



Cariboo Chilcotin Elder College

2024/25 Handbook

Approved September 9, 2024

FINAL

(annual review)

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SECTION 1: Mission & History of Elder College

Cariboo-Chilcotin Elder College
176 N. 4th Avenue
Williams Lake, BC V2G 2C7
Society Number: S-0047250

Mission

The Cariboo-Chilcotin Elder College (Elder College) is a volunteer organization committed to meeting the life-long learning needs and educational interests of adults of fifty years of age and older in Williams Lake BC and surrounding areas. Elder College provides a relaxed learning environment without grades or exams, based on a curriculum of particular interest to members. Elder College strives to provide a stimulating and enjoyable environment which addresses the unique and diverse learning capabilities of its members.

History of Elder College

In the spring of 2002 a group of young, energetic seniors met to develop a shared vision of continuing education for seniors, minus exams, and assignments. During the following year, 2003, Elder College offered four classes to twenty-three seniors 50 years of age and better. The classes included creative writing, heart health, and senior's travel. Originally, Elder College had a very strong affiliation with Cariboo College, but that changed over the years.

Between 2003 and 2016 membership soared and peaked in 2018 with 216 members. Approximately twenty classes were offered each semester until COVID struck in 2020. Following COVID restrictions the curriculum committee and executive have worked to encourage new volunteers to the curriculum committee and executive, and people aged 50 plus to become members.

SECTION 2: Bylaws

CARIBOO CHILCOTIN ELDER COLLEGE

BYLAWS

(as per the British Columbia Societies Act)

Bylaws of Cariboo Chilcotin Elder College

Part 1 — Definitions and Interpretation

Definitions

1.1 In these Bylaws:

"Act" means the *Societies Act* of British Columbia as amended from time to time.

"Board" means the directors of the Society.

"Bylaws" means these Bylaws as altered from time to time.

Definitions in Act apply.

1.2 The definitions in the Act apply to these Bylaws.

Conflict with Act or regulations

1.3 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

Part 2 — Members

Application for membership

2.1 A person may apply to the Board for membership in the Society, and the person becomes a member on the Board's acceptance of the application.

Duties of members

2.2 Every member must uphold the constitution of the Society and must comply with these Bylaws.

Amount of membership dues

2.3 The amount of the annual membership dues, if any, must be determined by the Board.

Member not in good standing

2.4 A member is not in good standing if the member fails to pay the member's annual membership dues, if any, and the member is not in good standing for so long as those dues remain unpaid.

Members not in good standing may not vote.

2.5 A voting member who is not in good standing.

- a) may not vote at a general meeting, and

- b) is deemed not to be a voting member for the purpose of consenting to a resolution of the voting members.

Termination of membership if member not in good standing

2.6 A person's membership in the Society is terminated if the person is not in good standing for 6 consecutive months.

Part 3 — General Meetings of Members

Time and place of general meeting

3.1 A general meeting must be held at the time and, if applicable, place the Board determines.

Ordinary business at general meeting

3.2 At a general meeting, the following business is ordinary business:

- a) adoption of rules of order.
- b) consideration of any financial statements of the Society presented to the meeting.
- c) consideration of the reports, if any, of the directors or auditor.
- d) election or appointment of directors.
- e) appointment of an auditor, if any.
- f) business arising out of a report of the directors not requiring the passing of a special resolution.

Notice of special business

3.3 A notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business.

Chair of general meeting

3.4 The following individual is entitled to preside as the chair of a general meeting:

- a) the individual, if any, appointed by the Board to preside as the chair.
- b) if the Board has not appointed an individual to preside as the chair or the individual appointed by the Board is unable to preside as the chair,
 - i) the president,
 - ii) the vice-president, if the president is unable to preside as the chair, or
 - iii) one of the other directors in attendance at the meeting if both the president and vice-president are unable to preside as the chair.

Alternate chair of general meeting

3.5 If there is no individual entitled under these Bylaws who can preside as the chair of a general meeting within 15 minutes from the time set for holding the meeting, the voting members who are in attendance must elect an individual in attendance at the meeting to preside as the chair.

Quorum required.

3.6 Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of voting members is in attendance.

Quorum for general meetings

3.7 The quorum for the transaction of business at a general meeting is 3 voting members or 10% of the voting members, whichever is greater.

Lack of quorum at commencement of meeting

3.8 If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not in attendance,

- a) in the case of a meeting convened on the requisition of members, the meeting is terminated, and
- b) in any other case, the meeting stands adjourned to the same day in the next week, at the same time and, if applicable, place, and if, at the continuation of the adjourned meeting, a quorum is not in attendance within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting members who are in attendance constitute a quorum for that meeting.

If quorum ceases to be in attendance

3.9 If, at any time during a general meeting, there ceases to be a quorum of voting members in attendance, business then in progress must be suspended until there is a quorum in attendance or until the meeting is adjourned or terminated.

