

# Administrative Policies and Procedures Manual

Policy #: 01

Subject: Guidelines for Honorariums

Reviewed and Revised: February 2013

### **Guidelines for Honorariums for Conference presenters:**

CANSW encourages members to present at our conference and, at times, asks members to present on specific topics. These guidelines will provide consistency in the amount of honorariums provided to members who present. This will not include accommodation and meal costs that may be rolled into registration fees.

- 1) Members who submit abstracts after a call for abstracts will be given an Honorarium of **\$150.00**.
- 2) Members who are asked by the conference planning committee to present material that was prepared for presentation elsewhere and is of interest to members will be given an Honorarium of **\$150.00**.
- 3) Members who are asked by the Conference Planning Committee to present on a specific topic especially for the conference will be given an Honorarium of **\$150.00**.
- 4) Should there be exceptional circumstances: i.e. a member is asked to take responsibility for a ½ day workshop; the Honorarium could be increased to reflect this responsibility. This would be at the discretion of the Executive and Conference Planning Committee.
- 5) Members who submit a poster presentation will be given an Honorarium of **\$25.00**.
- 6) Non-CANSW members who are asked to present (excluding keynote speakers-**based on their cost**), or asked to be a participant on the panel, will be given an Honorarium of **\$50.00**.
- 7) Members of the Conference Planning Committee will have their conference registration fees waived.
- 8) These amounts will be reviewed every three years, or as necessary by the Executive Committee.
- 9) Webinar Presenters will be paid **\$100.00** for providing webinar presentation.

Policy #: 02

Subject: Process for New Members/Membership Renewals

Reviewed and Revised: February 2013

### **Types of Memberships:**

**Active Membership:** Any Social Worker currently working in a Canadian Nephrology Program. Active members may vote and hold office and act as a chairperson of a committee. The immediate Past President will be considered an active member.

**Associate Membership:** Those eligible for Associate Memberships include the following: Social Workers practicing Nephrology Social Work in any area outside Canada, professionals practicing in a related field of Nephrology, laypersons from related organizations and previously Active Members. Associate Members may attend meetings, conferences, participate on committees and receive significant mailings. Associate Members may not vote or hold office in the Canadian Association of Nephrology Social Workers.

### **Process for Membership/Renewal of Memberships**

- 1) Prior to late Fall, the Executive will determine CANSW membership fees (active and associate) and late fees for the upcoming year.
- 2) All Regional Representatives are encouraged to seek new members from their respective areas and direct them to the online registration form.
- 3) The secretary will send out a reminder email for membership renewals in January and once again in early/mid February. The end of February deadline will be implemented after which late fees will be applied.
- 4) The Treasurer will receive all applications and cheques, and email back a receipt to each member. He or she will also forward all new applications to the Webmaster, who will create/update a Master and New Members list (with CANSW member name and business information). The Treasurer will forward the application to the Regional Representatives and Secretary for them to follow-up.
- 5) The **Regional Representative** will send a Welcome letter by email to all new members, highlighting the contact names and information for executive members (including Regional Reps), and introduce the website and some of its contents and provide a most recent copy of **The VOICE**. They will also forward the most recent minutes of their last regional meeting. Where there is no regional representative, the Secretary will take on this role.
- 6) The listserv moderator will update and maintain the CANSW list server email addresses and send a welcome email to new members outlining email guidelines and etiquette.

Policy #: 03

Subject: CANSW Privacy Policy

Reviewed and Revised: February 2013

## **CANSW Privacy Policy**

Effective January 1, 2004, the federal privacy legislation requires that CANSW obtain each member's formal consent to collect, use or disclose personal information.

The renal social worker's name, business information (address and phone #) are not protected by the privacy act. This is automatically provided to all CANSW members.

CANSW will not sell nor provide its membership list to external persons. All inquiries should go to the President of CANSW.

Advocacy on behalf of a CANSW member or financial assistance to a CANSW member will be kept confidential at the Executive level. Only non-identifiable information will be provided to the membership at large during CANSW business meetings.

All other information (education, committee work etc) will be shared with the Executive and Regional Representatives and to the Membership at large, as per consent on the membership form.

In order to protect a Member's personal information and right to privacy, CANSW will:

- Not collect, use or disclose personal information for any other purpose than those that we identify to the Members
- Safeguard any personal information to the best of CANSW's ability.

