



**CANADIAN
EVALUATION
SOCIETY**

PEI CHAPTER

Policy and Procedure Manual

September 2009 - August 2010

Canadian Evaluation Society: P.E.I. Chapter Policy and Procedure Manual

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Title	Record Archival	Effective Period	Sept. 1, 2009 - Aug. 31, 2010
Monitoring	Secretary / Treasurer	Last Review	June 2009
Approval	Board	Next Review	June 2010

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

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

Procedure

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

Type of Record	Retention Schedule
Minutes of Board Meetings	Minimum of 5 years
Key documents	Minimum of 5 years
Year end financial statements and financial transactions	Minimum of 5 years
Records of Annual General Meetings	Life of the Chapter

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Title	National Conference Subsidy	Effective Period	Sept. 1, 2009 - Aug. 31, 2010
Monitoring	Secretary / Treasurer	Last Review	June 2009
Approval	Board	Next Review	June 2010

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

Policy Subsidies to support attendance at the National Conference will be offered based on Chapter budget availability.

Procedure

1. At least three months prior to the National Conference, the Secretary/Treasurer will review the Chapter's budget and make a recommendation to the Board of Directors on the total amount of subsidy to be offered in that fiscal year.

2. When budget permits, up to five (5) subsidies of \$400 each will be made available, as follows:
 - a. Members of the Board of Directors planning to attend the National Conference will be eligible to apply for a subsidy;
 - b. If all available subsidies are not accessed by Directors, then members of Chapter Committees will be eligible to receive remaining subsidies.
 - c. If all available subsidies are not accessed by Directors or members of Chapter Committees, then any remaining subsidies will be offered to the general membership, with priority given to those who are presenting at the National Conference.

3. In order to be eligible for consideration for these subsidies, applicants must be members in good standing of the Canadian Evaluation Society when the call for interest is issued.

4. The Board approves granting of all subsidies.
5. The Board reserves the right to confirm subsidy recipients' Conference attendance with National Office.

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Title	Member of the Year	Effective Period	Sept. 1, 2009 - Aug. 31, 2010
Monitoring	Chair: Membership and Communications Committee	Last Review	June 2009
Approval	Board	Next Review	June 2010

Purpose: The purpose of the “Member of the Year” award is to recognize and celebrate the significant contributions that a member of the Chapter has made toward advancement of evaluation.

Policy The PEI Chapter of the Canadian Evaluation Society will recognize a deserving member of the Chapter for significant contribution toward the advancement of evaluation by awarding him/her the award of “Member of the Year”.

Procedure

1. Call for Nominations: Three months prior to the Annual General Meeting, the Chair of the Membership and Communications Committee will send notification to all Chapter members requesting nominations for Member of the Year.
2. Nomination Process:
 - a. Nominations are to be forwarded to the Chair of the Nominating Committee on or before the closing date for receipt of nominations;
 - b. Nominations are to include:
 - i. Name of the Chapter member making the nomination;
 - ii. Name of the nominee;
 - iii. Summary of contributions made toward the furtherance of evaluation through work, volunteer work in general, and / or volunteer work for CES at the Chapter and / or National levels;

- iv. Summary of other notable achievements, whether through paid employment, volunteer work in general, or volunteer work for the CES at the Chapter and / or National level.

- 3. Eligibility: In order to be eligible for consideration of the award, nominees must be members in good standing of the Canadian Evaluation Society at the time when the Call for Nominations is issued.

- 4. Nominating Committee
 - a. Membership: The Nominating Committee is typically composed of the President, Past President and Secretary/Treasurer.
 - b. Role: The Nominating Committee will review the submissions and make a recommendation to the Board of Directors for approval.

- 5. Announcement of the “Member of the Year” will be made at the Annual General Meeting of the Chapter.

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Title	Membership Fee Subsidy	Effective Period	Sept. 1, 2009 - Aug. 31, 2010
Monitoring	Chair: Membership and Communications Committee	Last Review	June 2009
Approval	Board	Next Review	June 2010

Purpose A membership fee subsidy is provided to renewing members of the PEI Chapter as a benefit of membership.

Policy A subsidy toward the total cost of annual membership fee will be offered to renewing members of the PEI Chapter.

Procedure

1. A subsidy in the amount of \$60 will be made available to renewing members of the PEI Chapter.

2. Subsidy Review:
 - a. The Board will review the subsidy rate each year. Factors to be considered during review of the subsidy rate may include:
 - (1) National Society membership fee increases or decreases;
 - (2) Chapter financial position;
 - (3) Chapter priorities and initiatives at that time.

 - b. Subsidy rate changes will go into effect on September 1st each fiscal year;

3. The Chair of the Membership and Communications Committee will:
 - a. notify the membership of the Membership Fee Subsidy rate. This will be done by general e-mail in September each year;
 - b. monitor Chapter membership list on a monthly basis;
 - c. contact Chapter members a month prior to the expiry of their memberships to encourage them to renew their membership and to remind them of the Chapter's Membership Fee Subsidy;
 - d. process member subsidies as follows:
 - i) mail-in renewals: advise member to remit cheque for membership renewal fee, less the subsidy amount, to the Chapter Secretary/Treasurer.
 - ii) on-line renewals: confirm membership renewals based on National CES membership list. Contact members who have renewed their membership to see if they would like to receive membership subsidy and, if so, notify the Chapter's Secretary/Treasurer to issue the subsidy payment.