Adjournments by chair

3.10 The chair of a general meeting may, or if so, directed by the voting members at the meeting, must, adjourn the meeting from time to time and, if applicable, from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

Notice of continuation of adjourned general meeting

3.11 It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given.

Order of business at general meeting

3.12 The order of business at a general meeting is as follows:

- a) elect an individual to chair the meeting, if necessary.
- b) determine that there is a quorum.
- c) approve the agenda.
- d) approve the minutes from the last general meeting.
- e) deal with unfinished business from the last general meeting.
- f) if the meeting is an annual general meeting,
 - i) receive the directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements,
 - ii) receive any other reports of directors' activities and decisions since the previous annual general meeting,
 - iii) elect or appoint directors, and
 - iv) appoint an auditor, if any.
- g) deal with new business, including any matters about which notice has been given to the members in the notice of meeting.
- h) terminate the meeting.

Methods of voting

3.13 At a general meeting, voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members, except that if, before or after such a vote, 2 or more voting members request a secret ballot or a secret ballot is directed by the chair of the meeting, voting must be by a secret ballot.

Announcement of result

3.14 The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

Proxy voting is not permitted.

3.15 Voting by proxy is not permitted.

Matters decided at general meeting by ordinary resolution.

3.16 A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

Part 4 — Directors

Number of directors on Board

4.1 The Society must have no fewer than 3 and no more than 11 directors.

Election or appointment of directors

4.2 At each annual general meeting, the voting members entitled to vote for the election or appointment of directors must elect or appoint the Board.

Directors may fill casual vacancies on board.

4.3 The Board may, at any time, appoint a member as a director to fill a vacancy that arises on the Board because of the resignation, death, or incapacity of a director during the director's term of office.

Term of appointment of director filling casual vacancy

4.4 A director appointed by the Board to fill a vacancy ceases to be a director at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy.

Part 5 — Directors' Meetings

Calling directors' meeting

5.1 A directors' meeting may be called by the president or by any 2 other directors.

Notice of directors' meeting

5.2 At least 2 days' notice of a directors' meeting must be given unless all the directors agree to a shorter notice period.

Proceedings valid despite omission to give notice.

5.3 The accidental omission to give notice of a directors' meeting to a director, or the non-receipt of a notice by a director, does not invalidate proceedings at the meeting.

Conduct of directors' meetings

5.4 The directors may regulate their meetings and proceedings as they think fit.

Quorum of directors

5.5 The quorum for the transaction of business at a directors' meeting is a majority of the directors.

Part 6 — Board Positions

Election or appointment to Board positions

6.1 Directors must be elected or appointed to the following Board positions, and a director, other than the president, may hold more than one position:

- a) president.
- b) vice-president.
- c) secretary.
- d) treasurer.

Directors at large.

6.2 Directors who are elected or appointed to positions on the Board in addition to the positions described in these Bylaws are elected or appointed as directors at large.

Role of president

6.3 The president is the chair of the Board and is responsible for supervising the other directors in the execution of their duties.

Role of vice-president

6.4 The vice-president is the vice-chair of the Board and is responsible for carrying out the duties of the president if the president is unable to act.

Role of secretary

6.5 The secretary is responsible for doing, or making the necessary arrangements for, the following:

- a) issuing notices of general meetings and directors' meetings.
- b) taking minutes of general meetings and directors' meetings.
- c) keeping the records of the Society in accordance with the Act.
- d) conducting the correspondence of the Board.
- e) filing the annual report of the Society and making any other filings with the registrar under the Act.

Absence of secretary from meeting

6.6 In the absence of the secretary from a meeting, the Board must appoint another individual to act as secretary at the meeting.

Role of treasurer

6.7 The treasurer is responsible for doing, or making the necessary arrangements for, the following:

- a) receiving and banking monies collected from the members or other sources.
- b) keeping accounting records in respect of the Society's financial transactions.
- c) preparing the Society's financial statements.
- d) making Society's filings respecting taxes.

Part 7 — Remuneration of Directors and Signing Authority

Remuneration of directors

7.1 These Bylaws do not permit the Society to pay to a director remuneration for being a director, but the Society may, subject to the Act, pay remuneration to a director for services provided by the director to the Society in another capacity.

Signing authority

7.2 A contract or other record to be signed by the Society must be signed on behalf of the Society

- a) by the president, together with one other director,
- b) if the president is unable to provide a signature, by the vice-president together with one other director,
- c) if the president and vice-president are both unable to provide signatures, by any 2 other directors, or
- d) in any case, by one or more individuals authorized by the Board to sign the record on behalf of the Society.

APPENDIX 1 (Bylaws)

Schedule 2 (section 14)

Fees

Item	Column 1 Matter	Column 2 Fee (\$)
1	For incorporation, amalgamation, continuation, conversion or restoration of a society	100.00*
2	For filing a record, other than a transition application, required or permitted to be filed under the Act, for which there is no other fee	15.00*
3	For a certificate or for certification of a copy of, or extract from, a record	25.00*
4	For a search conducted by persons other than government personnel	7.00*
5	For a search conducted by government personnel other than a search referred to in item 14	10.00
6	For registration, or reinstatement of registration, of an extraprovincial non-share corporation	100.00*
7	For a copy of, or extract from, a record filed with the registrar, for every page or part of a page	0.50*
8	For changing the name of a society or filing a change of name or assumed name of an extra provincial non-share corporation	50.00*
9	For filing an annual report	40.00*
10	For a transition package for a society, consisting of a certified copy of the society's constitution and bylaws	40.00*
11	For priority service when offered	100.00*
12	For pre-vetting of records to be filed with the registrar, when offered	100.00*

