



bulkley valley - lakes district airshed management society

Organization Policies

Conditional approval granted November 26, 2008 – final approval to be given when circulated.

Finance

1. An **annual budget** corresponding with the AMS fiscal year end of December 31 will be prepared and approved by the Board.
2. Annual membership dues must be determined at the AGM. As of June 20, 2008 annual dues are set at \$0.00.
3. Funds permitting, a budget for Director expenses will be established to cover off items such as registration fees and travel expenses related to AMS meetings. All expenses are to demonstrate a reasonable effort to reduce the environmental footprint of AMS activities i.e. carpooling.
4. A 10% Administration fee will be added to the project budget for each funding application. The woodstove exchange program will be exempt from this policy.
5. **Resources needed are to be summarized for each project or campaign** where appropriate. Volunteers, contractors or employees carrying out campaign duties will review the campaign budget and resource inventory every month and report any discrepancies to the Finance Committee.
6. If adequate resources cannot be secured for a campaign and this jeopardizes campaign success, then the campaign will be tabled until further notice with appropriate supporting communications.
7. **A contingency/petty cash budget of \$100 is available for each future campaign to be divided among implementation team** but should only be spent if needed supplies or services are not available free of charge from AMS or their partners.
8. Registration fees for AMS events other than the AGM and such as the Annual Burn Operators Forum will be charged to cover catering and other expenses fees unless sponsors can be secured.

Governance

1. AMS operates by consensus. New workplan items or changes to an approved budget will be made in consultation with the Board or by authority delegated to the appropriate committee.

2. The number of directors must be 6 or a greater number determined from time to time at an annual general meeting.
3. Sector representation shall be at least 2 industry, 2 government, and 2 public and every effort shall be made to ensure reasonable geographic representation throughout the Plan area. Noted that First Nations are considered to be part of the government sector and that direct invitations to all governments will be issued each year for nominations to the Board.
4. The AGM will be held within six months following the year end of December 31.
5. Elections are held annually and all nominations are to be received one week prior to the AGM. A call for Nominations will be made at least 4 weeks before the deadline, and nominations can be received at any time. A nomination form is permanently posted on the website and will be reviewed annually for consistency with policies and committee terms of reference.
6. Performance evaluations and development goals will be established and monitored for campaign partners, volunteers, staff, and contractors. Evaluation forms and results will be reviewed as needed to increase accountability, campaign effectiveness and organizational sustainability (i.e. to coincide with contract terms and campaign implementation cycles.)
7. The Board will self-evaluate using an assessment tool selected by consensus. The tool will address the questions: what do you need as a Board member to be successful? As a Board, are all the needed skill sets represented?
8. All committees will have a clear Terms of Reference and will provide regular reports to the Board. There will be standing committees for Governance and Finance, and ad hoc committees for everything else (i.e. workplan tasks and campaigns) with a defined time period and specific deliverables. A final report for each project with an end date will be submitted to evaluate the program and provide insight for future programming. A portion of payment will be withheld until this report is received and will be determined on a project basis.
9. A schedule of annual Board meetings will be set at the AGM. Dates and locations of these meetings are to be drafted a minimum of four weeks before the meeting and confirmed along with the agenda at least one week before the meeting.
10. Communications with the media and the public regarding AMS activities will follow the Strategic Communications Plan (2005) and amendments. A Communications Plan for each new campaign be developed and approved by the Board that is consistent with the general AMS Communications Plan.
11. All AMS documents are public unless explicitly labelled confidential by the Board . Wherever possible, public documents will be posted on the website.

12. Confidentiality requests by project partners on dialogue or agreement content will be respected. A partner is defined as any individual or organization that engages AMS in a dialogue or agreement during implementation of the AMS workplan or extension thereof.
13. **Conflict of interest and new project development.** There is no conflict of interest for AMS Directors or contracted staff to deliver an AMS program where an independent evaluation of that person's ability to perform the work at a reasonable price has been conducted and recorded. There will be a standing invitation for both solicited and unsolicited research and programming consistent with AMS policies and the Clean Air Plan.

Operating procedures

1. **Quarterly reviews** of the annual budget will be conducted by the finance committee and a report presented to the Board. The treasurer must receive all supporting paperwork three (3) weeks prior to each quarterly Board meeting.
2. **Director expenses** prior to 2009 are treated as donations to AMS and charitable receipts can be given for 2008 if a Director so wishes, following the procedure recommended by Revenue Canada. It is tradition for the AGM lunch and Christmas meeting lunch to be covered by the AMS administration budget.
3. Board packages will be sent out at least three business days before a Board meeting.
4. Committees will provide written reports on workplan status and campaign successes and challenges at least one week before the Board meeting.
5. Reports requiring decisions and missing these deadlines will be tabled until the next Board meeting.
6. Notes from meetings of Committees and the Board and special events highlighting decisions and action items will be circulated within two weeks of the meeting.
7. Where time is of the essence, a minimum of two directors or members of the appropriate committee must be consulted before a staff person, contractor or partner implements a change that will impact existing and approved workplan or campaign priorities. Due to the working relationship history between the facilitator and the Board, the facilitator may also interpret silence as consent when consultation is needed.
8. All Directors are invited to submit expressions of interest for completing research or education projects related to their special expertise and this call for expressions of interest will also be posted to membership and on our website, along with a listing of current projects. When awarding contracts, the lowest or any bid is not necessarily the winner – evaluation criteria will be developed for each project. One general call plus a two week posting on the website is sufficient.