



DAVIDSON CREEK
FUNDRAISING
SOCIETY (DCFS)



Policies and Procedures Manual
2018

**Davidson Creek Fundraising Society (DCFS)
Policies and Procedures Manual**

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Objective of DCFS: To hold fun and exciting fundraisers with the involvement of the school community. Fundraising profits will help financially support the school’s curriculum, students, and our local community as set forth by school administration and School Council.

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1) POLICY AND PROCEDURE DEVELOPMENT

Preamble

The Davidson Creek Fundraising Society believes that developing and following policies and procedures will help to provide effective parameters and guidelines for the action of its members and committees. The Davidson Creek Fundraising Society will also endeavour to use these policies and procedures as an orientation tools for new members.

In fulfilling its responsibility for policy and procedure making, the Society will:

- a) Ensure that policies comply with relevant legislation and regulations, with the Society Bylaws, and with existing Society policies before being approved new policy.
- b) Policies shall be consistent with Society Objectives, Bylaws, Societies Act, Alberta Gaming and Liquor Commission (AGLC) Regulations, and relevant legislation.
- c) Work from the broadest, most general statement of policy when setting operational policy. The Society may develop more specific policies until satisfied that it has reached the necessary level of clarification and direction.
- d) Encourage interested community individuals to participate in its policy-making process.
- e) Ensure policies approved by the Society are available to all members and original copies are kept in a safe location.
- f) Regularly monitor and review its policies at minimum on an annual basis.
- g) Ensure that all written policies are consistent in appearance and presentation.
- h) Whenever possible, provide a Preamble to explain rationale, spirit or intent of what the policy is attempting to accomplish.
- i) Recognize that policies are being written not only for the present but also for future use.

2) DECISION MAKING PROCEDURE

Preamble

Decisions made by DCFS will follow proper procedure. In doing so, DCFS will adhere the following process:

- 1) School Council will hold a discussion on the topic at hand.
- 2) School Council and/or the Principal will approve, or not approve the request. This item will be brought to DCFS President and Secretary, to add to the upcoming meeting Agenda, if necessary.
- 3) If approved, a Funding Request form will be sent to DCFS.
- 4) DCFS will discuss the Funding Request at their next Regular Meeting as per the Meeting Agenda.
- 5) Funding Request will be voted on based on if the funds are available, and if not, how/if the funds can be fundraised.

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3) PRIVACY AND SECURITY OF PERSONAL INFORMATION

Preamble

Davidson Creek Fundraising Society will not collect, share or store personal information for purposes other than those of Society business.

In fulfilling its responsibility for maintaining the privacy and security of personal information, the Society will:

- a) Ensure that the purpose for the collection of all information is clearly communicated / stated on all requests.
- b) Ensure that only one member of the Society Board of Directors, most likely the Secretary, coordinates and stores the information collected.
- c) Ensure that storage of personal information will occur in a secure, protected location (locked file cabinet, password protected electronic storage, etc)
- d) Ensure that any information distributed to Society members, such as communication lists, or participant lists, will only be given to those individuals in need of the information.
- e) Ensure that individuals with access to the personal information understand and abide by, provincial privacy and security legislation, and Society policies.
- f) Ensure that all electronic communications addressed to more than one individual will either use the "bcc" function or will use an "email group" address where personal email addresses cannot be seen, reproduced, or saved.
- g) Ensure that all personal information collected will be permanently and securely destroyed no later than September 30 of the following year.

4) OFFICIAL MAILING ADDRESS

Preamble

The Davidson Creek Fundraising Society understands the importance of maintaining predictability and consistency in many areas, including the mailing address of the Society. As such, the mailing address for Davidson Creek Fundraising Society will be:

Davidson Creek Fundraising Society
c/o Davidson Creek Elementary School
360 Davenport Drive
Sherwood Park, AB
T8H 1Y1

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5) EXECUTIVE DUTIES

Preamble

The Davidson Creek Fundraising Society will be run by a Board of Directors. The Board of Directors is comprised of four (4) Officers and up to seven (7) Directors at Large. Directors at Large positions will be determined on an annual basis as needed and have a yearly commitment. Some Directors at Large positions may include Volunteer Coordinator or Grant Coordinator. The Board of Directors acts in the best interest of the Society and provides leadership and oversight of the activities of the Society.

All Executive Members will;

- a) Perform their duties in such a manner that promotes confidence and trust in the integrity, objectivity and impartiality of the Executive of the Society.
- b) Keep Member and Society interests in mind when expressing a viewpoint.
- c) Have general knowledge of the Society objectives, bylaws, policies and procedures.
- d) Respect and support Society objectives, bylaws, policies and procedures and decisions of the membership.
- e) May resign, if for any reason are unable to fulfill their duties, by providing notice according to the Society bylaws.

Any Executive Member who fails to perform their duties may be requested by the Executive to submit their resignation or be removed from office by the membership.

Duties of the Officers

1) President

- a) Takes the lead in running the Society
- b) Expected to attend all meetings of the Society
- c) Chairs meeting of the Society
- d) Consults with other Officers/Directors, as necessary, to prepare the agenda for the meetings
- e) Ensures that notice of the meetings has been sent according to the Society bylaws
- f) Prepares a report for all meeting of the Society
- g) Prepares an annual summary report for the Annual General Meeting
- h) Starts meetings on time and proceeds in a business-like manner
- i) Conducts meeting with tact, firmness and fairness
- j) ? Chairs the Executive Committee ?
- k) Provides the Policies and Procedures Manual and Bylaws to all Officers and Directors
- l) Has general knowledge of all activities of the Society
- m) Is a signing authority for the Society
- n) Reallocates duties if a position is vacant, until the position is filled

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2) Vice-President

- a) Expected to attend all meetings of the Society
- b) Acts as chairperson at meetings when the President is absent
- c) Assists the President whenever possible
- d) Assumes duties as assigned by the Society, such as chairing a committee
- e) Fills in for the President at events, as required
- f) Learns the duties of the President

3) Treasurer

- a) Expected to attend all meetings of the Society
- b) Ensures the financial integrity of the Society
- c) Keeps the Society's funds in a financial institution chosen by the Society
- d) Ensures cheques, prior to deposit, have correct dates, are signed and written out properly
- e) Acquires a login and password for access to 'Read-only' statements at the financial institution used by Society
- f) Co-signs cheques with another signing authority
- g) Ensures the Society's financial records are up-to-date, by keeping accurate records of all receipts and expenditures
- h) Ensures the financial records are kept in an organized manner
- i) Pays accounts approved by the Society
- j) Submits financial reports at meetings of the Society
- k) Ensures that all annual financial reports are prepared
- l) Presents the audited annual financial statement to the membership at a Special General Meeting (SGM)
- m) Monitors the budget and advises the Society of problems and any other financial management issues
- n) Ensures that funding sources, Members, governments, and agencies receive timely and accurate financial reports.

