

Water Valley Community Association OPERATING POLICIES AND PROCEDURES

Introduction

- The following Operating Policies and Procedures were approved at the Annual Meeting of the WVCA on January 13, 2009.
- These Operating Policies and Procedures do not over-ride the By-laws of the WVCA, but rather are guidelines to be followed in operating the association.

Bylaws

- Annually all members of the Board should read and be familiar with the Bylaws of the WVCA.

Membership

- Members should live full-time or part-time within 25 km of the WV Community Centre.
- The annual membership fee should be set or changed at the Annual General Meeting.
- The annual membership fee would be per household. All the members of the household are considered members, though only those 18 years of age or older can hold office and vote.

Benefits of Membership

- Right of vote, if 18 years of age or older
- Right to hold office, if 18 years of age or older
- Each household is eligible for a discount once per year on hall rental. This will be dependant upon availability and will be for no longer than a three day period.
- Discount, if any, for attendance to events as determined by the event organizing committee
- Benefits of membership will not be in effect until membership has been in good standing for ninety days.

Election of Officers

- The Board of Directors are to be elected annually at a General Meeting to be held prior to January 31st.
- At the Annual General Meeting, the election of each officer will be held separately and in the following order: President, Vice- President, Secretary, Treasurer & Directors.
- After all the officers have been elected the directors will be elected on one ballot. those with the greatest number of votes are elected.
- It is the intent that the Vice-President become the next President, after the current President has completed his/her two year term.
- The President may consider having a member of the WVCA, who is not standing for election, act as the Election Officer.

- The Election Officer should call for nominations from the floor and get verbal confirmation that those nominated will let their name stand for that office.
- The election should be by secret ballot, to be counted by the Election Officer and one independent member.

Term of Board Members

- Though elected annually at the Annual General Meeting, ideally the Term of the Board Members normally should be two years. Their appointment should be staggered such that half are elected each year. No Board Member should be on the Board for more than two consecutive two-year terms.
- After being on the Board for four consecutive years a Board Member should sit out at least one year.

Communication

Notices of meeting and other communication should be sent by email. If a member does not have email, postal address or telephone would be used.

Open Meetings

- Meetings of the Board are to be open to all members.

Information For Regularly Scheduled Meetings

- The Secretary is to send the following to each member of the Board at least one week prior to each regularly scheduled meeting of the Board:
 - ◆ Minutes of the previous meeting
 - ◆ Agenda for the next meeting
 - ◆ Current Financial Statement
 - ◆ Background information, if available, relating to topics to be discussed at the next meeting.
- The Secretary is to arrange for the approved minutes to be posted on the WVCA website and the Water Valley Public Library

Agenda of Meeting

- The agenda is to be approved at beginning of meeting and items can be added at that time with majority agreement of the members present.

Standard Agenda for Board Meetings

- The Agenda for regularly scheduled meetings should follow the following format:
 - Call to order
 - Revisions and approval of Agenda
 - Correction, if necessary, and approval of previous minutes
 - Financial Report – approve cheques (minimum discussion)
 - highlight financial statements and any issues
 - Old Business
 - New business

Matters for next meeting
Matters to be discussed in camera, if necessary
Adjournment, with objective of no more than three hours after commencement.

Conduct during meetings

- The Chairman shall indicate who has the floor
- Those in attendance should not interrupt the person who has the floor
- Members are to be polite and not engage in shouting, swearing or personal attacks
- Persons who, in the opinion of the chairperson, are intoxicated or under the influence should not be admitted to the meeting.
- Meetings are not to be recorded electronically without the unanimous agreement of the members present.
- Those not following these rules of conduct should be asked to leave the meeting.

Meeting in Camera

- Meetings of the Board will go in camera when discussing confidential matters such as personalities, wages, etc.
- While in camera, normally only the Board Members would be present, though a guest may be invited if he/she has information pertinent to the matter to be discussed.
- No minutes shall be taken and no decision is to be made while in camera.
- Once the Board is no longer in camera, a motion relating to what was discussed in camera can be made.
- Matters discussed in camera should not be discussed in public.

Signing of Cheques

- Cheques are to be signed by any two of three members of the Board as determined by the Board.

Approval of Cheques

- At each meeting of the Board, the Treasurer is to present a list of all cheques to be paid, for approval.
- It is the responsibility of the signing officers to review at the supporting documentation for all cheques and to initial said documentation.

Financial Reporting

- At each meeting of the Board, the Treasurer is to present the financial position of the Board, including assets and liabilities, income & expenditures for current year with comparison to the annual budget.

Capital Expenditures

- Capital Expenditures are to be approved by the Board prior to being ordered, even though they may have been included in the capital budget.

Major Purchases

- When making major purchases, good purchasing practices should be followed. These practices would include past experience with supplier, the suppliers reputation, asking for tenders, etc.
- Whenever possible, the WVCA will support local businesses through its purchase.

Budget

- A budget should be prepared and approved by the Board at the beginning of each year.

Accounting Procedures

- The detail Accounting Procedures approved in March 2008 should be attached to these Policies & Procedures.

Insurance

- Annually the Secretary is to correspond with Mountain View County to ensure the appropriate Officers & Directors Insurance is in place for the protection of the Board Members.

Sub-Committees

- In order to appropriately delegate responsibility, soon after his/her election, the President should delegate responsibility of each of the major events or committees (WV Days, Auction, New Year's Eve, Turkey Dinner, Building Committee, etc) to one of the directors.
- The director can chair the event or committee him/her self or appoint another member of the WVCA as the chairman, who would report back to the Board through that Director.
- In certain circumstances the President, Vice-President, Secretary and Treasurer may be given responsibility for an event or committee. This is to be avoided if at all possible.
- Committee chairman are to prepare/update a summary of the event they have chaired for future reference and guidance.

Spokesperson for the WVCA

- The President, and in his/her absence his/her designate, is to be the spokesperson for the Board and WVCA.

Confidentiality

- All personal information will be kept in confidence in conformity with the Privacy Acts in place by government.