

PUBLIC HEALTH ASSOCIATION of NB-PEI

Policy and Procedure Manual



June 2015

Public Health Association of NB-PEI

Policy and Procedure Manual

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**Public Health Association of NB-PEI
Policy and Procedure**

Title:	Board Meetings	Effective Period:	October 25, 2012 – December 31, 2015
Monitoring:	President	Last Review :	March 15, 2014
Approval:	Board	Next Review:	August 31, 2015

Purpose The Board of Directors recognizes the importance of regular meetings.

Policy A regular schedule of meetings will be held each year.

Procedure

1. Regular Board meetings are held at least three times per year either in-person or by teleconference.
2. The Board may appoint one or more days in each year for regular meetings at a place and time named by the President. Directors' meetings may also be called by another Director or by a vote of not less than one-third (1/3) of the total number of Directors.
3. Board members are provided at least one month's notice (by phone or email) of all regularly scheduled Board meetings and at least 48-hours notice (by phone or email) of all special Board meetings, specifying the place, date, time and agenda.
4. Board meetings may be held in person, by teleconference, by video conference or by other electronic means as agreed to by the Board.
5. Directors can claim mileage for travel to attend Board meetings at the current government rate, as well as bridge toll fares when applicable, if they so choose.
6. Roles of meeting Chair and minute-taker can rotate from meeting-to-meeting as agreed to by the Directors. All notes, minutes and documents from meetings will ultimately be sent to the Secretary-Treasurer as records.
7. Every question at a Board meeting shall be decided by consensus (show of hands, e-votes, verbal agreement, etc) unless a poll on the question is required by the Chair or requested by any Director. A declaration by the Chair that a resolution has been carried and an entry in the minutes is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the resolution.
8. Each Board member, except the chair of the meeting, shall be entitled to one (1) vote/e-vote on all matters brought before the Board for determination. Questions arising at any Board meeting shall be decided by majority vote. Only in the case of an equality of votes on any question at a meeting of the Board shall the chair of the meeting vote.

9. Subject to the following qualification, five (5) Directors in office shall constitute a quorum for meetings of the Board. The Directors shall have the ability at any Board meeting at which a quorum is met, to exercise all or any of the authority, powers and discretion assigned to it by or under the bylaws of the PHA of NB-PEI.

**Public Health Association of NB-PEI
Policy and Procedure**

Title:	Record Archival	Effective Period:	October 25, 2012 – December 31, 2015
Monitoring:	Secretary-Treasurer	Last Review :	March 15, 2014
Approval:	Board	Next Review:	August 31, 2015

Purpose The Board of Directors recognizes the importance of saving key documents.

Policy Essential records of the Association will be safely and routinely saved and archived.

Procedure

1. On or before the last day of the calendar year, the Secretary-Treasurer will save electronically the following documents:
 - a) Minutes of the Board of Directors' meetings; and
 - b) Key documents such as records of decisions from strategic planning meetings, needs assessment tools and reports, e-bulletins or communications documents, and any other documents identified.
2. The Secretary-Treasurer will ensure that financial documents, including bank statements, year-end financial statements and any financial transactions records are compiled and kept in an expandable folder for each fiscal year.
3. Retention and destruction schedule:

Type of Record

Minutes of Board Meetings

Key documents

Year-end financial statements and financial transactions

Records of Annual General Meetings

Retention Schedule

Minimum of 7 years

Minimum of 7 years

Minimum of 7 years

Life of the Association

**Public Health Association of NB-PEI
Policy and Procedure**

Title:	Nominating of Directors	Effective Period:	October 25, 2012 – December 31, 2015
Monitoring:	Past-President	Last Review :	March 15, 2014
Approval:	Board	Next Review:	August 31, 2015

Purpose The purpose of Nomination of Directors is to maintain a full slate of Directors.

Policy The Nominating Committee will ensure a full slate of members for the Board of Directors.