4) Secretary

- a) Expected to attend all meetings of the Society
- b) Records minutes of the meetings of the Society
- c) Maintains the Society's meeting minute binder with approved original meeting minutes, including any reports presented at that meeting
- d) Ensures the Register of Members is up-to-date
- e) Submits the Change of Notice of Directors to Corporate Registries
- f) Sends communication as directed
- g) Maintains the Society's website/Facebook page
- h) Monitors inventory control and sign out sheets

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Duties of the Directors at Large

- a) Expected to attend all meetings of the Society
- b) Be prepared for and actively participate in all meetings of the Society
- c) Approve, where appropriate, policy and other recommendations received from the Board and its standing committees
- d) Participate in the development of the Society's plan and annual review
- e) Review the annual budget for the Society and submit to the membership for approval
- f) Assist in developing and maintaining positive working relationships with the Board, committees, School, School Council to support and enhance education in the School community
- g) Advocate for opinions and positions of all the Members to be voiced and heard in a safe, respectful environment
- h) Act as a leader and ambassador of the Society
- i) Strive to reach consensus in all areas. If a consensus cannot be reached, Board Members will accept, adhere to, the majority decision of the Board
- j) Address operational concerns openly and with input from Board Members
- k) Address personal concerns relating to Board Member's roles privately, constructively, respectfully and in a timely manner

6) TRANSITION OF BOARD OF DIRECTORS

Preamble

The Board of Directors ensures that all legal obligations are met and in the continuity of operations when changes in the Officers and/or Directors at Large occur.

Upon a change of either, the following will occur in a timely manner:

a) Corporate Registries:

- Update the Officers and Directors registered with Corporate Registries, by letter, with new Executive information (first and last name, address, and phone number).
- Information shall be updated within thirty (30) days of the change (Societies Act).

b) Financial Institution:

- Signing authorities determined according to Society Bylaws.
- Update the signing authorities on the Society's accounts, by taking the following to the financial institution:
 - meeting minutes designating new signing authorities, photo ID, and any other documentation required by the financial institution

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The financial institution may perform a Corporate Registries search to ensure all proposed signing authorities have been updated on Notice of Directors.

c) Officer and Director Responsibilities

- Ensure continuity between the past and current year by informing the incoming Officer(s) and/or Director(s) of the position duties as outlined in the Society Bylaws, how they are performed, and any ongoing initiatives of the Society.
- Ensure all Society property, documents, electronic files, and accounts are relinquished to the Society as per Policy.
- Ensure that all electronic files that are relinquished, have the original file retained by the outgoing Officer or Director for a period six (6) months to ensure the transfer was successful.

7) MEETING LOCATION

Preamble

The Davidson Creek Fundraising Society believes in responding to the needs of its members and community in all possible areas, and in creating a welcoming, inclusive environment for its activities and meetings.

- a) Society meetings will, whenever possible, take place at Davidson Creek Elementary School, in a room to be decided and posted closer to each meeting.

8) MEMBERSHIP

Preamble

The Davidson Creek Fundraising Society encourages any person having a vested interest in the educational well-being of the students enrolled in Davidson Creek Elementary to become Members of the Society and to participate in its meetings, activities, and events.

- a) Membership in the Society is open to all Parents and Community Members with a vested interest in the School.
- b) The Society will maintain a current Register of Members as required by the Societies Act.
- c) Anyone wishing to become a Member must complete the Membership Form (see Appendix).
- d) Parents, once Members, will have membership in the Society until they no longer have children attending the School or until the membership is withdrawn.
- e) Community Members will have membership in the Society for a period of one (1) year and must reapply annually.
- f) It is the Member's responsibility to update their contact information with the Society.

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- g) Members can update their information by completing a new Membership Form or by providing updated information, in writing, to the Society.

9) NEW MEMBER ORIENTATION

Preamble

The Davidson Creek Fundraising Society values new and returning participants at its meetings, activities, and events. The purpose and work of the Society is often misunderstood. To assist new participants in clearly understanding the important roles and relationships of the Society, the Davidson Creek Fundraising Society will do the following:

- Provide access to a welcome package which will include a copy of the Society Bylaws, Policy Manual, most recent Annual Report, and contact information for the Society Board of Directors.
- Provide a copy of the Membership Form
- Introduce the new participant to several returning participants.

10) COMMUNICATION – INTERNAL

Preamble

The Davidson Creek Fundraising Society defines “Internal Communications” as being those which take place outside of scheduled Society meetings and for the use of members, school administration, and students, using any of the below means of communication. The Society shall be consistent with all relevant legislation (ie. Anti-Spam legislation).

To facilitate a robust two-way internal communication system, the Society may use, but is not limited to, one or more of the following methods:

- Email
- Telephone: Automated, Verbal or Text
- Canada Post
- School Newsletter
- Signage Outside of the School
- Social Media (Facebook, Twitter, LinkedIn etc)
- Group Webpage (through School, School District, ASCA or Other)

It is expected that all communications will be conducted in a professional manner, respecting the integrity and confidentiality of individuals, the school and the Society. Society business documents, such as agendas, minutes, Bylaws, Policies and Codes of Ethics and Conduct will, at minimum, be made

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available to all members via both hard copy and electronic form. Special Events and activities requesting additional member or community attendance at the school or another location will be communicated via email, social media, group webpage, school newsletter and any other media forms as determined by the Society or school administration. The President, as the key spokesperson for the Society, will, if needed, delegate this and other communication duties as required.

The President, Vice-President and Principal will all be cc'd on all email communication.

11) COMMUNICATION – EXTERNAL

Preamble

The Davidson Creek Elementary Fundraising Society defines “External Communications” as being those which take place outside of the immediate school community, including but not limited to news outlets, professional organizations, school boards, and government bodies. The President, as the key spokesperson for the Society, in consultation with other Society members whenever possible, will determine the most appropriate form of communication to use in each circumstance as it arises. The Society shall be consistent with all relevant legislation (ie. Anti-Spam legislation). The Society may encourage the use of one or more of the following methods:

- Email
- Telephone: Automated, Verbal or Text
- Canada Post
- School Newsletter
- Signage Outside of the School
- Social Media (Facebook, Twitter, LinkedIn etc)
- Group Webpage (through School, School District, ASCA or Other)

It is expected that all communications will be conducted in a professional manner, respecting the integrity and confidentiality of individuals, the school and the Society. Reports from Society representatives on external committees, or to outside organizations, will be made available via electronic documents posted on the group webpage, as well as requested hard copies. Articles for print in community publications will be written by the Secretary with input from the Board Executive and proof-read by the Principal and one Society Director. TV, radio or newspaper interviews will be given by the Principal, Society President or Vice President, or a designate, as determined by the President and Principal.