13	For filing a constitution alteration application or a bylaw alteration application	50.00*
14	For a search of a maximum of 3 names, including assumed names, on application for reservation of a name. (The fee will not be refunded if a name is not accepted.)	30.00*

*. In addition to a fee marked by an asterisk, a further operator fee of \$1.50, plus any tax imposed under Part IX [*Goods and Services Tax*] of the *Excise Tax Act* (Canada) applicable to the operator fee, may be charged for any transaction done by electronic means from a location outside a government office or at a government office by a person who is not a government employee.

APPENDIX 2 (Bylaws)

Schedule 3 (section 17)

Reporting Society Provisions

Auditor

1. Society must have an auditor.

Requirements for changing auditor.

2. At an annual general meeting, a resolution appointing an auditor, other than the incumbent auditor, must not be proposed unless
 - a) the incumbent auditor has declined reappointment, or
 - b) at least 14 days' written notice of the proposed resolution has been given to
 - i. all persons entitled to receive notice of the meeting, and
 - ii. the incumbent auditor.

Comparative financial statements

3. The financial statements of the Society must be prepared as comparative financial statements relating separately to
 - a) the period determined under section 35 (2) of the Societies Act, and
 - b) the preceding period, if any, in relation to which financial statements for the Society were prepared.

Exception to requirement for comparative financial statements

4. Despite Reporting Society Provision 3, the financial statements of the Society may deal with only the period determined under section 35 (2) of the *Societies Act* if the reason for doing so is set out in the financial statements.

Providing financial statements and auditor's report to auditor and members

5. At least 10 days before the date of each annual general meeting, the Society must send to the auditor and to each member a copy of
 - a) the financial statements that are to be presented at the meeting, and
 - b) the auditor's report, as defined in section 1 of the Societies Act, on those financial statements.

Providing financial statements and auditor's report to security holder

6. The Society, on request of a person holding a bond, debenture, note or other evidence of debt obligation, whether secured or unsecured, of the Society, must send to the person a copy of the Society's latest financial statements and a copy of the auditor's report, as defined in section 1 of the *Societies Act*, on those financial statements.

[Provisions relevant to the enactment of this regulation: [Societies Act](#), S.B.C. 2015, c. 18, ss. 228, 230, 245 and 250.]

SECTION 3: Handbook

Elder College Handbook **(annual updates)**

Section 1 - Procedures

1. The Board of Directors: Responsibilities

- A. Develop and institute a process and timeline to monitor the *Constitution, Bylaws* and *Handbook of Procedures* to ensure required changes or alterations are made as required.
- B. Ensure compliance with the approved Elder College Bylaws.
- C. Check correspondence, emails, and messages on a regular basis to ensure time sensitive issues are addressed in a timely manner.
- D. Finance – Ensure monthly financial reports are provided. Provide oversight of financials and propose financial recommendations for approval by the Executive.
- E. Committees - Existing committees include the Curriculum Committee. The Chair (or Co-Chairs) may be elected by the committee. One of the Co-Chairs must be an elected member of the Executive.
- F. Meetings - once a month at the discretion of the Chair.
- G. Determine dates for the Annual General meeting (AGM) and Special meeting as required. The Executive recommends membership fees, and these are voted on at the AGM.
- H. Set Registration Days in December for the Spring semester and in April for the Fall semester. Review work completed by committees and directors and assist where needed to ensure a smooth and successful registration.
- I. Set the term of directors/consecutive terms/quorum for board meeting.
- J. Review the process for expenditure requests and amounts annually.
- K. Demonstrate initiative and suggest ways to enhance continuous improvement.

2. Directors Responsibilities:

A. President

- i) Prepare monthly agenda(s) with the secretary and chair meetings of the executive.
- ii) Provide an update at each executive meeting.
- iii) Ensure bylaws, policies and procedures are followed.
- iv) Ensure insurance, registration and society act requirements are fulfilled.
- v) Make all public statements on behalf of Elder College and enhance public awareness.
- vi) Liaise with community groups.
- vii) Actively seek volunteers for Elder College.
- viii) Write a message for the course registration newsletter.
- ix) Be one of the four financial institution signing authorities.

- x) Oversee the registration day process and assist on those days.
- xi) Schedule the date for the annual general meeting.
- xii) With the executive prepare the agenda for the AGM.
- xiii) Form a nomination committee and identify a community member to chair the election.
- xiv) Liaise with the vice-president to ensure there is a person in training and the organizational knowledge is shared.

Reference in Bylaws (Page 6)

Role of president

6.3 The president is the chair of the Board and is responsible for supervising the other directors in the execution of their duties.