Procedure

1. In accordance with the Constitution and By-laws, the Nominating Committee:
 - a) Will issue a call for nomination of candidates for the Board of Directors at least 30 days prior to the Biennial Meeting. Nominations must be submitted to the Chair of the Nominating Committee no less than 7 days prior to the AGM;
 - b) In the event of insufficient nominations, will nominate a slate of candidates for vacant positions;
 - c) Will ensure that candidates for the Board of Directors meet requirements;
 - d) Will arrange and supervise elections at the Biennial Meeting;
 - e) Will keep the record of alternates and, in the event that a Director should resign, will contact the alternates in order to arrange for a replacement.
2. The Nominating Committee is comprised of the Past-President as Chair, the President, and the Secretary-Treasurer.
3. In the event that the Nominating Committee cannot locate sufficient nominees from one of the provinces, the vacancy may be filled from the membership at large.
4. Directors must be individuals, 18 years of age, with power under law to contract. All directors must be Voting Members.
5. Elected Directors shall be elected by the Voting Members in accordance with the Election Procedures.
6. All Directors shall serve a two (2) year term as determined by the Board prior to their election.
7. A Director, if otherwise qualified, is eligible for election, appointment or designation as a Director for a maximum of two (2) consecutive terms and thereafter is not eligible for re-election or re-designation until a period of two (2) years has elapsed from the date

he ceased to be a Director. In the exceptional circumstance where there are insufficient nominees from a province to serve on the Board, the Board may approve an extension of one additional term for a Director who would otherwise be terminated from the Board.

8. The President will automatically succeed to the office of Past President. Upon completion of the full term as Past President, the member shall be eligible for election to any elected Board position following an absence of one (1) term from the Board.
9. The office of Director shall be automatically vacated if he/she ceases to be qualified to act as a director as required under the provisions of the bylaws or:
 - a) If at a special general meeting of Members, a resolution is passed by two-thirds (2/3) of the Voting Members present at the meeting that he be removed from office; or
 - b) If a Director has resigned his office by delivering a written resignation to the Secretary-Treasurer of the PHA. If any vacancy shall occur in the office of Director, for any reason, a quorum of the Directors, may, by appointment, fill the vacancy with a Voting Member of the PHA until the next biennial general meeting. If there is not a quorum of Directors, a special meeting of Members shall be called to fill the vacancy.
13. The Directors shall serve, as such, without remuneration and no Director shall directly or indirectly receive any profit from his position, provided that a Director may be paid reasonable expenses incurred by him in the performance of his duties.

**Public Health Association of NB-PEI
Policy and Procedure**

Title:	Official Languages	Effective Period:	October 25, 2012 – December 31, 2015
Monitoring:	Secretary / Treasurer	Last Review :	March 15, 2014
Approval:	Board	Next Review:	August 31, 2015

Purpose The Board recognizes and celebrates the francophone communities and public health practitioners of both NB and PEI, and values the bilingual status of NB.

Policy The PHA of NB-PEI values the bilingual status of New Brunswick and our francophone colleagues. We will endeavor to provide as much francophone content and/or translation in our correspondence, documents and educational events as possible. We are, however, a small voluntary organization and do not have the resources to provide full bilingual services. We appreciate any assistance provided by members to improve our bilingual capacity.

**Public Health Association of NB-PEI
Policy and Procedure**

Title:	Wind-down/Dissolution	Effective Period:	October 25, 2012 – December 31, 2015
Monitoring:	President	Last Review :	March 15, 2014
Approval:	Board	Next Review:	August 31, 2015

Purpose The Board recognizes the importance of having a plan in the event that dissolving the PHA of NB-PEI is determined to be in the best interests of the organization.

Policy In the event of dissolution of the PHA of NB-PEI, the Board of Directors shall, after paying and making provisions for the payment of all liabilities, distribute all the assets of the organization over to CPHA National Office or an organization dedicated to charitable and/or educational purposes of a similar nature and which has been recognized as a charitable organization by the Canada Revenue Agency.

Procedure

1. In the event of dissolving the organization, the Board will conduct the liquidation and distribution of all remaining assets in accordance with (1) provincial law (NB or PEI), (2) the bylaws, and (3) a Board-approved plan of dissolution.
2. The Board will seek legal advice, if necessary.
3. The Board will consider the appropriate timing for closing financial accounts, including bank and brokerage accounts. The signing officers will identify the necessary steps and establish a timetable.
4. The plan of dissolution, should be drafted to explain how the assets will be distributed and how the liabilities have been addressed. If all assets are distributed and all liabilities addressed then the plan can state: "All liabilities and debts have been satisfied and the assets of the organization have been transferred to XYZ organization. There are no remaining assets".
5. The Board will ensure 30-days notice of the plans with members to address 'why' the dissolution is happening and 'when' it will be effective, and to assure them that their membership fees or donations will be used to advance the PHA's mission.