The President, Vice-President and Principal will all be cc'd on all email communication.

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12) CRITICAL DEADLINES

The Davidson Creek Fundraising Society shall endeavour to meet all critical deadlines to ensure that the Society is running at full efficiency, and with as little disruption to the school's fundraising needs as possible. These deadlines shall relate to the foundational needs in order to operate as a Society. In doing so, the Society shall review this timetable at the end of each school year and modify as required.

September	<ul style="list-style-type: none"> • Update signing authorities on Society bank accounts • Complete fiscal year annual financial report • Call out for auditor(s) to audit financials if positions were not filled at Annual General Meeting (AGM) • Review insurance requirements
October	<ul style="list-style-type: none"> • Audited annual return must be filed by October 31st to Service Alberta
October - January	<ul style="list-style-type: none"> • Provide financials to auditor(s) to review
February	<ul style="list-style-type: none"> • Present audited annual financials at Special General Meeting (SGM) no later than February 28th. Meeting notice requirements as per Society Bylaws.
June	<ul style="list-style-type: none"> • Annual General Meeting (AGM) must be held before June 30th. Meeting notice requirements as per Society Bylaws.
August	<ul style="list-style-type: none"> • Update Officers and Directors for the Society with Corporate Registries

13) USE OF SOCIAL MEDIA

Preamble

The Davidson Creek Fundraising Society believes that the responsible use of Social Media will assist in its efforts to establish multiple and varied methods of two-way communication with its members and the greater community.

These statements spell out the responsibilities of Society members when using social media for Society purposes (including participation in discussion groups such as blogs or forums) and when participating in social media for personal use. They are consistent with best practices used across the Internet. Society members failing to abide by this policy may be prevented from further participation on social media sites related to the Society

Members of the Davidson Creek Fundraising Society will:

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- a) **Be responsible.** Society members are personally responsible for the content they publish online through social media and can be held liable for any commentary deemed to be defamatory, obscene, proprietary or libelous. Society members are aware that the content they publish is visible to the entire world and will remain public for a very long time. Society members will protect their privacy.
- b) **Follow the rules.** Society members will be aware of, and respect, the rules of participation governing the discussion groups and social networks within which they chose to participate. Society members understand that laws that apply in the “real” world also apply online.
- c) **Be transparent.** If Society members post material or discuss topics related to their work or to Davidson Creek Fundraising Society, they will identify their relationship to the Society. If taking part in an anonymous discussion or using a nickname, Society members will disclose their connection to the topic at hand and will never pretend to be someone they are not.
- d) **Respect your audience and colleagues.** Society members will not engage in any conduct or use any language that would not be acceptable in the workplace or at the Society table. Society members will protect the privacy of others and respect their opinions.
- e) **Add value.** When Society members express themselves in social media on issues related to, or about Society, they will contribute to the public perception of the Davidson Creek Fundraising Society. Society members will only write about what they know, from their own perspective.
- f) **Protect the image.** If Society members identify themselves as a member of the Davidson Creek Fundraising Society in an online social network, they will ensure their profile and related content is consistent with how the Society would like to present themselves with other participants and community members and be reflected in the public eye.
- g) **Be accurate.** If Society members publish information about Davidson Creek Fundraising Society, they will ensure the information is accurate and the source is clearly indicated. Society members will be the first to correct their own mistakes and will not alter previous posts without indicating that they have done so.
- h) **Do not reveal secrets and respect confidentiality.** Society members will not disclose confidential or proprietary information about other members, the school, Society, staff, students, other participants or community members. Society members will respect copyrights and ask permission before they cite Society/ members, staff, students, other participants or community members. If Society members are not sure whether some information is okay to publish, they will ask the Society President and/or the school Principal.

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- i) **Remember the purpose.** Society members are encouraged to use social media. Society members will ensure their online activities do not compromise their responsibilities to the school, Society, staff, students, other participants or community members.

14) MEMBER CODE OF CONDUCT

Preamble

The Davidson Creek Fundraising Society is dedicated to conducting Society meetings, activities and events efficiently, meaningfully and with integrity. As the Society adheres to a Code of Ethics which applies to the Society as a whole, individual members of the Davidson Creek Fundraising Society are asked to be guided in their thoughts, words and deeds by the following Code of Conduct:

As a member of Davidson Creek Fundraising Society, I will:

- a) *Devote* time, thought and study, to the role and responsibilities of a Society member so I can provide effective service to my Society.
- b) *Be* guided by the overall vision and purpose of the Society.
- c) *Be* familiar with Society policies and operating principles.
- d) *Work* with my fellow Society members in a spirit of harmony, cooperation, and respect for differences of opinion.
- e) *Communicate* openly and respectfully.
- f) *Promote* positive and collaborative relationships on Society, between Society and the School Council, school administration, and with the greater community.
- g) *Encourage* a positive atmosphere where individual contributions are encouraged and valued.
- h) *Encourage* parent participation in Society.
- i) *Work* with my fellow Society members to support the goals of the Society, and those of the School Council as well as the school's education and improvement plans.
- j) *Assist* the Society to excel in all of its efforts and undertakings.
- k) *Act* as an advocate for excellence in education at the school and community levels.
- l) *Declare* any conflict of interest.
- m) *Never* disclose any confidential information I may have access to through other involvements at the school.
- n) *Use* the appropriate communication channels to address concerns or resolve disputes.

In order to support a respectful environment, the following will not be tolerated.

- Abusive language, personal attacks, or slander towards any individuals.
- Bullying or cyber-bullying of any individual.

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Any Society Member who violates this Code of Conduct is subject to suspension from the membership in the Society. In the event of a membership suspension the following steps will be taken:

- a) The executive must provide a written warning detailing the infraction to the Member.
- b) Failure to comply with the warning will result in a three (3) month suspension of membership.
- c) Should the breach of Code of Conduct continue, membership will be revoked for the remainder of the school year.
- d) The Member may appeal the suspension by requesting, in writing, one (1) of the following options to address the matter:
 - A Special General Meeting of the Members of the Society called for that purpose.
 - A meeting of the Member with the Executive and an independent party.

