

SENIORS COLLEGE POLICIES

BACKGROUND and VULNERABLE PERSONS CHECK:

1. Objective:

A Background Check and Vulnerable Persons Check is done to ensure that Seniors College of Prince Edward Island protects the public interest in the delivery of its programs by requiring new volunteers and new staff to provide a satisfactory Criminal Record Check and Vulnerable Sector Verification. It should be noted that such checks are a requirement of funding from some government departments and agencies.

2. Process:

2.01 An individual who is required to submit criminal record information pursuant to this policy shall:

- a) make application, in person, to the local police authority nearest their place of residence or other agency where so directed by their local police authority,
- b) upon application, provide a letter from Seniors College requesting the check and two pieces of government issued I.D. (one must include a picture),
- c) submit the original Criminal Record Check and Vulnerable Sector Verification to the Provincial Coordinator.

2.02 Normally there is no cost for volunteer organizations.

2.03 Where the Criminal Record Check indicates the individual may have a criminal record, the Provincial Coordinator and/or the President may request the individual to provide a Criminal Abstract to obtain further information on the matter.

An individual required to provide a Criminal Abstract shall contact a police authority and submit an original of the Criminal Abstract to the Provincial

Coordinator or designate. Provision of fingerprints may be a prerequisite to obtaining a Criminal Abstract.

3. Confidentiality:

3.01 All Criminal Record Checks and Criminal Abstracts will be forwarded to the Provincial Coordinator and marked "Confidential." The Provincial Coordinator and the President will adjudicate any findings of a criminal history.

3.02 A copy of the Criminal Record Check and, if applicable, Criminal Abstract, will be entered into a secure file. Access to such information is restricted to a single administrative employee charged with responsibility for management of all information relating to Criminal Record Checks and abstracts.

4. Criminal Record Established:

4.01 Where it is determined that a new volunteer or new staff member has a criminal record, Seniors College shall consider each of the following factors before deciding to take on a new volunteer or new staff member:

- a) nature of the crime(s) and sentence(s) ordered by the court,
- b) dates of conviction and sentence,
- c) probability of re-offending,
- d) risk to members, staff and/or property and assets,
- e) nature of the position,
- f) requirements of relevant legislation, including the PEI Human Rights Act,
- g) any other relevant and probative information received bearing on the character of the volunteer or new staff and the other factors listed herein. (Approved May 22, 2014 Version 1)

BOARD and FACILITATOR MEMBERSHIP FEES:

As required by the bylaws of Seniors College of PEI, all Board members and any facilitators who wish to take courses must pay the annual membership fee. (Minutes May 20, 2015)

BOARD RECRUITMENT and NOMINATION:

The Board of Seniors College is committed to providing effective governance for the organization. This will be achieved if the members of the Board, both individually and collectively, are equipped to make an effective contribution through:

- A mix of skills and abilities that provides the Board with sufficient expertise in the required areas.

- An appropriate orientation program that familiarizes new Board members with Seniors College and its issues.
- A blend of Board Member experience and turnover that provides an appropriate balance of stability, new ideas, and energy.

Board Member Nomination Process and Requirements

To achieve these criteria, the Board of Seniors College has developed the following procedures for recruitment, nominations, and retention:

- The Organizational Development Committee will facilitate this process on behalf of the Board. The Committee will function throughout the year to ensure effective Board Member recruitment for the immediate next year, as well as identification of a pool of potential candidates for the future years.
- The Board will define the role and expectations for board members. This means defining the job, understanding the skills required to be successful in that job, and identifying the values and qualities that will enable the new recruit to become part of a cohesive board team. Such qualities might include (i) ability to work as a member of a team, (ii) commitment to the workload required, (iii) leadership potential, (iv) ability to think strategically and (v) ability to communicate effectively.
- In addition to seeking candidates for the Board who bring the needed skills and abilities, the Board will also attempt, to the maximum degree possible, to recruit Board Members who are representative of the diverse communities that Seniors College serves. The Board will also notify the membership and community at large of the Call for Nominations and provide opportunities for board members and community members to apply.
- A slate of potential candidates for nomination will be prepared by the Organizational Committee from the above-mentioned sources.
- Potential Board Members will be approached by members of the Organizational Development Committee to determine:
 - ✓ Their interest in standing for nomination,
 - ✓ Their willingness and ability to devote the time required to orientation, Board and committee responsibilities,
 - ✓ Their skill sets and past experience,
 - ✓ Their commitment and interest in Seniors College.
- Potential candidates will be selected because they demonstrate the commitments and competencies defined by the Board