A CANSW member should contact the President of CANSW if he/she wishes:

- To review or alter personal information collected on the Membership application or financial assistance forms
- To withdraw consent to sharing the information we have on him/her
- To lodge a complaint about the CANSW Privacy Policy and how it is managed
- To pose any questions

\*\*\*Only the CANSW Executive can distribute a membership list in accordance with the Privacy Policy

Policy #: 04

Subject: Financial Accountability and Reimbursement of Eligible Expenses

Reviewed and Revised date: February 2013

## **CANSW Financial Accountability and Reimbursement of Eligible Expenses**

CANSW recognizes that it must maintain financial accountability for all legitimate business-related expenses. CANSW also operates under the assumption that expenses are

reasonable and efforts should be made to secure appropriate quotes from more than one vendor (e.g. when services are rendered by an external party). At no time will CANSW operate in a deficit position. The Treasurer will develop quarterly budgets.

Legitimate expenses include the following:

- 1) For the Executive-meeting expenses such as travel, accommodation and meals. Gas receipts for car travel will be submitted for reimbursement. Meal receipts will be reimbursed to the maximum of \$35 per day. All requested reimbursements require the original receipt to be submitted to the Treasurer along with a completed "*Request for Payment*" form
- 2) Teleconference calls for Executive meetings, Conference Planning Committee calls and other legitimate CANSW committee teleconference calls (prior approval from the President is required for calls and the Treasurer must be advised).
- 3) Annual General Conference expenses (e.g. Honorariums, speaker costs, supplies, printing, rental of equipment, etc.). Please note: the Treasurer is a standing member of the Conference Planning Committee and will ensure financial responsibility. The President must be kept advised and approve the budget.
- 4) CANSW Membership to other appropriate renal-related associations (e.g. NKF) as determined by CANSW Executive.
- 5) Additional liability insurance for conferences (if Executive feels it is necessary).
- 6) Approved financial assistance to CANSW members to attend the Annual General Conference (see policy 5).
- 7) Other expenses as agreed upon by the Executive.

Policy #: 05

Subject: Financial Assistance to CANSW Members to attend AGM

Reviewed and Revised: February 2013

## **Financial Assistance to CANSW members to attend AGM**

CANSW recognizes that it may be financially difficult at times for members to attend the AGM. The association would like to support members when fiscally able. The following are the established criteria and process:

- 1) The applicant must be a CANSW member in good standing.
- 2) The applicant must submit:

- a) a letter from their manager on Hospital letterhead indicating which portion of the conference fees they are prepared to cover (conference fee, accommodation, transportation)
  - b) A personal letter indicating which amount he or she is prepared to assume, what other sources have been looked at, as well as the amount he or she is requesting from CANSW.
- 3) The written request must be submitted to the President who will discuss the request with the Executive. All information will be kept confidential.
  - 4) All financial assistance by CANSW is with understanding that it may not cover all expenses and the member must be prepared to assume some costs personally.
  - 5) The applicant must be prepared to demonstrate responsible financial management by seeking the most economical and viable options (e.g. seat sales for flights, submitting gas receipts instead of claiming mileage, or sharing of accommodations with another CANSW member).
  - 6) Preference will be given to the Executive, Conference Planning Committee Members, and Regional Representatives who play a vital role in the AGM and the organization.

Policy #: 6

Subject: Editor for CANSW newsletter “The Voice”

Reviewed and Revised: February 2013

### **Editor for CANSW newsletter “The Voice”**

In order to keep its membership current of issues, the CANSW Executive has approved the hiring of a part-time editor for its membership publication, “The Voice”. The following are the established responsibilities and process for the Editor.

- 1) The Editor is responsible for developing the concepts, content, design, layout, production, and mailing of three editions of “The Voice” per year (spring, autumn, and winter).
- 2) Duties include: writing, assigning and inviting article submissions, commissioning photography and other art editing text and graphics and recruiting additional volunteer assistance as required.
- 3) Qualifications include current active membership with CANSW and publication/editing or related experience. Proficiency in desktop publishing and digital imaging is preferred, as is familiarity with advancing the mission of CANSW.
- 4) The Editor will report to the CANSW Executive and all publications will be reviewed by CANSW President, prior to printing and distribution.
- 5) On-time and on-budget delivery is expected.

- 6) Remuneration will be in the form of an Honorarium of \$250.00 per edition + expenses (e.g. ink cartridges, mailing costs). The editor will also have his/her CANSW membership waived.
- 7) The contract is up for review/renewal every two years by the Executive.

Policy#: 07

Subject: Use of CANSW list server

Reviewed date and Revised: February 2013

### **Use of CANSW Listserver**

The CANSW listserv has become a very important communication tool. It is a lifeline to many of our members scattered in isolation across the country so we must keep this working and keep it working well.

- 1) CANSW Executive will ensure that the listserv is maintained through updates and modifications as needed.
- 2) The listserv is only accessible to CANSW members.
- 3) All CANSW members shall respect guidelines for the use of the listserv. The Executive will address any situations in which it is felt a user has abused or misused the listserv. **Misuse or abuse** of the listserv may lead to suspension of such privileges.
- 4) A moderator will be assigned to facilitate access for new members as well address any issues/questions in regards to use of listserv.
- 5) Listserv Etiquette information will be provided to all new members and will be periodically posted on the listserv to reinforce appropriate use.