15) DOCUMENTATION AND ELECTRONIC FILES

Preamble

Accurate record keeping is essential to meet government obligations, minimize risk to the Executive and Society, facilitate effective decision making, ensure accountability, and operate efficiently and effectively. All documents and electronic files are the property of the Society.

Document Storage:

- The Society's permanent file storage location (s) will be determined by the Executive and recorded on the Inventory Control Sheets
- Files may be signed out by the Executive using an Inventory Sign Out Sheet
- Files must be returned to the permanent storage location by the end of the School year. Under exceptional circumstances, an Office may sign out files for the summer.

Electronic File Storage:

- The Society currently uses cloud storage to collectively store the Society's electronic files
- The Officers determine who has access to the Society's cloud storage
- Copies of all electronic files created each fiscal year will be stored permanently using document storage technology (DVDs, CDs, USBs, etc)
- These permanent files are considered inventory
- The Secretary of the Society will be responsible for ensuring that electronic copies of records are posted, up to date and archived or purged when deemed appropriate by the Society/Association/Foundation.

Books and Records Retention:

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- All documents governing the Society are retained indefinitely, including an archive of all versions of the governing documents. This includes, but is not limited to, the Society’s objectives, bylaws, policies and procedures, and minutes.
- Financial records (statements, ledgers, cheques, invoices, receipts, etc.) must be kept for a minimum of seven (7) years. This applies also to electronic records used by the Treasurer to manage the finances of the Society.
- Davidson Creek Fundraising Society will retain, at the school, a copy of all meeting minutes and associated records for a period of seven (7) years, making them available to members and the public upon request. The location of the records may change from time to time, but will always be known by the Principal and Secretary of the school, in addition to the Board Members of the Society. With respect to these records, the following points will also apply:
 - a) The Secretary of the Society will be responsible for ensuring that the records kept at the school are complete, up to date and purged when appropriate.
 - b) Whereas the official copy of all records will provide full names of those in attendance, records being published on line or in printed material such as newsletters etc will use a *first name/last initial* format to identify attendance and participation in meetings, activities or events.
 - c) The President and/or Secretary of the Society will ensure that storage of any personal information collected on behalf of the Society will occur in a secure, protected location (locked file cabinet, password protected electronic storage, etc).
 - d) Meeting Minutes will be posted on the group webpage no longer than 10 days after meetings. Minutes posted online will be removed no later than September 30th of the following school year.
 - e) Agendas for upcoming meetings will be posted on the group webpage no later than 72 hours prior to the meeting.

16) FINANCIAL MANAGEMENT

Preamble

The Davidson Creek Fundraising Society will handle funds to support and sustain its own operational plans, and to achieve its objects and purposes. The Society will handle all funds and conduct all financial transactions with accuracy and transparency. Financial management practices are established to protect the integrity of the Society as a whole, as well as individual members.

- a) The Treasurer of the Society will ensure that all financial transactions are conducted in accordance with the policy.
- b) Funds collected on behalf of the Society will not be removed from the collection location until counted and verified by a minimum of two (2) individuals, one of whom will be an Executive Officer of the Society.

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- c) Verification will be considered complete when two (2) tally sheets providing a denomination breakdown of the funds are dated and signed by the individuals performing the count. Tally sheets will also include the name of the fundraiser, all cheque holder's names, cheque amounts, and the student(s) to which the cheques are associated with.
- d) The verified funds will be kept in the bank bag, complete with one copy of the signed tally sheet, until they can be deposited by the Treasurer or designate. The second signed tally sheet will remain with one of the individuals performing the count.
- e) Should a discrepancy occur between the amount for deposit calculated by the financial institution and the signed tally sheet, the individual making the deposit will immediately notify the Treasurer and the Society President. The President and Treasurer will then research the cause of the discrepancy and report their findings to the Society Board of Directors.
- f) Bank deposit slips shall have fundraiser name written on it for future reference.
- g) The Society Board of Directors may, at any time, determine additional financial management precautions need to be established and implemented.
- h) Requests for Funding will be considered by the Society Board of Directors after receiving the properly completed required paperwork, such as a Funding Request Form, as determined by the Board of Directors.
- i) Reimbursement requests must be accompanied by an original receipt and the approved Funding Request Form, payment will be made by cheque.
- j) Any changes in financial management processes will immediately be considered to be a change in this policy and will be handled and documented as such.
- k) The financial records of the Society will be audited once each year by two (2) members who did not handle any funds on behalf of the Society and who do not have signing authority on any of its accounts.
- l) The Treasurer will have sole 'read-only' online access for the Society's bank accounts. The Treasurer will provide the password to an incoming Treasurer within five business days of being elected. The password must be reset by incoming Treasurer within five business days.
- m) The Society will not accept or send e-transfer payments for any revenues or expenditures.
- n) The Society will restrict on-line access to banking information, to 'read-only' access.
- o) In the event of NSF (non-sufficient funds) payments, the Treasurer will be responsible to privately contact the payer, in person wherever possible, to make arrangements for payment. Any bank charges related to the NSF will be the responsibility of the payer. In the event of three NSF payments from the same individual, the Society will only accept cash payments from said individual for the duration of the fiscal year.
- p) The Society will deposit funds within ten business days from close of fundraiser, whenever possible.
- q) Donations to the Society will be accepted, donor may complete an Allocation Request Form for consideration by the Board when allocating the funds.
- r) The use of Bambora Software will be limited to those with written consent, as approved by the Executive, and only for the term noted and for Society approved fundraisers. Passwords will be changed as needed, as determined by the Executive.

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Policy Adopted on: November 29, 2018

Last Reviewed: April 30, 2019

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17) CONTINGENCY FUND

Preamble

A contingency fund is maintained to ensure that the Society can start business and support the School through School Council before fundraising activities have started for the School year.

- a) The contingency fund may also be used for the Society to function under extraordinary circumstance (ie. insufficient funds raised.)
- b) A contingency fund must be maintained each year with the amount determined by the membership. Generally, the contingency fund will be a minimum of \$10,000 to help pay for immediate expenses that are generally due in the first months of the upcoming school year (ex. teacher incidentals, DCFS insurance, hot lunch vendors, venue deposit for Christmas concert, etc.).
- c) The Treasurer will include the contingency fund in the financial reports.

18) SOCIETY ACCOUNT INFORMATION

Preamble

All accounts belong to Davidson Creek Fundraising Society and up-to-date access information will be maintained by the Society.

a) Passwords

The Society currently has the following accounts:

- Executive Email (ie. gmail)
- Alberta Gaming and Liquor Commission (AGLC) (ie. online applications for Casino and Raffle licenses)
- Fundraiser (ie. Mom's Pantry, Bambora, etc)

Access information, passwords, and all password changes will be recorded and kept in a secure location.

b) Financial Account Information

The Society currently has the following two (2) financial accounts:

- General Account
 - holds all non-casino funds, including raffle funds which will be held as a separate ledger line item.
- Casino Account
 - has specific spending guideline and limitations, refer to the AGLC manual for guidelines.