- Proposed nominees will be prepared by the Organizational Development Committee based on matching the Board needs for the next Board year with the skill sets and commitments of the potential candidates list.
- The profile and proposed final slate of nominees will be presented for Board review and discussion.
- The names of proposed candidates who have excellent credentials but whose skill sets are not required in a particular year will be retained on a list for consideration in subsequent years.
- Potential candidates will be interviewed by the Chair of the Organizational Development Committee and the Chair of the Board to provide an opportunity to meet before making a formal recommendation to the Board for nomination.

Note: Applications are not placed in priority, nor do they necessarily guarantee a Board position. All applications will be considered as Board positions become available and will be judged on several criteria essential to current needs of the Board and in consideration of the Board balance. Applications will be kept on file for a maximum of two years after which it is the responsibility of the interested person to reapply. (Updated Oct 18, 2023)

COURSE CANCELLATION:

Seniors College reserves the right to cancel courses based on low registration or other unforeseen circumstances essential for the delivery of the course. Courses that have 8 or fewer participants may be cancelled.

RECOGNITION POLICY:

It is important that the Board of Directors of Seniors College recognize contributions and long service to Seniors College. Because the College depends almost exclusively on volunteers, it is critical that thanks for and acknowledgement of effort be highlighted.

The possible list of recipients includes Board members, Facilitators, Advisory committee members, Members at large, Coordinators, Speakers at meetings or conferences, Volunteers, and others as identified by the Board.

The suggested criteria to select recipients include term of service to the board, participation in a Board project or initiative, or others as identified by the board.

Recognition could come in many forms, but it is recommended that those individuals who have contributed to Seniors College officially receive a gift certificate in the range of \$50-\$100 plus a letter of thanks from the Board of Directors.

Recognition should be done in a timely and consistent fashion. The time and place will depend on the recipient and the nature of the recognition.

It is suggested that for Board members and Advisory committee members the recognition take place at the last Board or Advisory committee meeting that will be attended by the recipient. In the case of Advisory committee members, it is recommended that the President or Vice President of Seniors College present the award.

For Facilitators, Members at large, etc. a possible venue could be a Board or Advisory committee meeting, Fall Social, Annual General Meeting, etc. (Updated Oct 18, 2023)

REGISTRATION POLICY:

Every person who registers for Seniors College courses must pay the annual membership fee. The membership fee covers three (3) consecutive semesters.

When registering online, members may opt to pay by credit card, cheque, or e-transfer. All cheques and e-transfers must be received within 10 days of registration. If not received within the 10 days, the course registrations will be cancelled.

Requests for Membership Refunds only will be considered under extenuating circumstances. A \$10 administrative fee will be applied to requests granted.

Seniors College will charge \$15.00 for a NSF cheque.

Members will not be permitted to join after the second class, in any course that builds knowledge or competencies from one class to the next (e.g. computer, yoga).

A member who does not appear for the first class, or who has not let the facilitator know they will be absent, will be removed from the class list. The first name on the waiting list will then be moved into the course.

Some courses may charge a supplementary fee when there are significant consumables (e.g. food in cooking). If a course requires such a fee, the course description on the website will make members aware of that at the time of registration.

All participants in any course which requires some physical activity must complete a

waiver before participating. (Updated Oct 18, 2023)

RESPECTFUL ENVIRONMENT POLICY:

Seniors College is committed to the principle that all members, contractors, and facilitators of Seniors College are entitled to enjoy a safe learning environment free of disrespectful behaviour.

Disrespectful behaviour is any action or comment that is inappropriate, demeaning or otherwise offensive, and creates an uncomfortable, hostile and/or intimidating environment. Such behaviour may be verbal, in writing, or posts on social media.

While disagreements as to how Seniors College conducts its affairs may arise, any behaviour that may be construed as disrespectful can be brought to the attention of the President of Seniors College by members, contractors, or facilitators at any time.