Policy #8

Subject: CANSW Website Administrator and Listserv Moderator positions.

Reviewed and Revised: March 2014

### **CANSW WEBSITE ADMINISTRATOR AND LISTSERV MODERATOR**

The CANSW listserv and website are important linkages for all members. Management and maintenance of the website and listserv are required to ensure efficient and relevant information is communicated to members of the public as well as the membership at large.

The following is an outline of their roles/qualifications:

- 1) **The Website Administrator** will be the CANSW liaison with the web page developer to establish and maintain the website. Duties will include: reviewing and completing narratives and ensuring website information is up-to-date and relevant. He/she must have a current membership with CANSW and basic knowledge of website design will be an asset. The website administrator will report to the CANSW Executive and the CANSW President will review all designs as needed.
- 2) **The Listserv Moderator** is responsible for the overall maintenance of the CANSW listserv. Duties include updating members, problem-solving on listserv issues, liaising with the treasurer, verifying list server changes and liaising with the NKF (USA) who owns the technology. He/she must have a current membership with CANSW.

### **Remuneration:**

Remuneration will be in the form of an Honorarium of \$125.00 EACH per quarter. It will also include a CANSW annual membership. The listserv moderator will also receive a NKF membership, which may be revised by the Executive as required.

The CANSW Executive will review the position every two years or as required.

Policy #: 09

Subject: Budget for Regional Meetings

Reviewed and Revised: February 2013

### **Budget for Regional Meetings**

To support the Regional Representatives in facilitating regional meetings on a regular basis (as determined by the region), CANSW is prepared to provide a small budget for coffee and incidentals.

- 1) The Regional Representative must approach the CANSW President for approval of fees for coffee and incidentals to a maximum of \$50.00 (up to 3 times per year). For any amounts greater than this, a request must be given to the President to forward to the Executive for consideration and approval.
- 2) Once approval has been received, the Regional Representative will submit receipts along with the reimbursement form to the CANSW Treasurer directly.

Policy #: 10

Subject: Nominating Committee Procedure

Reviewed and Revised: February 2013

## **Nominating Committee Procedure**

To ensure a consistent approach in filling vacant CANSW Executive and Regional Representative positions, the following procedure is encouraged:

- 1) The CANSW Past-President will assemble a Nominating Subcommittee and preside as Chair. At least two other CANSW members (no Executive members) shall be on this committee.
- 2) The Nominating Committee will approach the general membership to seek nominations and interest for upcoming vacant positions. A formal call for nominations will go out via the listserver. This should occur at least two months prior to the Annual General Meeting.
- 3) The Regional Representatives should also be advised to encourage nominations from their regions.
- 4) All nominations will be forwarded to the Chair. These candidates will be contacted directly to ensure the member will allow his/her name to be brought forward as a proposed candidate for a vacancy.
- 5) The Chair will prepare a Nominating Committee report for the Annual General Meeting listing the nominated candidate. The Chair will also preside over the Election of Vacant Positions according to “Robert’s Rules of Order”.
- 6) At the Annual General Meeting, the Chair will announce each vacancy separately along with the nominated candidates for that vacancy. The Chair must announce three times “Are there any further nominations from the floor”, then, after the third time “if there are no further nominations, nominations are now closed”.
- 7) If only one candidate has been nominated, the Chair will declare that the nominee be elected by acclamation.
- 8) If there is more than one candidate, the Chair will provide each candidate an opportunity to give a brief verbal presentation regarding their interest in the vacancy. Voting shall be done by secret ballot by the membership present at the AGM. (Note: the Chair does not vote unless a tiebreaker is required). The Chair will announce the winner of the secret ballot.
- 9) The newly elected Executive will take office immediately after the AGM or at a later agreed upon date.

Policy#: 11

Subject: Recognition of Executive

Reviewed and Revised: February 2013

## **Recognition of Executive**

CANSW recognizes the vital work of the Executive Office Members and their critical attendance at the Annual General Meeting. The volunteer hours required to properly manage the organization can be tremendous. Although there will be no remuneration of

any Executive position, CANSW wishes to support the efforts of these key contributors through the following:

- 1) The Annual Conference Fee (where the AGM occurs) will be waived for the current President, Vice-President, Treasurer, Secretary, and Past President.
- 2) Any Executive Member requiring further financial assistance to attend the AGM will follow the process outlined for all members in Policy #5-Financial Assistance to Attend the AGM.
- 3) CANSW will maintain financial accountability and will not operate in a deficit position. Financial responsibility supercedes the above policy.
- 4) **Regional Representatives are recognized as part of the Executive Membership and conference fees will be waived (where the AGM occurs).**