Davidson Creek Fundraising Society (DCFS) Policies and Procedures

Policy Adopted on: November 29, 2018

Last Reviewed: April 30, 2019

Next Review Date:

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19) INVENTORY

Preamble

All property of Davidson Creek Fundraising Society must be inventoried and accounted for.

- a) Inventory and Sign Out sheets will be used to manage all physical property of the Society (see appendix)
- b) All inventory will be accounted for at the end of each school year by two (2) members of the Society.
- c) All property of the Society will be returned to its permanent storage location by the end of the school year.
- d) Any accumulated prizes, donations, or bonuses will be kept and updated as necessary (see appendix).

20) REVIEW AND AUDIT

Preamble

An annual review or audit of the Society's finances must be completed and presented to the membership by the end of February to comply with the annual filing requirements of the Societies Act.

- a) Auditor(s) will be determined according to Society Bylaws
- b) The Treasurer provides the following to the auditor(s):
 - Deposit book
 - Bank Statements
 - General Ledger
 - Receipts and invoices
 - Summary of each fundraiser initiative
 - Summary of other Approved Expenses
 - Previous years Annual Financial Statement
- c) If the audit is conducted by Members, a financial review is performed (see Appendix)
- d) The Treasurer provides a copy of the Audited Annual Financial Statement, to be filed with Service Alberta, with the notice of General Meeting for presentation to the membership.

21) INSURANCE

Preamble

The Society will maintain adequate insurance to operate within Davidson Creek Elementary School.

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Davidson Creek Fundraising Society must have the minimum insurance in place:

- At least \$2 million in liability coverage
- Davidson Creek Elementary School be names as an additional insured on the Society's liability policy
- Bond and Crime insurance policy, with a minimum \$50,000 bond limit
- And to provide proof of coverage to Davidson Creek Elementary School annually

22) COMMITTEES

Preamble

The Davidson Creek Fundraising Society may determine the need for Standing and Ad Hoc committees in order to facilitate effective, efficient work and meaningful engagement. Terms of Reference for each Standing Committee will be communicated at the beginning of the year, and for Ad Hoc Committees as they are established. The Society may appoint committees that consist of Society members and/or community members. Committees will meet outside of Society meetings to complete their assigned tasks and report on their activities at Society meetings.

1) Standing Committee

a) Formation

- i) The Executive Committee is formed of the Officers and Directors
- ii) The President serves as Chair of the Executive Committee
- iii) Other Standing Committees may be formed at any meeting of the Society
- iv) Any member in good standing may serve on any standing committee, except the Executive Committee
- v) The Board of Directors shall vote in any committees and their members.
- vi) The Chair will be appointed at the creation of the committee, and is required in order to run the committee

b) Length

- i) Standing Committees operate for one (1) school year

c) Executive Committee duties:

- i) Set dates for meetings of the Society
- ii) Plan agendas for meetings of the Society
- iii) Carry out the day to day operations as per Society Bylaws
- iv) Promote activities
- v) Chairs shall submit a written report of their work at the Annual General Meeting.

d) Other:

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- i) Include DCFS Executive in all emails via carbon copy (cc)
- ii) Standing Committees may have re-occurring expenses pre-approved by the DCFS Executive at any DCFS meeting (ex. drinks and food for hot lunches) for a pre-determined length of time (ex. 3 months) of no more than one (1) school year.
- iii) Standing Committees of Davidson Creek Fundraising Society will be:
 - (1) DCFS Executive
 - (2) Hot Lunch Committee
- iv) Standing Committees will undergo annual review prior to the AGM, by the Executive members.
- v) With the exception of DCFS Executive, Committees will meet outside of meetings of the Board or general meetings of the membership to complete their assigned tasks as per the direction of the Board and present a report of their activities at meetings as requested.
- vi) All committees and members shall adhere to the DCFS Flow Chart to ensure clear communication and responsibilities when considering school wide fundraisers.

2) Ad Hoc Committee

a) Formation

- i) Ad Hoc Committees may be formed at any meeting of the Society
- ii) Typical Ad Hoc Committees are the fundraising committees formed for each fundraiser
- iii) Any member in good standing may serve on any Ad Hoc Committee
- iv) The Chair will be appointed by the members at the creation of the committee, and is required in order to run the committee

b) Length

- i) Ad Hoc Committees run for a period of less than one (1) school year

c) Other:

- i) Ad Hoc committees shall keep all details of their operations in a hard copy file which will remain property and kept in possession of the Society when that committee dissolves.
- ii) Committees will meet outside of meetings of the Board or general meetings of the membership to complete their assigned tasks as per the direction of the Board and present a report of their activities at meetings as requested.
- iii) All committees and members shall adhere to the DCFS Flow Chart to ensure clear communication and responsibilities when considering school wide fundraisers.

3) Committee Chairs

- a) Call meetings of the committee
- b) Delegate responsibility to committee members
- c) Ensure the mandate of the committee is carried out