The Executive of Seniors College will discuss the matter with the parties involved and the party or parties involved will be given the opportunity to correct their behaviour. The Executive of Seniors College reserves the right to remove any member or facilitator from the College if the disrespectful behaviour continues. (Approved Oct 18, 2023)

SCENT FREE POLICY:

Currently facilitators are asked to remind members to refrain from wearing scent in class and to explain how serious this issue is for some people attending class.

WINTER STORM POLICY:

Face-to-face Seniors College classes in Queens, Kings and Prince counties will be cancelled when schools in their respective areas are closed or delayed because of inclement weather. Online classes may proceed at the discretion of the facilitator. (Approved Oct 18, 2023)

FINANCIAL POLICY of the Seniors College of Prince Edward Island Inc
(Hereinafter called the College)

Philosophy

The purpose of financial management in the operation of all activities of the College is to fulfill the College's mission in the most effective and efficient manner and to remain accountable to stakeholders, partners, funders, and the community. To accomplish this, the College commits to providing accurate and complete financial data for internal and external use by the Finance Committee, the Executive, and the Board of Directors.

Authority

2.1 The Board of Directors (the Board) is ultimately responsible for the financial management of all activities of the College.

2.2 At the first Board meeting following the Annual General Meeting of the College the Board shall appoint a Finance Committee pursuant to the By-Laws of the College. The Finance Committee shall carry out such duties and have such authority as the Board may delegate to it, from time to time.

2.3 The Finance Committee is responsible for the day-to-day financial management of the College. The Board authorizes the Finance Committee to pay bills, receive funds and maintain bank accounts.

2.4 The Finance Committee is authorized to act on behalf of the Board on financial matters when action is required in advance of a meeting of the Board of Directors.

2.5 The Finance Committee will prepare the annual budget for the College and submit to the Board for approval. The budget will be consistent with Board approved priorities and long-range organizational goals of the College. The budget shall use responsible assumptions and projections as background, with the general goal of achieving an unrestricted surplus or balanced budget.

2.6 The Treasurer is authorized to approve expenses up to 500 dollars. New expenditures of more than 500 dollars, but less than 1,000 dollars, shall require Executive approval. New expenditures of more than 1,000 dollars, not included in the Budget, shall require Board approval.

2.7 The authorized signing officers of the College are the President, Vice-President, and Treasurer and any two of these signing officers are authorized to enter into contracts for activities that have been approved by the Board as a part of budgets or plans for the College.

2.8 All cheques for payment of expenses shall be properly completed prior to being presented for signature by the signing officers of the College. For greater clarification the signing officers of the College shall not sign blank cheques.

2.9 The Finance Committee is authorized to manage expenses within the parameters of the overall approved budget, reporting to the Board of Directors, at each Board meeting, on variances and the reason for variances.

2.10 The President and the Treasurer shall sign all financial statements that have been approved by the Board or the Members at the Annual General Meeting.

2.11 The Board of Directors must approve the use of any Board designated cash reserve fund.

2.12 Any funds not required for immediate use by the College may be placed with a Canadian Chartered Bank or Credit Union authorized to do business in the Province of Prince Edward Island and may be placed in investment deposits, certificates or other financial instruments that are guaranteed by the Bank or Credit Union.

3.0 Responsibilities

(Treasurer and Finance Committee)

3.1 The Treasurer shall participate as a member and Chair of the Finance Committee.

3.2 The Treasurer shall prepare financial statements for the College.

3.3 The Treasurer shall be responsible for retaining the originals of documentation that has a financial impact on the College.

3.4 The Treasurer shall keep a record of all membership fees refunded to members by the Board. The Treasurer will also be responsible for the application of an administrative fee in relation to membership fee refunds as well as NSF cheques.

3.5 The Treasurer shall provide monthly electronic back-up files to the Secretary who has the responsibility for the off-site storage of such files.

3.6 The Treasurer shall pay the Coordinator(s) retroactively on the last day of each month or at such other time as may be determined by the Finance Committee in consultation with the Board. For greater clarification, Coordinator(s) shall be paid at the end of the period of work (e.g., for the month of January on January 31.)