**Public Health Association of NB-PEI
Policy and Procedure**

Title:	Member Recognition Award	Effective Period:	October 25, 2012 – December 31, 2015
Monitoring:	Secretary-Treasurer	Last Review :	March 15, 2014
Approval:	Board	Next Review:	August 31, 2015

Purpose The purpose of the Member Recognition Award is to recognize and celebrate the significant contributions that a member of the PHA has made toward advancement of public health.

Policy The PHA of NB-PEI will recognize a deserving member of the PHA for significant contribution toward the advancement of public health by awarding him/her the Member Recognition Award.

Procedure

1. Call for Nominations: One month prior to the Biennial Meeting, the Secretary-Treasurer will send notification to all PHA members requesting nominations for the Member Recognition Award.
2. Nomination Process:
 - a. Nominations are to be forwarded to the Chair of the Nominating Committee on or before the closing date for receipt of nominations.
 - b. Nominations are to include:
 - i. Name of the PHA member making the nomination;
 - ii. Name of the nominee;
 - iii. Summary of contributions made toward the furtherance of public health practice through work, volunteer work in general, and/or volunteer work for CPHA at the PHA and/or National levels;
 - iv. Summary of other notable achievements, whether through paid employment, volunteer work in general, or volunteer work for the CPHA at the PHA and/or National level.
3. Eligibility: In order to be eligible for consideration of the award, nominees must be members in good standing of the PHA of NB-PEI at the time when the Call for Nominations is issued.
4. Nominating Committee:
 - a. Membership: The Nominating Committee is typically composed of the President, Past President and Secretary/Treasurer.
 - b. Role: The Nominating Committee will review the submissions and make recommendation to the Board of Directors for approval.
5. Announcement of the Member Recognition Award will be made at the Biennial Meeting.

**Public Health Association of NB-PEI
Policy and Procedure**

Title:	Recognition of Directors	Effective Period:	October 25, 2012 – December 31, 2015
Monitoring:	President-Elect	Last Review :	March 15, 2014
Approval:	Board	Next Review:	August 31, 2015

Purpose The purpose of recognizing outgoing Directors is to celebrate the significant contributions of that member to the PHA.

Policy The Board of Directors will consistently and fairly acknowledge outgoing Directors for volunteering their time and efforts on behalf of the PHA.

Procedure

1. The President-Elect, or delegated Director, will be responsible for ensuring that the work and contributions of the outgoing board member is appropriately acknowledged, as follows:
 - a) A thank you card, signed by all current Directors will be presented to the outgoing Director at the Biennial Meeting;
 - b) When possible, a donation to the charity of the outgoing Director's choosing, the value of which will reflect up to \$20.00 per year of service as Board Director, to a maximum of \$100.00, will be presented at the Biennial Meeting;
 - c) A written summary of the outgoing Director's activities and achievements during his/her years of service will be read at the Biennial Meeting.

2. The President-Elect, or delegated Director, will include the written summary prepared for the Biennial Meeting in the Annual Report, an e-bulletin or membership update at the earliest opportunity.

**Public Health Association of NB-PEI
Policy and Procedure**

Title:	Student Members	Effective Period:	October 25, 2012 – December 31, 2015
Monitoring:	President	Last Review :	March 15, 2014
Approval:	Board	Next Review:	August 31, 2015

Purpose The Board of Directors recognizes that the future of the PHA is in the hands of the next generation of public health practitioners and looks for opportunities to involve and engage students in the organization.

Policy The Board of Directors will strive to offer meaningful opportunities for students to become members of the PHA, afford professional development offerings and mentoring.

Procedure

1. Student membership may be granted to those individuals who at the time of issuance of membership are full- or part-time students at a post secondary institution and shall be eligible for election to office.
2. Student members are strongly encouraged to provide their insights, ideas, and energy into PHA activities.
3. A non-voting, observer status at Board meetings will always be made available to interested student members to learn more about the operation of the PHA.