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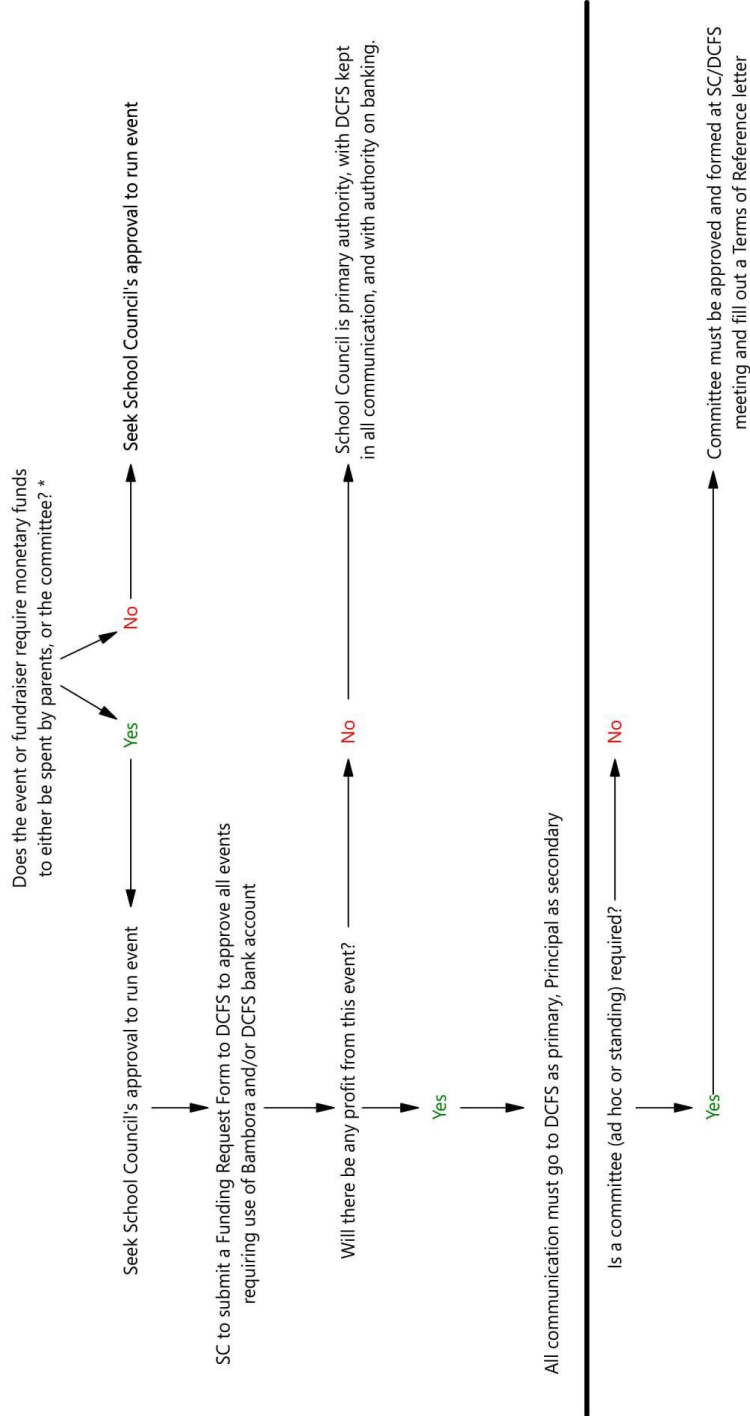
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- d) Submit regular update reports at meetings of the Society
- e) Submit a summary report at conclusion of mandate which includes the accomplishments of the committee and any recommendations
- f) Ensure that property, documents, and electronic files are relinquished to the Society at the completion of the committee mandate.
- g) Shall handle internal disputes to the best of their ability and will advise DCFS Executive prior. See Policy: Internal Disputes

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Proper Procedures:

SC makes Funding Request at SC/DCFS meeting for any budgetary expenses

DCFS decides if they have enough funds for requested expense.

If yes, Funding Request Form may be submitted, with quicker approval. A Reimbursement Request Form will then need to be submitted.

If no, DCFS will determine if a fundraiser is required to fulfill budgetary needs.

The fundraiser's monetary goals should reflect the cost of the requested budgetary item on the Terms of Reference Letter.

* administration run events such as: field trips, school spirit clothing,

special speakers, and similar are not considered and do not fall in to the parameters

of DCFS unless specifically requested by administration

Davidson Creek Fundraising Society (DCFS) Policies and Procedures Manual

15) EVALUATION OF SOCIETY

Preamble

The Davidson Creek Fundraising Society believes in the value of self-evaluation as a tool to guide improvement in all aspects of our operation. Society evaluation will focus primarily on the effectiveness of the Society, as a whole, in achieving its goals and operational objectives.

The Davidson Creek Fundraising Society will conduct a self-evaluation *annually* targeting, but not limited to the following areas:

1. Our Society clearly understands the roles and responsibilities of Society and its members.
 - a) We are familiar with the Societies Act and our legal requirements.
 - b) We are familiar with the School Act and the School Councils Regulation.
 - c) We use the Alberta School Council Resource Guide if needed.
 - d) We participate in workshops and other skill development and training opportunities.
 - e) We are familiar with and regularly review our Society's bylaws.
 - f) We assess and evaluate our Society's work *annually*.

2. Our Society promotes meaningful member engagement. We are inclusive, respectful, demonstrate trust and have high ethical standards.
 - a) We communicate with our members and the broader community.
 - b) We encourage participation on Society and recognize and address barriers to participation.
 - c) We welcome newcomers to the Society, the school and the community and build positive, trusting relationships.
 - d) We conduct efficient meetings and other activities with dignity and respect.
 - e) We have implemented and adhere to our Society's Code of Ethics.
 - f) We strive to build positive relationships with the principal, the School Council and others.

23) FUNDRAISER SELECTION

Preamble

The Davidson Creek Fundraising Society acknowledges that our school family is made up of various demographics, financial abilities, and time restrictions. The Society will thoughtfully consider each fundraiser and ask the following questions before selection:

1. Is this a fundraiser for financial profit, or for community spirit?
2. How does this fundraiser impact the time on families and volunteers?
3. Does this fundraiser provide ample profit margins?

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- 1) The Board will strive to hold a variety of styles of fundraisers including consumables (ex. Purdy's, Mom's Pantry, Eco-Safe, etc.), educational/curriculum-based events (ex. Spell-a-thon, art cards, etc.), community events, and monetary based fundraisers (ex. 100%, bottle drive, etc.). The Board will look to support local businesses when feasible.
- 2) Fundraisers proposed by individuals directly associated with a company will not be considered as it could be viewed as a conflict of interest.
- 3) As per the School Act, Davidson Creek Elementary School administration and/or School Council may occasionally hold their own fundraisers as well. DCFS will not be held responsible, nor liable for, any issues arising from these fundraisers and will ensure that all DCFS supported and run fundraisers are clearly marked as such. DCFS will not handle monies for such fundraisers. Examples of such fundraisers may be: book fair, Terry Fox Run, Pink Shirt Day sales, etc.

24) GRANTS

Preamble

Grants from government and private companies may help support the objective of DCFS, and will therefore be considered upon proposal by Membership.

- 1) All grants will be approved by School Council or DCFS
- 2) All grant applications shall have at least one (1) Executive Member as a signor.