B. Vice-President

- i) Check correspondence, emails, and messages on a regular basis to ensure time sensitive issues are addressed in a timely manner.
- ii) Support and understand the responsibilities and tasks of the president in the event he/she is required to assume the duties.
- iii) Be involved in the day-to-day work of elder college and complete tasks assigned by the executive board.
- iv) Attend monthly executive board meetings.
- v) Attend the annual general meeting.
- vi) Assist with registration day(s).
- vii) Attend committee meetings on a regular basis.
- viii) Engage with the President and Secretary to complete the Society Act forms which are submitted annually after the November annual general meeting.
- ix) Ensure Elder College complies with the following:
 - (a) Conduct an annual review of the Constitution and Bylaws and suggest amendments as required.
 - (b) Conduct an annual review of the Handbook in consultation with the Board and Curriculum committee. Recommend changes and updates to the Executive.
 - (c) Ensure Elder College is following the BC Societies Act.
 - (d) Review the BC Privacy Act and provide recommendations to the Executive to ensure compliance.
 - (e) Engage with the treasurer to review the General Liability of Directors & Officers insurance policies to ensure appropriate coverage is secured.

- (f) Engage with the Treasurer to ensure the invoices are paid in a timely manner.

Reference in Bylaws (Page 6)

Role of vice-president

Bylaw 6.4 *The vice-president is the vice-chair of the Board and is responsible for performing the duties of the president if the president is unable to act.*

C. Secretary

- i) Maintain lines of communication with the membership and prospective members.
- ii) In consultation with the president and committee chairs prepare and distribute agendas for all regular and special meetings, and for the Annual General Meeting.
- iii) Record minutes during meetings of the board and distribute minutes electronically to the board.
- iv) Record minutes at the Annual General Meeting.
- v) Be one of the four financial institution signing authorities.
- vi) Maintain a list of Board members and contact information for each person.
- vii) Maintain an Excel spreadsheet of the membership list including inactive members for up to three years (full name, full address, cell and/or home phone, email).
- viii) Provide a copy of the membership list to the chair of the Membership Committee.
- ix) Coordinate the newsletter and supporting information for each semester.
- x) Send the newsletter to each member by email & make copies available in key locations around the city.
- xi) Prepare newsletters and flyers for registration day.

a. Co-Secretary

- i) Record minutes for the Curriculum Committee meetings.
- ii) Distribute minutes electronically to the Curriculum Committee.
- iii) Finalize the course coordinator worksheets ensuring all information is completed.
- iv) Compile the final registration worksheets and work with the Secretary to finalize them.
- v) Support the Secretary with other duties as required.
- vi) Backfill the Secretary at the executive meetings as required.

Reference in Bylaws (Page 10)

Role of secretary

Bylaw 6.5 *The secretary is responsible for doing, or making the necessary arrangements for, the following:*

- (a) issuing notices of general meetings and directors' meetings.*
- (b) taking minutes of general meetings and directors' meetings.*
- (c) keeping the records of the Society in accordance with the Act.*
- (d) conducting the correspondence of the Board.*
- (e) filing the annual report of the Society and making any other filings with the registrar under the Act.*

Absence of secretary from meeting

Bylaw 6.6 *In the absence of the secretary from a meeting, the Board must appoint another individual to function as secretary at the meeting.*

D. Treasurer

- i) Overall administration of finances to ensure the financial health of Elder College.
- ii) Be one of the four financial institution signing authorities.
- iii) Prepare a budget for each fiscal year for approval by the executive.
- iv) Monitor month-to-month financials to ensure Elder College is fiscally responsible.
- v) Track all expenditures approved by the Board and financial reports from the curriculum committee.
- vi) Prepare and present a financial report at each regular Board meeting:
- vii) Revenue and expenditures in previous month.
- viii) Maintain a cumulative summary of revenue and expenditures for year to date.
- ix) Current balance sheet.
- x) Prepare a year-end financial report and present it at the Annual General Meeting.
- xi) Review with Vice President insurance policies regarding liability for Directors & Officers and ensure they are renewed annually.
- xii) Deposit all income into the bank account.
- xiii) Ensure all expenditures are paid and maintain financial records for all transactions.
- xiv) Arrange for volunteers to assist with registration and payments on Registration Day, see Registration Day Section as noted below for details.

a. Co-Treasurer

- i) Monitor month to month financials of the curriculum committee.
- ii) Track revenue from course fees and registration.
- iii) Track expenditures for the curriculum committee courses.

- iv) Track expenditures for each course to collect data to provide information used to set future course fees.
- v) Be one of the four financial institution signing authorities.

b. For new treasurer:

- i) Go to Elder College financial institution and register for signing authority and provide your contact information.
- ii) Contact the insurance provider and provide your contact information for renewal.
- iii) Reconcile the most recent bank statement and balance the journal records of the previous treasurer before new records.