**Public Health Association of NB-PEI
Policy and Procedure**

Title:	Fees and Honoraria	Effective Period:	October 25, 2012 – December 31, 2015
Monitoring:	Secretary-Treasurer	Last Review :	March15, 2014
Approval:	Board	Next Review:	August 31, 2015

Purpose The purpose of this policy is to ensure consistent and fair acknowledgement of paid and volunteer presenters at PHA of NB-PEI sponsored events.

Policy A gift will be provided to presenters at PHA of NB-PEI sponsored events. Paid presenters at PHA of NB-PEI sponsored events will receive their fee and reimbursement for approved expenses rather than a gift.

Procedure

1. Fees and Expenses:

- a) Where a facilitator, trainer, speaker or panel member at a PHA of NB-PEI event is to receive a fee:
 - i. The President, or a member of the Board, will publicly thank him/her at the end of the session; and
 - ii. Following the receipt of the invoice, payment will be made to the facilitator, trainer, speaker or panel member for the per diem fee and other approved expenses.
- b) For PHA of NB-PEI members who provide facilitator or trainer services for a PD event, and for which a fee is typically applicable, and where that member may have a conflict of interest with their work place or otherwise cannot charge or accept a fee, a one year membership or a donation of up to \$50 value may be presented in recognition of their contribution.
- c) PHA of NB-PEI members who provide facilitator, trainer, speaker or panel member services for which a fee is typically applicable, and where there is no conflict of interest, will be eligible to receive an appropriate fee and reimbursement of relevant expenses as payment for their services.

**Public Health Association of NB-PEI
Policy and Procedure**

Title:	National Conference Subsidy	Effective Period:	October 25, 2012 – December 31, 2015
Monitoring:	Secretary / Treasurer	Last Review :	March 15, 2014
Approval:	Board	Next Review:	August 31, 2015

Purpose The purpose of the National Conference Subsidy is to recognize the volunteer work of the Directors and to promote and support PHA participation at the National Conference.

Policy Subsidies to support attendance at the National Conference will be offered based on PHA of NB-PEI budget availability.

Procedure

1. At least three months prior to the early-bird deadline for registration to attend the National Conference, the Secretary/Treasurer will review the Association's budget and make a recommendation to the Board of Directors on the total amount of subsidy to be offered in that fiscal year.
2. When budget permits:
 - a. Full conference travel expenses (air/ground travel, accommodation, and registration) will be covered for the PHA President, or a Board delegate, to maintain a national presence at the CPHA AGM and networking on the Canadian Network of Public Health Associations.
 - b. Up to two (2) subsidies of up to \$725 each (or the early-bird registration rate) will be made available, as follows:
 - i. Members of the Board of Directors planning to attend the National Conference will be given priority a subsidy;
 - ii. If all available subsidies are not accessed by Directors, then members of PHA Committees will be eligible to receive remaining subsidies.
 - iii. If all available subsidies are not accessed by Directors or members of PHA Committees, then any remaining subsidies will be offered to the general membership – one each to NB and PEI, where possible, with priority given to those who are presenting at the National Conference, first-time attendees, or those who have not previously held a CPHA PHA of NB-PEI subsidy.
 - iv. In order to be eligible for consideration for these subsidies, applicants must be members in good standing of the PHA of NB-PEI when the call for interest is issued.
4. The Board must approve granting of all subsidies.
5. The Board reserves the right to confirm subsidy recipients' Conference attendance with National Office.

**Public Health Association of NB-PEI
Policy and Procedure**

Title:	Fees and Subsidies for Attendance at Professional Development Events	Effective Period:	October 25, 2012 – December 31, 2015
Monitoring:	Secretary / Treasurer	Last Review :	March 15, 2014
Approval:	Board	Next Review:	August 31, 2015

Purpose Preferred rates for PHA of NB-PEI professional development (PD) events should be available to members as a benefit of membership, thereby rewarding existing members and encouraging new members to join.

Policy Fees to attend PD events sponsored by the PHA of NB-PEI will reflect membership status and, for non-governmental organizations, applicant ability to pay.