3.7 The Treasurer shall work with the Coordinator and Tech Committee to prepare ongoing reports reconciling the number of members who have registered with the College with the number of those who have paid the membership fees. It is impractical to reconcile the records

member by member as people use different names/emails and someone other than a member may pay the membership fee.

3.8 Neither the Treasurer nor the Finance Committee shall make any contractual commitment for bank loans, corporate credit cards, or real estate leases or purchases without the specific approval of the Board.

3.9 All matters in relation to the financial affairs, management and operation of the College shall be conducted (i) in compliance with the requirements of Canada Revenue Agency (CRA) and any other applicable regulatory bodies, and (ii) in accordance with generally accepted accounting principles.

3.10 The Finance Committee shall account for all donor restricted and Board designated funds separately from general operating funds, and clearly define the restrictions applicable to these funds.

3.11 Once the fiscal year end statements for the College have been completed, the statements together with supporting documentation will be submitted for an independent review. The Board must approve the third-party review before the financial statements are presented to the Annual General Meeting.

3.12 At the first Board meeting following the Annual General Meeting, the members of the Board will, as part of their orientation process, be presented with information and documentation in relation to the financial operations of the College. A review of this information and documentation will take place so that Board members will have a good understanding of the financial affairs and management of the College.

3.13 The Finance Committee shall record fixed assets with purchase prices of greater than 1,000 dollars as capital assets in accounting records. Depreciation of capital assets will not exceed five years for furniture and equipment or three years for computer and other technology equipment.

3.14 The Finance Committee, in consultation with the Board, may obtain competitive bids or quotes for items or services costing in excess of 5,000 dollars per unit. Selection will be based on cost, service, and other elements of the contract. The Board may award the bid or quote to any provider and is not required to accept the lowest cost proposal.

3.15 The Finance Committee will post on the web site of the College such financial information as is, from time to time, approved by the Board.

4.0 Financial Transactions

4.1 No advances of funds to employees, officers, directors or members of the College are authorized or permitted without specific authorization of the Board of Directors.

4.2 Any cheque that is payable to a signing officer for reimbursement of expenses shall be signed by someone other than that individual.

5.0 Expenses

5.1 The expenses of the College shall, in the normal course of business, be paid by cheque, e-transfer or online bill payment prepared by the Treasurer and shall be supported by the appropriate documentation for the full amount of payment that is requested. Any expenses incurred by members of the College must be approved in accordance with Section 2.6 of this Financial Policy.

5.2 The expenses submitted for payment shall be subject to reasonable verification by the Treasurer. Expenses that are submitted for reimbursement by the coordinator(s), facilitators or members of the Board shall be on a form approved by the Finance Committee.

5.3 The Treasurer shall pay all obligations and file required reports in a timely manner.

5.4 Mileage for the coordinator(s) shall be paid for travel to and from approved meetings, events and conferences where such travel is outside of the area where the coordinator lives. The mileage rate to be paid to the coordinator(s) shall be determined by the Board and shall be in accordance with the mileage rate that is, from time to time, approved by the University of Prince Edward Island.

5.5 Reimbursement for supplies, photocopying, postage and other expenses shall be paid upon receipt of invoices paid for by the coordinator(s). Any expense, in excess of 100 dollars, must be approved prior to the coordinator(s) incurring that expense. The coordinator is encouraged to submit expense reports on a monthly basis.

6.0 Asset Protection

6.1 The Board shall insure against liability losses to Board members, staff or the College itself to levels indicated in consultation with suitable professional resources.

6.2 The Board shall put in place reasonable measures that will protect information and files from unauthorized access, tampering, loss, or significant damage.

6.3 The Finance Committee shall receive, process, and disburse funds under controls that are sufficient to protect bank accounts, income receipts, and payments.

7.0 General

7.1 The financial operations of the College shall be guided by this financial policy unless there is a conflict with the bylaws of the College, in which case the bylaws shall prevail. For greater clarification this Financial Policy shall, in relation to financial matters, prevail over other policies or practices of the College.

7.2 The financial information and records of the College shall be retained for such period of time as the Board may, from time to time, decide or for such period of time as applicable laws shall require, whichever is greater. The board shall, upon the expiration of the time limits during which the College is required to retain financial information and records, make a determination on the continued retention or destruction of such material.

(Approved by the Board of Directors of the College on the October 18, 2023)