Reference in Bylaws (Page 10)

Role of treasurer

Bylaw 6.7 *The treasurer is responsible for doing, or making the necessary arrangements for, the following:*

- (a)receiving and banking monies collected from the members or other sources.*
- (b)keeping accounting records in respect of the Society's financial transactions.*
- (c)preparing the Society's financial statements.*
- (d)making the Society's filings respecting taxes.*

E. Directors At Large

- i) Attending monthly Board meetings and the Annual General Meeting.
- ii) Assist and support with the newsletter, registration day and Annual General meeting.
- iii) Assist and support the work of one or more of the Committees.
- iv) Directors will take leadership and/or support specific roles for Elder College as outlined below or which may be established:

a. Equipment

- i) Maintain an inventory of equipment.
- ii) Securely store equipment at the Seniors' Centre.
- iii) Periodically check that each piece of equipment is in good working condition.
- iv) Assist curriculum coordinators and instructors in the operation of equipment.
- v) Recommend new equipment or software purchases to the Board.
- vi) Develop a budget for each fiscal year and present it to the Board for approval.
- vii) Submit expenditure request(s) to the Board/Finance and with approval complete purchases and submit receipt(s)

viii) Assist on registration day with any equipment required.

b. Membership

- i) Enter membership data into the membership Excel spreadsheet.
- ii) Keep a record of membership applications for a period of three (3) years then securely destroy them.
- iii) Retain hard copy of membership application forms in secure filing cabinet.
- iv) Identify from membership list: potential volunteers; course leaders and assistants; as well as course interests.
- v) Continue to update membership forms as needed and the database.
- vi) Provide support and leadership on registration days.
- vii) Bring expenditure request to Board/Finance and with approval complete purchases and submit receipt(s).

c. Promotions

- i) To work closely with the Secretary to produce flyers for distribution to members each semester.
- ii) Create a poster for each semester with registration information and seek volunteers to post around town.
- iii) Provide information for ads in the local newspaper and radio station with date/time/location for registration.
- iv) Ensure the website is updated for each semester. Review the website for accuracy and make changes as required.
- v) Update banner registration dates so they are available for the upcoming semester.
- vi) Bring expenditure request to Board/Finance and with approval complete purchases and submit receipt(s).
- vii) Apply for permission to hang registration banners in selected locations.
- viii) Provide proposed budget to the Treasurer in advance of the fiscal year end.

d. Social/Appreciation

- i) Ask the Board to determine social events for each semester (tea at registration, etc.) and what provisions will be provided in the cupboard for course coordinators to use during their courses.
- ii) Ensure the provisions cupboard has the items identified by the Board including working kettle, coffee pot, cups, and napkins.
- iii) Handle correspondence and purchase cards as needed for thank you, sympathy, get well, etc.
- iv) Provide budget for the next year to the Treasurer in advance of the fiscal year end.
- v) Bring expenditure request for gift cards to Board/finance and with approval complete purchases and submit receipt(s).

e. Booking Clerk

- i) Engage with the Curriculum Committee to plan registration and course locations for each semester.
- ii) Provide estimated costs to the Co-Treasurer so they can be used to determine course cost.
- iii) Open and close the building on registration day(s).
- iv) Review invoices to ensure accuracy and submit them to the Treasurer for payment.
- v) Ensure each invoice includes the course name.
- vi) Provide recommendations on future locations.

1.1 Committees of the Board

1. Curriculum:

This committee does the critical work of developing the courses which will be offered in the fall and spring session; develops procedures and provides ongoing direction in curriculum matters.

a) Chair

- i) Develops agenda for curriculum committee meetings.
- ii) Chairs meetings.
- iii) Ensures minutes and agendas are distributed to the committee before each meeting.
- iv) Sets registration dates in coordination with the Executive.
- v) Reviews all course worksheets to ensure information is accurate and complete.
- vi) Develops course schedule/timetables.
- vii) Reviews and updates as needed surveys, course worksheets, evaluations, and attendance forms
- viii) Reviews all completed worksheets, surveys, attendance forms and evaluation summaries.
- ix) Works with cost per course data to determine financial viability of each course.

b) Co-Chair(s)

- i. Provides a summary of course costs and income generated each term.
- ii. Attends registration days.
- iii. Provides the treasurer with a list of items etc. approved for purchase and reimbursement for courses within the current semester.
- iv. Brings new expenditure requests to Board/Finance for inclusion into the annual budget.

- v. The Co-Chairs can approve minor expenditures for any of the approved courses each semester. The Chairs shall review and evaluate the course costing spreadsheet and ensure there are adequate funds to support expenditures for minor purchases. Some courses will generate surplus, and this surplus may offset some of the courses with lower registration.
- vi. The Co-Chairs shall approve all expenditures and submit approvals and receipts to the Treasurer, President, Vice-President, and Secretary. The expenditures must reference the course they shall be charged against.

c) Co-treasurer:

- b. When the courses for each semester are finalized, the Co-Treasurer will develop the *Costing Spreadsheet* with proposed registration numbers, expenditures for each course to inform a proposed course fee. This spreadsheet shall be submitted to the Executive Committee for review and approval in advance of the newsletter being developed.
- c. Upon completion of each course develop a final *Cost Analysis* based on actual registration numbers and expenditures. This provides information to determine if course fees covered the total cost. This information informs both the Executive and Curriculum committees.
- d. Develop and maintain a process for approving expenditures for both committees.
- e. Develop and maintain a summary of any course credits, gift certificates and course coordinator free courses utilized.

d) Course Coordinators:

