

APPLICATION FOR TRAINING EXPENSES

1. Any NBCRA member, in good standing, can request the NBCRA organization to pay the travel expenses for a regional training opportunity in their community.
2. The training must meet one or more of the criteria:
 - a. Be a regional course that will benefit more than one community,
 - b. Assistance for the traveling, baggage, mileage, accommodation and per diem for the instructor to reduce the registration fee in our community as per application form below
 - c. Approved by membership as a need in our region
3. Submit the application request form for Training Expenses at least two weeks prior to the NBCRA meeting, by form of email or mail, to the Secretary and Chairman.
4. The request will be placed on the Agenda and the community requesting the funding will present it to the members at the meeting.
5. The members will vote on the request; if approved, the community will be granted no more than the amount approved.
6. Once the course is complete, the community will submit a report laying out the revenue and expenditures for the training. This report must be submitted two weeks prior to the next NBCRA meeting, by form of email or mail, to the Treasure and Chairman. The Treasure will review and ensure all information is provided for the meeting.
7. The report will be placed on the NBCRA agenda for payment approval by the members. If the course made profit, the NBCRA will not reimburse the community.
8. The intent of the funding is to lower registration rates by decreasing the cost of instructor travel expenses in our region.
9. Once the budget has been approved, the NBCRA Treasurer will reimburse the community.



APPLICATION FOR TRAINING EXPENSES

COMMUNITY INFORMATION	
COMMUNITY NAME:	APPLICATION DATE:
COMMUNITY CONTACT:	CONTACT EMAIL/PHONE
ADDRESS	POSTAL CODE
REGIONAL TRAINING REQUEST :	
Description of Training (who, what, where, when): <i>Please attach course description by instructor/organization.</i>	
Expense requesting for travel, baggage, mileage, parking, accommodation, per diem expenses:	
How will you advertising to region:	
How will this benefit the region?	
Attachments:	
BOARD APPROVAL	AMOUNT OF APPROVAL
<input type="checkbox"/> YES <input type="checkbox"/> NO	
FINAL EXPENSES REPORT SUBMITTED	CHEQUE DISTRIBUTED
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
DATE	DATE
COMPLETED: <input type="checkbox"/> YES <input type="checkbox"/> NO	DATE:

BRANDING GUIDELINE AND PROMOTION

NBCRA has recently (2017) undergone new branding initiatives to become a more recognizable brand/logo in the northeast region. Further branding for NBCRA should align with the new branding for the Society.

Logo



The NBCRA logo shall not be altered. The logo can be used in either colour or black. The logo is not trademarked by the Society.

The logo shall be present on any poster, advertisement, and/or compensated training expenses to assist in brand recognition.

Letterhead



Northern BC Recreation Association
10691- 100 Street
Fort St. John, BC
V1J 3Z5



The letterhead shall be used in all correspondence of the society; publication(s) and/ or public service announcement(s).

A copy of the logo and/or letterhead is available for the membership by emailing the secretary or treasurer.

MEDIA POLICY

Producing media campaigns, conducting interviews, and creating a social presence are all good methods of promoting awareness and engagement for the Society; however, with these methods there can be issues such as legality risks, privacy concerns, and other potentially detrimental situations that must be taken into consideration.

The Chair is the official spokesperson for the Society; he/she has the first right to speak with the media on items pertaining the Society.

Members and/or Directors that wish to engage with media shall write (or email) the Chair with an overall purpose and intent. The Chair may assign, or give authorization, to a Director and/or member in writing (or by email) to conduct the interview.

Remember to:

- Be transparent
- Be clear and concise
- Check your facts

Social Media

Currently the society does not have a public Facebook account or website but if/when the time comes, the board should prepare and make amendments to the Media Policy.

DECISION MAKING PROCESS

Decision Making Process

NBCRA uses an informal 'hybrid' model of decision making, and Robert's Rules of Order. Robert's Rules of Order are used when presenting a motion and discussing the intent of the said motion, directly followed by a vote for approval. There is no legal obligation to adopt a model for a non-profit organization.

A consensus model has three aspects that need to be considered when making a decision;

1. **Core Concept:**
The core concept for decision- making by consensus is a commitment by each participant to listen reflectively, for understanding viewpoints of other participants, and be open to changing one's mind. This requires trust by the group that each participant has made a commitment, as well as activities on a regular basis that confirm commitment, to the purpose of the organization.
2. **Agreement:**
For an agreement to occur, each participant has to be satisfied that all aspects of a proposed decision have been explored, and the participant is confident that the proposed decision is right for the Board. For that to happen, it is helpful to establish a framework of goals, objectives, policies, and values to guide the discussion.
3. **Standing Alone:**
Members that cannot support a decision, and do not wish to block the decision-making process, can "stand aside" and not vote. To facilitate the consensus model, they would have to explain why they are standing aside. If more than 10% of participants choose to stand aside, the decision should be postponed until further discussion has taken place.

Process

1. **Presentation of an issue requiring a decision:**
The presentation should include the background on an issue and how it impacts the society.
2. **Discussion:**
A facilitated discussion needs to take place involving all participants. The intent is to fully explore the issue and to create a response within the framework of goals, objectives, policies and values.
3. **Voting:**
When a decision has been fully discussed, as determined by the convener responsible for facilitating the process, a vote is taken.

Brief Summary of Robert's Rules of Order:

Robert's Rules of Order is an extensive system designed as a model for decision-making based on a majority vote.

The process is;

1. A participant presents a motion to the Board; if there is a participant to second the motion, then the motion is open for discussion.
2. The Chair of the meeting can call a vote if the Chair is of the opinion that the motion has been discussed thoroughly. The vote is on the wording of the motion on the table.

A motion can be amended, requiring a motion for amendment, a seconder, discussion and vote.