Procedure

1. Fees and Subsidies

- a. **Members:** The registration fee for members will be at least 25% less than the fee for non-members, regardless of the cost of the specific event.

- b. **Non-members:** The Board will have the option to offer non-members a credit of up to \$40.00 toward a PHA of NB-PEI membership fee if they become a member within 8 weeks following attendance at a PHA of NB-PEI PD event. The membership credit can be publicized in the PD notice and registration material. The Board of Directors will strive to contact PD event participants following the event to encourage them to consider PHA of NB-PEI membership.

**Public Health Association of NB-PEI
Policy and Procedure**

Title:	Corporate Sponsorship and/or Partnerships	Effective Period:	October 25, 2012 – December 31, 2015
Monitoring:	President	Last Review :	March 15, 2014
Approval:	Board	Next Review:	August 31, 2015

Purpose The purpose of the sponsorship policy is to determine the balance of the benefit to the public in relation to the risks and costs of collaborating with the sponsor.

Policy On a case-by-case basis, the PHA of NB-PEI will apply the same guiding principles and criteria as the parent association, CPHA-National, in determining the benefits and risks of accepting a sponsorship (see also, <http://www.cpha.ca/en/legal/sponsorship.aspx>).

PHA of NB-PEI will focus on purposes consistent with its strategic priorities and comply with the following “Principles for Corporate Sponsorship” in soliciting all sponsorships (outlined below). These Principles will be discussed with all sponsors during the early stages of discussions.

Any situation that may be an exception to this Policy or these Principles will be reviewed by the President in consultation with the Board of Directors. Together, they shall interpret this policy in good faith.

Principles for Commercial Support or Sponsorships

1. PHA of NB-PEI will at all times maintain an independent position on public health issues and concerns.
2. PHA of NB-PEI will solicit and accept support only for projects and activities that are consistent with the Association’s mission.
3. PHA of NB-PEI will accept funds for informational and educational activities only when the content is to be determined or verified by PHA of NB-PEI or an independent body of public health professionals designated by PHA of NB-PEI.
4. PHA of NB-PEI will maintain complete control of all funds provided from commercial supporters for educational activities.
5. PHA of NB-PEI will not permit commercial product promotions as part of a Continuing Education activity.
6. It is the policy of PHA of NB-PEI not to provide product or service endorsements.
7. Acknowledgments for commercial support will be limited to company name, logos or slogans which are an established part of the supporter’s identity, trade names, addresses and telephone numbers.
8. PHA of NB-PEI’s intangible intellectual assets, including the Association’s name and logo, will be protected at all times. Sponsors will not be permitted to use PHA of NB-PEI’s name or logo for any commercial purpose or in connection with the promotion of any product.
9. PHA of NB-PEI will be vigilant at all times to avoid any real or apparent conflict of interest in accepting sponsorships.

**Public Health Association of NB-PEI
Policy and Procedure**

Title:	Communications	Effective Period:	October 25, 2012 – December 31, 2015
Monitoring:	Secretary / Treasurer	Last Review :	March 15, 2014
Approval:	Board	Next Review:	August 31, 2015

Purpose To establish guidelines for presenting PHA of NB-PEI to members, the public, current and potential stakeholders, both internally and externally.

Policy PHA of NB-PEI recognizes communication and advocacy efforts as important aspects of our continual efforts to be a positive voice for public health in the Atlantic Region.

Procedure

1. The President may issue statements on behalf of the Board or the membership relating to pertinent issues in the public health arena.
2. Where communication from the PHA President puts him/her in a position of conflict with their professional responsibilities, another Board member may be designated as a signatory or to make statements on a case-by-case basis.
3. Main Goals for External Communications:
 - a) Support the national office in their advocacy efforts
 - b) Share locally-relevant public health information with interested stakeholders
 - c) Applaud or advise accomplishments in NB-PEI with respect to new legislation, regulations and standards relating to public health
4. Main goals for Member Communications:
 - a) Make sure that the PHA's goals, policies and guidelines are communicated
 - b) Strive to give members the information they need, when they need it, in order to increase understanding and commitment, build motivation, and support the PHA's advocacy efforts.
 - c) Communicate with members about decisions and events that affect them before (if possible) and never later than when information is communicated externally.