- a. Course coordinators identify a variety of potential courses.
- b. The committee determines which courses to pursue considering a variety of topics, formats, frequency, and seasonal considerations.
- c. Coordinators present information about each course.
- d. The committee will determine the slate of courses for the current term and those for future semesters.
- e. Coordinators are responsible to complete the Course Worksheet in consultation with course presenter and submit to Chair by deadline to ensure secretary/promotions can prepare newsletter, flyer, and poster.
- f. Coordinators will summarize participant comments and submit to the Curriculum/Co-Chairs.
- g. Instructor and Coordinator thank you gifts will follow the *Curriculum Instructor and Coordinator Policy*.

e) Other

- a. All Course Evaluations will be summarized by an assigned Director and provided to the Curriculum Chair(s). The Chair and Course Coordinator

will review and sign the summary. All course summaries will be forwarded to the President for their review. Any issues shall be addressed by the Chair, Coordinator and/or designated person.

- b. Special requests for registration will be considered by the committee (ex. for example a spouse/assistant required to assist member).
- c. Course fee refunds will follow the *Curriculum Policies & Procedures*. Requests will be made to the course coordinator who will collect pertinent information and present to the Curriculum Co-Chairs who will make the decision and follow up with notification to the Treasurer, President, and Secretary.

3. Process and Information for Newsletter:

a) Secretary/Co-Secretary/Curriculum

1. Determines due date for curriculum chair to provide completed course worksheets and supporting information to create the newsletter and flyer.
2. Liaise with curriculum co-chair(s) to edit the newsletter and flyer.
3. Distribute the newsletter and flyer to all members by email or postage for those without email, and to the promotions and communications directors.
4. Request support from the promotions chair to identify ways to distribute around the community.
5. Complete the enrollment/class lists with contact information for each course. This information will be submitted to the Curriculum Co-Chairs who will distribute information to course coordinators.

4. Process and Information for Registration Day

a) President

1. Will oversee registration and assist where required.
2. Check to ensure the appropriate paperwork and materials are in place.

b) Vice President

1. Assist with preparations for registration day.
2. Attend registration day and assist with set up, stepping in to help wherever needed and assist with take down.

c) Treasurer

1. Recruit and organize volunteers to assist on registration day.
2. Prepare a float(s) for registration day.
3. Set up a table to collect course fees and organize volunteers.
4. Set up containers to collect cash payments.
5. Record all funds as either membership OR course fees.
6. Deposit all funds.
7. Verify membership with membership director.

d) Secretary

1. Work with promotions director to ensure banners updated and date set for them to be put up; posters made and plan for distribution.
2. Prepare flyers and newsletters for each semester for distribution to membership.
3. Prepare the following documents:
 - i) Questionnaire for course suggestions and interests;
 - ii) Membership application form;
 - iii) Course registration form;
 - iv) Course registration list;
 - v) Copies of newsletter;
 - vi) Copies of flyer;
 - vii) Course identification sign displayed for each course.

e) Booking Clerk

1. Ensure venues are booked.
2. Ensure volunteers will assist with set up, attend the registration, and help with take down.
3. Responsible for opening venue.

f) Promotions

1. Handles advertising prior to registration day: banners hung, posters displayed around town, ad on local radio, ad in local newspaper, ensuring Facebook and website updated.
2. Recruits' volunteers as needed for these tasks.
3. Attend and assist on registration day.

g) Curriculum

1. Ensure instructors and coordinators have the registration brochures and are informed of the registration date.
2. Ensure coordinators have contacted their instructors and invited them to assist with registration.
3. Assist other coordinators and instructors as needed.
4. Ensure all registration and survey forms are collected and provided to the secretary.

h) Membership

1. Recruits' volunteers to assist at registration day.
2. Requests float from treasurer for registration table.
3. On registration day the director must bring: the previous years membership forms (blue) books; three copies of the current list of active members; blank membership forms; crds marked A-L M-Z, receipt book, pens etc. and current years membership book (black).
4. Brings the 'Registration Sign' to hang above the registration table.

i) Social

1. Ask the Board to determine if refreshments will be provided.
2. Provide a cost estimate to the executive for approval of any expenditures.
3. If refreshments are provided, determine costs, and organize volunteers to assist.
4. Attend and assist on registration day.

j) Equipment

1. Ask the Board if any equipment is required.
2. Attend and assist on registration day.

SECTION 4 - Appendices

APPENDIX 3



Cariboo Chilcotin Elder College Curriculum Policies & Procedures

1. The information collected on the *Registration Form* is confidential and used only by the Cariboo Chilcotin Elder College Executive and curriculum committee members.
2. There shall be no video or audio recording of any course.
3. Course fees are set by the Elder College Executive and are reviewed regularly. Course fees reflect current economic circumstances.
4. Occasionally photos are taken during Elder College classes. Your instructor and/or Course Coordinator will seek your permission prior to any photos taken during class. These photos are used for promotional purposes.
5. A credit for the course may be considered in the event of an illness, family emergency or other extenuating circumstances. A credit may be considered if Elder College is notified one week in advance of the first session. The credit must be used at the next semester. Unused credits will expire at the end of the next semester. Credits can be transferred to another active member of Elder College.