25) CONFLICT RESOLUTION

Preamble

The Davidson Creek Fundraising Society works together for the good of the school. The Board recognizes that conflicts can and will occur. It is the Board's wish that all members will act with kindness and respectfulness, and that all conflict situations be addressed at the earliest possible opportunity to maintain a positive and respectful environment. The Society shall apply every effort to resolve internal conflicts using the steps outlined as follows:

1. In the event of a significant conflict between elected officials, volunteers or Members, the following guidelines will apply:
 - a) If the complaint or conflict cannot be resolved by those directly involved, the conflicting parties will request, in writing, the assistance of the Principal and one other Executive member. If the conflict or complaint involves the Executive, outside or independent assistance may be used in resolving the conflict.
 - b) If the complaint involves the President, the written complaint can be given to the Vice-President
 - c) Mediation should be offered to the parties
 - d) Neither the Principal nor School staff should be relied about to assist with mediation

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- e) If a mediated approach fails to resolve the matter, and arbitrated approach can be offered.
-
2. If at any time 10 parents, or 5 parents and greater than 50% of the Board members of the Society, are of the opinion that the Society is in a state of conflict, such that its operation is significantly impaired, they may deliver a signed written letter to all Board members and the Principal requesting a special general meeting and the following will apply:
 - a) The President will call a special general meeting of the Society
 - b) The Secretary will provide a minimum of 5 days written notice to all parents and Society members of the date, time, place, and purpose of the special general meeting.
 - c) At the special general meeting, all parents and Society members present will have an opportunity to hear and discuss the issues causing conflict.
 - d) On motion, a vote shall be taken respecting a proposed resolution to the conflict.
 - e) If the majority of voting members present vote in favour of the resolution proposed, the society will immediately act upon it.

26) APPENDIX

- Code of Conduct
- Membership Form
- Request for Funding
- Allocation Request Form
- Reimbursement Request Form
- DCFS Society Inventory
- DCFS Sign Out Sheet
- DCFS Bonuses & Prizes Inventory
- Terms of Reference

Code of Conduct for Society Members

A code of conduct is a statement of principles in which a person or group of people believes and that governs or influences their behaviour. It is an expression of dedication to integrity.

As a member of Davidson Creek Fundraising Society, I will:

- *Devote* time, thought and study to the role and responsibilities of a Society member so that I can provide effective service to my Society.
- *Be* familiar with Society bylaws and policies.
- *Work* with my fellow Society members in a spirit of collaboration, cooperation and respect for differences of opinion.
- *Promote* positive and collaborative relationships on Society, between Society and the School Council, and the school administration, and with the greater community.
- *Encourage* parent participation in Society.
- *Work* with my fellow Society members to support the goals of the Society and those of the School Council, as well as the school's education and improvement plans.
- *Assist* the Society to excel in all of its efforts and undertakings.
- *Act* as an advocate for excellence in education at the school and community levels.
- *Declare* any conflict of interest.
- *Secure* and *never disclose* any confidential information I may have access to through any involvement at the school.
- *Use* the appropriate communication protocols to address concerns.
- *Decline* payment for any Society activities.



Davidson Creek Fundraising Society (DCFS)

Membership Form

Please complete and return this form to the school to become a member of the Davidson Creek Fundraising Society (DCFS). All parents/legal guardians of students enrolled in Davidson Creek Elementary (DCE) are encouraged to become members of the DCFS. Other interested persons may become Community Members or Society Members, subject to vested interest and bylaws, as approved by the Society. The majority of members of the Society will be parents/legal guardians. *There are no membership fees.*

As a member of DCFS I have the right to:

- vote at any general (membership) meeting of the society (AGM, SGM, RGM)
- receive notice of all meetings and fundraising activities
- serve on committees or chair fundraisers

I understand the rights and responsibilities of being a member of DCFS as outlined in the bylaws. The DCFS bylaws can be found on the school's website at www.davidsoncreekelementary.ca

*If each parent wants to become a member of DCFS, *each* must complete and sign this document.

Member Information:

Name: _____

Address: _____

Home Phone #: _____

Cell/Alternate Phone#: _____

Email: _____

Membership Type:

- I am a parent/legal guardian of a student in DCFS
 I am a Community Member (subject to approval)
Community Members please indicate vested interest: (ie. Grandparent, former parent, etc.)
 I am an Associate Member (advisory only)

Email Consent:

- YES, I consent to the use of my email for receiving fundraising and DCFS information.
 NO, I do not consent to the use of my email address by the DCFS.
 Yes, I would like to stay a member of DCFS until my child/children no longer attend DCE

I understand that I may revoke my consent or membership at any time. It is my responsibility to notify DCFS of any changes to the information contained in this form.

Date: _____

Signature: _____

Member Information:

Name: _____

Address: _____

Home Phone #: _____

Cell/Alternate Phone#: _____

Email: _____

Membership Type:

- I am a parent/legal guardian of a student in DCFS
 I am a Community Member (subject to approval)
Community Members please indicate vested interest: (ie. Grandparent, former parent, etc.)
 I am an Associate Member (advisory only)

Email Consent:

- YES, I consent to the use of my email for receiving fundraising and DCFS information.
 NO, I do not consent to the use of my email address by the DCFS.
 Yes, I would like to stay a member of DCFS until my child/children no longer attend DCE.

I understand that I may revoke my consent or membership at any time. It is my responsibility to notify DCFS of any changes to the information contained in this form.

Date: _____

Signature: _____

Davidson Creek Fundraising Society (DCFS) is required to obtain this information under the Societies Act. All information collected will be used in accordance to the *Personal Information Protection Act (PIPA)*. For more information please contact Davidson Creek Fundraising Society president at fpresidentdce@gmail.com



Davidson Creek Fundraising Society

Funding Request Form

Date of Request: _____ Amount Requested: _____

Organization or Person requesting Funds: _____

Contact Information: _____ Email: _____

***Please note: Receipts or Invoices from vendors will be required for all approved requests**

Purpose of Funds: (use a separate attachment if needed)

- Please explain clearly and in detail how the funds will be used:

- How will this benefit the students?

- How many students will this request benefit?

School Administration approval in principle: _____

Date: _____ Signature of Principal

Fundraising Society approval in principle: _____

Date: _____ Signature of Authorized Society Representative

For Society Use Only – Do Not Write Below

Motion carried on: _____ Initials of Fundraising Society Rep: _____

Notes:

Cheque #: _____ Account: _____ Receipts Attached: _____

Davidson Creek Fundraising Society

Allocation Request Form

Date of Request: _____ Amount Donated: _____
Organization or Person donating Funds: _____
Contact Information: _____ Email: _____

Purpose of Donation: (use a separate attachment if needed)

- Please explain clearly and in detail what you would like the funds to be allocated for use:

- How will this benefit the students?

- How many students will this request benefit?