If a participant is of the opinion that there has been insufficient discussion to allow the Board to reach a decision, the participant can "call the question" after being recognized by the chair. The Chair then calls the question on the motion being discussed. If the question motion passes, the chair immediately calls for a vote on the motion.

If the participant is of the opinion that more information is needed on the subject of a motion, the participant can, after being recognized by the Chair, refer to the next meeting. A referral motion needs a seconder. Discussion is permitted on the advisability of the referral. The Chair then calls for a vote on the referral motion.

DOCUMENT RETENTION

As per Societies Act as of February 28, 2018, the records that must be kept are;

- Society's certificate of incorporation
- A certified copy of the constitution and bylaws
- Society's register of Directors including contacts
- Written Consent to act as a Director
- Written resignation of a Director
- Society's registered members and contact
- Minutes of meetings, including the text of each resolution passed at the meeting
- List of attendance at meetings (Director and membership)
- Financial statements of the Society
- A record of each transaction that affects the financial position of the Society

Location

Hardcopy records and electronic records must be kept at the registered Society's office, which is at the City of Fort St John at 10631 100 Street, Fort St John, BC V1J 3Z5. Records must be available for inspection at the Society's registered office, or by means of hard copies and/or a computer terminal.

Additional records shall be kept in an electronic database with the Secretary and/ or Treasurer.

Records shall be available for members and/ or directors and attain the ability to be transferred via flash drive/ removable device.

Retention

Records shall be kept for ten years or can be destroyed if the record is no longer relevant to the activities of the Society.

Further information on Document Retention can be found at Societies Act (SBC 2015)
http://www.bclaws.ca/civix/document/id/complete/statreg/15018_01



Northern BC Recreation Association
10631 - 100 Street
Fort St. John, BC
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CODE OF CONDUCT AND ACCEPTANCE OF DIRECTOR ROLE

A Director is responsible for the operations and financial management of the NBCRA. Each Board member plays an important role in the success of the Society.

In exercising the powers and performing the functions of a Director, a person must act honestly and in good faith and in the best interests of the Society and display the care, diligence and skill of a reasonably prudent person.

The following is a list of commitments asked of Board members.

1. Be honest and reputable
2. Be community minded
3. Be an active part of the team
4. Be willing to make a commitment of time- approximately
5. Be accountable for assigned responsibilities
6. Be willing and able to delegate responsibilities
7. Be able to work within assigned time lines
8. Produce organized and timely reports
9. Understand, support and promote the society

I _____ will accept appointment of the position of _____
 _____ on the Board of Director with the Northern
 British Columbia Recreation Association society as of _____ and will adhere
 to the Director Role Code of Conduct.

Date _____

Print: _____ Signature: _____



As per the Societies Act (SBC 2015) Chapter 18, Part 5, Division 1 (4)
 A designation, election or appointment of an individual as a director is invalid unless the individual
 consents in writing to be a director of the society,
 AND Part 3, Division 1 Section (f) each written consent to act as director referred to in section 42
[designation, election and appointment of directors] and each written resignation of a director;

CONFLICT OF INTEREST

Board members have the fiduciary duty to conduct themselves without conflict to the interests of NBCRA. In their capacity as a Board member, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of the society.

A conflict of interest is a transaction or relationship which presents or may present a conflict between a Board member's obligations to the society and the Board members' personal, business or other interests.

A conflict of interest is not necessarily harmful to the society, but a duality of interest. However, a full disclosure of all actual or potential conflicts and a determination by the Board and members- with the interested Board member recused from participating in debates and voting on the matter(s) are required.

Meeting minutes shall reflect when a board member discloses a conflict of interest and how the conflict was managed.

If conflict of interest arises, it shall be disclosed by the Board member to the membership through a disclosure letter. The disinterested members shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any).

RESOLVING DISPUTES

Societies are independent, democratic organizations that are required to operate in a manner that complies with the Societies Act and their own constitution and bylaws. The Corporate Registry does not supervise or investigate the conduct of a society and has no powers to intervene in its internal affairs. If members are unhappy with how their society conducts its affairs, they may exercise their rights through the remedies available under the Act.

Dispute Resolution and Mediation

Where a dispute arises in the operation or governance of a society, the Corporate Registry encourages the members and Directors to work cooperatively to try and resolve the dispute, before resorting to the legal remedies described below. Such an approach is aimed at resolving disputes more quickly and with less cost. It is also more likely to result in a solution that is acceptable to a majority of the parties involved.

To be successful, participants in the dispute resolution process should be prepared to listen to the other parties' positions with an open mind. Discussions should focus on resolving the essence of the dispute, rather than any unrelated personal disagreements between the parties. In some cases, it may be helpful to have a neutral third party assist in the discussions. Members of the Mediate BC Society are prepared to mediate disputes between society members for a fee.

Additional information can be found at <https://www2.gov.bc.ca/gov/content/employment-business/business/not-for-profit-organizations/societies/resolving-internal-disputes>

RESIGNATION

Resignation of a Director shall be accepted in writing. Documentation must be retained.

The role of a Director is not transferrable to a position, like membership.

A new Director can be elected at a meeting to finish the duration of the term. Forms must be completed and submitted at the time of election (do not wait until annual general meeting). Available at https://www2.gov.bc.ca/assets/gov/employment-business-and-economic-development/business-management/permits-licences-and-registration/registries-forms/form_03_soc_-_director_change.pdf

A Director's term closes at the end of the annual general meeting, if not re-elected.

REMOVAL OF DIRECTOR

The members may by special resolution remove a Director before the expiration of the term of office of that Director and may employ a successor to complete the term of office. Special resolution requires voting members present at the meeting. A special resolution requires 2/3 voting of the membership. A new Director can be elected to finish the duration of the term.