To request a credit please contact the Course Coordinator who will collect information and forward it to the Curriculum Co-Chairs who will provide recommendations to the Executive.

APPENDIX 4



Cariboo Chilcotin Elder College Curriculum Instructor and Coordinator Gift Policy

March 2024 (revision)

1. Course Coordinator

- i. Coordinate one or more courses: One free course to a maximum of \$40.00.
- ii. If the course value is greater than \$40.00 the difference must be paid by cash or cheque.
- iii. If course supplies exceed \$10 and if the coordinator is participating in the class, then they are responsible for paying for the supplies.
- iv. Registration for the course(s) must be completed during the current Cariboo Chilcotin Elder College (CCEC) semester registration.
- v. The coordinator must be a current member of the CCEC.

2. Course Instructor(s)

- i. Instructional hours <three (3) hours – One \$25.00 honoraria gift card.
- ii. Instructional hours between three (3) and eight (8) hours: One \$50.00 honoraria gift card.
- iii. Instructional hours greater than eight (8) hours: One \$75.00 gift card
- iv. Mileage is offered for Instructors traveling more than 50 km (return trip). The rate is \$0.50/km.

3. Gift Card Options

- i. Downtown Dollars (through BIA) [Downtown Dollars | Downtown Williams Lake](#)

APPENDIX 5

Cariboo Chilcotin Elder College Schedule of Activities

Created: September 2023

MONTH	ACTIVITY	Complete
January		
Meeting Schedule & Bookings	Booking meeting rooms at Sr. Centre <ul style="list-style-type: none"> • February (Curriculum, Executive) • March (Curriculum, Executive) • April (Curriculum, Executive) • May (Curriculum, Executive) • June (?) • July (?) • August (Curriculum, Executive) • September <ul style="list-style-type: none"> ○ (Curriculum, Executive) ○ Registration(s) • October (Curriculum, Executive) • November <ul style="list-style-type: none"> ○ (Curriculum, Executive) ○ AGM • December (Curriculum, Executive) 	<input type="checkbox"/>
Winter Registration(s)	1. Registration 2. Late Registration – do not promote unless the numbers are low. Ensure staffing is adequate	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Bookings	Book church hall for Fall Registration	<input type="checkbox"/>
President/Secretary	Check meeting minutes before distribution. Complete Agenda for February meeting.	<input type="checkbox"/> <input type="checkbox"/>
Promotions	Check proposed schedule and confirm.	<input type="checkbox"/>
February		
President/Secretary	Meeting Agenda sent out	<input type="checkbox"/>
Curriculum Committee	Start the fall planning session.	<input type="checkbox"/>
Executive	Is a meeting required in March?	<input type="checkbox"/>
President/Secretary	Complete agenda for March if required. Check minutes and distribute	<input type="checkbox"/> <input type="checkbox"/>
March		

President/Secretary	Meeting Agenda for executive	<input type="checkbox"/>
Curriculum Chair	Meeting Agenda for Curriculum Committee. Encourage the completion of fall worksheets.	<input type="checkbox"/>
Executive	Identify if meeting is required in April.	<input type="checkbox"/>
Executive	Set date for Fall Registration	<input type="checkbox"/>
Booking Clerk	Book venue for the Fall Registration (September)	<input type="checkbox"/>
President/Secretary	Confirm minutes of March meeting and distribute	<input type="checkbox"/>
President/Secretary	Create Agenda for April meeting	<input type="checkbox"/>
Promotions	Ensure website and Facebook are updated twice yearly in March and September	<input type="checkbox"/>
April		
President/Secretary	Confirm meeting agenda and distribute	<input type="checkbox"/>
Curriculum Committee	Confirm meeting agenda and distribute. Remind coordinators of upcoming deadline for course worksheets.	<input type="checkbox"/>
Executive	Confirm if meeting is required	<input type="checkbox"/>
President/Secretary	Check minutes and distribute	<input type="checkbox"/>
	Update regarding: Elder College to Ron Coneau??	<input type="checkbox"/>
May		
President/Secretary	Confirm June meeting agenda and distribute.	<input type="checkbox"/>
Curriculum Committee	Fall course schedule ready? Ensure fall course worksheets are 100% complete and submitted to the Curriculum Chair(s).	<input type="checkbox"/>
Booking Clerk	Ensure all venues are booked for September classes	<input type="checkbox"/>
Executive	Is a June meeting required?	<input type="checkbox"/>
June		
President/Secretary	Confirm July meeting agenda and distribute	<input type="checkbox"/>
Curriculum Committee	Meet with Chair for semester summary	<input type="checkbox"/>
President	Create letter for members for fall newsletter	<input type="checkbox"/>