School Administration approval in principle: _____

Date: _____ Signature of Principal

Fundraising Society approval in principle: _____

Date: _____ Signature of Authorized Society Representative

For Society Use Only – Do Not Write Below

Motion carried on: _____ Initials of Fundraising Society Rep: _____

Notes:

Cheque #: _____ Account: _____ Receipts Attached: _____

Davidson Creek Fundraising Society

Committee Formation & Terms of Reference

Committee Members,

Thank you for volunteering your time to help our students, the staff, and the Fundraising Society to ensure this fundraiser is run smoothly. To help you make the most of your time and ensure communication is as effective as possible, **please ensure the steps outlined below are followed:**

- 1) Fill out the following “Terms of Reference” and return it as soon as possible to the Society President and Vice President (fpresidentdce@gmail.com, fvpdce@gmail.com).
- 2) The Society will review and, if necessary, send back the Terms of Reference with any questions, clarifications required, etc. Please modify the form as needed and send back for approval. Once you have approval, you may begin to organize and plan within the capacity approved.
- 3) Please be sure to communicate with the Society first and foremost on all communication. The Principal and School Council will be included and communicated with by the Society. Ensure you are acting within the authority noted:
 1. **Limited Advisor:** The committee investigates and reports. The Executive Members make the decisions.
 2. **Active Advisor:** The committee investigates and suggests action. The Executive Members will probably take the committee suggestions.
 3. **Limited Agent:** The committee can take some action, with the Executive Members’ consent.
 4. **Active Agent:** The committee takes action. The Executive Members can later ratify the action taken.
- 4) **It is imperative that the Society is aware of the following:**
 - goal of monetary funds to raise
 - volunteers required to run the fundraiser (only the Society can email the volunteers)
 - start and end dates of fundraiser, if they require modification from what was approved in the SC/DCFS meeting minutes
 - if prizes will be awarded at the end of a fundraiser, and who is providing them. If the committee would like DCFS, a community member, school family or company to donate prizes, a Funding Request Form may need to be filled out and/or a letter written and/or approved by DCFS
- 5) A duotang will be provided to the chair of the committee. Please keep a copy of the approved Terms of Reference, templates of any letters used for students, etc., product catalogue used, company contacts, and any notes. This duotang is property of DCFS and must be returned at the end of the fundraiser or school year, depending on if you are a standing or ad hoc committee. The purpose of the duotang is to assist future chairs of the same fundraiser to identify any issues that were encountered, as well as what worked well.



Davidson Creek Fundraising Society

Committee Formation & Terms of Reference

Members of a school council, or a registered non-profit society (the Fundraising Society), cannot do everything on their own. Sometimes it is necessary to delegate tasks to a committee. Parents, teachers, or members of the community who are unable to attend regular meetings may be willing to serve on a short-term specific-task committee. Committees can enable an organization to accomplish more work in specific areas and are formed after initial organization discussion. Items requiring more lengthy discussion, activity or research are assigned to a committee. Committees make decisions or recommendations, according to the mandate the organization gives them.

Committee members should:

- be willing to participate, both individually and as a team;
- be willing to prepare reports for the organization, as required;
- set priorities and follow through with them;
- understand the expected time commitment; and
- work towards consensus.

DCFS Policies and Procedures states the ability of the organization to establish committees:

Fundraising Committees

The Davidson Creek Fundraising Society may determine the need for Standing and Ad Hoc committees in order to facilitate effective, efficient work and meaningful engagement. Terms of Reference for each Standing Committee will be communicated at the beginning of the year, and for Ad Hoc Committees as they are established. The Society may appoint committees that consist of Society members and/or community members. Committees will meet outside of Society meetings to complete their assigned tasks and report on their activities at Society meetings.

- a) *Committee members shall consist of members.*
- b) *Standing Committees will operate on an ongoing basis with specified lengths of terms for members. The Board of Directors shall vote in any committees and their members.*
- c) *Ad Hoc Committees will be formed as necessary and will work within a specified time period. Typical ad hoc committees will be formed for each fundraiser and any Member in good standing may serve on the committee. Ad Hoc committees may be formed at any Society meeting.*
- d) *Committees will meet outside of meetings of the Board or general meetings of the membership to complete their assigned tasks as per the direction of the Board and present a report of their activities at meetings as requested.*
- e) *Chairs of Standing Committees shall submit a written report of their work at the Annual General Meeting.*
- f) *Ad Hoc committees shall keep all details of their operations in a hard copy file which will remain property and kept in possession of the Society when that committee dissolves.*

Written Terms of Reference will help the committee members understand their responsibilities and obligations, and determine what decisions they can make on their own to complete their task.



Davidson Creek Fundraising Society Committee Formation & Terms of Reference

Terms of Reference Template for Committees

NAME OF COMMITTEE	
NAME AND TYPE OF COMMITTEE <ul style="list-style-type: none"> Is this a standing committee (ongoing), an ad hoc committee (short-term) or a sub-committee? 	
GENERAL PURPOSE <ul style="list-style-type: none"> What is the area of responsibility? What type of work is the committee expected to do? 	
KEY DUTIES AND RESPONSIBILITIES <ul style="list-style-type: none"> What results are expected from the committee? What authority does the committee have? <ol style="list-style-type: none"> Limited Advisor: The committee investigates and reports. The Executive Members make the decisions. Active Advisor: The committee investigates and suggests action. The Executive Members will probably take the committee suggestions. Limited Agent: The committee can take some action, with the Executive Members' consent. Active Agent: The committee takes action. The Executive Members can later ratify the action taken. 	
COMPOSITION AND APPOINTMENTS <ul style="list-style-type: none"> Who is appointed to the committee? (e.g., voting and non-voting members, ex-officio members) How is the Committee Lead/Chair appointed? Who appoints the other committee members? (e.g., Executive Members, Committee Lead, etc) When are committee members appointed? (e.g., after the AGM, at certain points in the organization's calendar) How many committee members will be required? How long do the appointments last? 	
MEETINGS <ul style="list-style-type: none"> What is the expected number of meetings per year? How are meetings scheduled? 	
RESOURCES <ul style="list-style-type: none"> What are the allowable committee costs approved by the Executive Members in the budget? What are the restrictions? What approval is necessary? 	
SPECIFIC OBJECTIVES <ul style="list-style-type: none"> What tasks are to be accomplished by the committee? Are there specific dates for specific tasks? 	
REPORTS AND TARGET DATES <ul style="list-style-type: none"> What are the dates for submitting progress reports to the Executive Members? Does the committee report verbally or in writing? 	



Davidson Creek Fundraising Society Committee Formation & Terms of Reference

REVIEW AND EVALUATION <ul style="list-style-type: none">• When does the committee submit its written review of accomplishments?• When does the committee make recommendations to the Executive Members for changes (in the overall task or in the Committee Terms of Reference?)	
APPROVAL AND REVIEW DATE <ul style="list-style-type: none">• When were the Terms of Reference for this committee last reviewed and approved?• When will they be reviewed again?	

