of Corporate (CANAC) Credit Card

The Treasurer or designate from Executive (President, President-Elect / Past President or Secretary) will have signing authority for use of the of the Corporation's (CANAC) credit card with which ever financial institution is utilized by CANAC.

The purpose of the Corporate Credit Card is to:

- Allow easier and quicker payment options of CANAC expenses as necessary and appropriate

The card signing authority would be transferred to the new Treasurer or designate from the Executive following completion of their term of office or resignation from the Board as soon as possible.

It is the responsibility of the Treasurer to pay the account by the date due once the statement is ready on-line from the financial institution.

The Treasurer or Executive designate with the assistance of the CANAC Administrative Assistant, will be responsible for ensuring all invoices for expenses charged to the Corporate Credit Card are accounted for and reconcile the account on a monthly basis. These expenses will be listed as line-by-line items in the financial spread sheets submitted to the Corporations' Accountant at year end.

Any expenses charged to the Corporate credit card must comply with all CANAC fiscal policies and procedures.