July	NO meetings	
	Courses are ready	
Everyone	Newsletter to Secretary	<input type="checkbox"/>
Everyone	Course calendars to Secretary	<input type="checkbox"/>
Everyone	Pass completed worksheets to Curriculum Secretary for newsletter.	<input type="checkbox"/>
President/Curriculum Chair	Proofread the Course Calendar & the newsletter.	<input type="checkbox"/>
President/Secretary	Create Agenda and distribute for August meeting	<input type="checkbox"/>
Secretary	Email May minutes and August agenda for the August meeting	<input type="checkbox"/>
Curriculum Secretary	Completed worksheets submitted for newsletter for August distribution.	<input type="checkbox"/>
President/Secretary/Curriculum Chair	Remind all Executive and Curriculum committees of August meeting(s)	<input type="checkbox"/>
President	Letter to Secretary for fall newsletter	<input type="checkbox"/>
August		
President/Secretary	Create Agenda and print	<input type="checkbox"/>
Curriculum Chair	Confirm all courses are ready for September Confirm all course details are provided to Secretary	<input type="checkbox"/> <input type="checkbox"/>
Executive/Curriculum	Prepare for September registration. Ensure all stations have people assigned to them.	<input type="checkbox"/>
President/Secretary	Prepare September Agenda, distribute and print	<input type="checkbox"/>
Curriculum Secretary	Ensure all instructors and coordinators receive a completed worksheet, newsletter and guidelines.	
Promotions	Update website and Facebook	<input type="checkbox"/>
September		
President/Secretary	Ensure Agenda is created and sent out. Copies created for meeting.	<input type="checkbox"/>
Curriculum Chair	Ensure Agenda is created and sent out. Copies created for meeting.	<input type="checkbox"/>
President	Administration Report for meeting	<input type="checkbox"/>
Registration Day		
Course Coordinator	Identify volunteers for each station Set up	<input type="checkbox"/>

Social	Ready for Registration Day(s)	<input type="checkbox"/>
Late Registration	Don't advertise unless numbers are low. (Should we advertise courses that are available?)	<input type="checkbox"/>
	Require more volunteers for late registration	<input type="checkbox"/>
Booking Clerk	Book registration venue for January	<input type="checkbox"/>
President/Secretary	Create Agenda for October meeting and distribute	<input type="checkbox"/>
Executive	Set date for January registrations (regular and late)	<input type="checkbox"/>
October		
President/Secretary	Create Agenda and distribute	<input type="checkbox"/>
Curriculum Committee	Create Agenda and distribute Encourage completion of course worksheets.	<input type="checkbox"/>
Nomination Committee	Identify vacant positions. <ul style="list-style-type: none"> • Executive is electoral • Curriculum is appointed Establish nominations committee	<input type="checkbox"/> <input type="checkbox"/>
AGM	Identify someone to conduct AGM elections	<input type="checkbox"/>
	Slate for Elections	<input type="checkbox"/>
	Donation amount to Seniors Centre – suggestion to pay a higher amount as we are using it more	<input type="checkbox"/>
Secretary	Send out Notification of AGM meeting. <ul style="list-style-type: none"> • Email • Mail 	<input type="checkbox"/>
Executive/Curriculum	Establish January meeting dates	<input type="checkbox"/>
President	Administration Report for AGM	<input type="checkbox"/>
President/Secretary/Chairs	Create AGM Agenda <ul style="list-style-type: none"> • Administration Report (written) • Curriculum Report (written) • Social Report (verbal) • Promotions/Communication (verbal) • Equipment (verbal) • Financial (written) • Membership (written) • Sr. Centre Donation presentation • Slate for Elections – Officer to conduct elections 	<input type="checkbox"/>

President/Secretary	Create Agenda for November meeting. Distribute and provide copies	<input type="checkbox"/>
November		
President/Secretary/Curriculum Chair	Agenda for meeting(s). Distribute and create copies for the meetings	<input type="checkbox"/>
President/Curriculum Chair	Administration Report for next meeting <ul style="list-style-type: none"> • Curriculum meeting • Executive meeting 	<input type="checkbox"/>
Curriculum Chair	Course Sheets finalized and submitted to curriculum co-chairs. Worksheets to be shared with Booking Clerk and Finance to complete costing worksheet.	<input type="checkbox"/>
President/Secretary	Agenda for AGM. Ensure the person conducting the elections is confirmed	<input type="checkbox"/>
Secretary/President	Submit Societies Act Report (after AGM)	<input type="checkbox"/>
Booking Clerk	All venues should be booked	<input type="checkbox"/>
President	Letter for the Newsletter	<input type="checkbox"/>
Curriculum	Course calendars are ready?	<input type="checkbox"/>
December		
Secretary	Newsletter for January sessions	<input type="checkbox"/>
Curriculum Secretary	Newsletter completed, ensure all Coordinators and Instructors are sent a completed worksheet, newsletter and guidelines.	<input type="checkbox"/>
President/Secretary	Agenda – AGM results	<input type="checkbox"/>
Curriculum Committee/Booking Clerk	<ul style="list-style-type: none"> • Courses/venues ready for January • All information submitted to Secretary? 	<input type="checkbox"/> <input type="checkbox"/>
Booking Clerk	Book January meetings	<input type="checkbox"/>
Promotions	Update website and Facebook	<input type="checkbox"/>
President/Secretary	Agenda for January	<input type="checkbox"/>
President/Curriculum Chair	Meet for semester review	<input type="checkbox"/>
President	Administration report for Executive meeting	<input type="checkbox"/>