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Title	Fees and Honoraria	Effective Period	Sept. 1, 2009 - Aug. 31, 2010
Monitoring	Chair: Professional Development Committee	Last Review	June 2009
Approval	Board	Next Review	June 2010

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

Policy A gift will be provided to Volunteer presenters at CES sponsored events. Paid presenters at CES sponsored events will receive their fee and reimbursement for approved expenses rather than a gift.

Procedure

1. Honoraria
 - a. A gift certificate in the amount of \$50 will be given to volunteer presenters or panel members at CES sponsored educational events, including Brown Bag luncheons and Annual General meetings.
 - b. The Chair of the Professional Development Committee is responsible for ensuring that gift certificates are purchased prior to the event. The Chair, a member of the PD Committee, or a member of the Board of Directors will be on hand to present the honorarium to the presenter or panel members.

- c. The President of the Chapter is responsible for ensuring that Guest Speaker(s) at the Annual General Meeting is/are presented with a gift or gift certificate in the value of \$50.
2. Fees and Expenses:
Where a facilitator, trainer, speaker or panel member at a Chapter event is to receive a fee:
- i. the Chapter President, or a member of the Board, will publicly thank him/her at the end of the session; and
 - ii. following the receipt of the invoice, payment will be made to the facilitator, trainer, speaker or panel member for the per diem fee and other approved expenses.
- b. Conflict of Interest:
- i. CES members:
 - (1) For CES Members who provide facilitator or trainer services for a minimum one day CES workshop, and for which a fee is typically applicable, and where that member may have a conflict of interest with their work place or otherwise cannot charge or accept a fee, a one year membership and a gift or gift certificate of \$100 value will be presented in recognition of their contribution.
 - (2) CES members who provide facilitator, trainer, speaker or panel member services for which a fee is typically applicable, and where there is no conflict of interest, will be eligible to receive an appropriate fee and reimbursement of relevant expenses as payment for their services.

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Title	Fees and Subsidies for Attendance at Professional Development Events	Effective Period	Sept. 1, 2009 - Aug. 31, 2010
Monitoring	Chair: Professional Development Committee	Last Review	June 2009
Approval	Board	Next Review	June 2010

Purpose Preferred rates for CES Professional Development (PD) events should be available to members as a benefit of membership, thereby rewarding existing members and encouraging new members to join. Preferred rates may also be made available to worthy organizations who face financial barriers to participation in CES Professional Development events.

Policy Fees to Attend Professional Development Events Sponsored by the CES PEI will reflect membership status and, for non-governmental organizations, applicant ability to pay.

Procedure

1. Fees and Subsidies
 - a. Members: The registration fee for members will be 25% less than the fee for non-members, regardless of the cost of the specific event.

- b. Non-members: Non-members will be offered a credit of \$50.00 toward a CES membership fee if they become a member within 8 weeks following attendance at a PEI Chapter PD event. The membership credit will be publicized in the PD notice and registration material. The Chair of the Membership and Communications Committee will contact PD event participants following the event to encourage them to consider CES membership.
- c. Non-Governmental Organizations: P.E.I. NGO's will be eligible for a 10% reduction in registration fee for one participant each.

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Title	Notification of Professional Development Events	Effective Period	Sept. 1, 2009 - Aug. 31, 2010
Monitoring	Chair: Professional Development Committee	Last Review	June 2009
Approval	Board	Next Review	June 2010

Purpose Notification of professional development events should include information about deadlines, fee structures, and cancellation and refund restrictions.

Policy

1. Promotional materials for professional development events will include the following information:
 - a. Registration deadline statement: "Registration is limited and will be accepted in the order received, with payment included, until event spaces are filled."
 - b. Statement of attendance fees for members, non-members and NGO's.
 - c. Cancellation refund statement: "Refunds provided for cancellations received no less than 2 business days prior to the event."

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Title	Recognition of Directors	Effective Period	Sept. 1, 2009 - Aug. 31, 2010
Monitoring	Chair: Special Initiatives Committee	Last Review	June 2009
Approval	Board	Next Review	June 2010

Purpose The purpose of Outgoing Board Member Recognition is to recognize and celebrate the significant contributions of that member to the Chapter.

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

Procedure

1. The Chair of the Special Initiatives Committee will be responsible for ensuring that the work and contributions of the outgoing board member is appropriately acknowledged, as follows:
 - a. A thank you card, signed by all current Directors will be presented to the outgoing Director at the Annual General Meeting;

- b. A gift or gift certificate, the value of which will reflect \$20.00 per year of service as Board Director, will be presented at the Annual General Meeting;
 - c. A written summary of the outgoing Director's activities and achievements during his/her years of service will be read at the Annual General Meeting.
2. The Chair of the Membership and Communications Committee will include the written summary prepared for the Annual General Meeting in the following Chapter newsletter.

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Title	Nomination of Directors	Effective Period	Sept. 1, 2009 - Aug. 31, 2010
Monitoring	Chair: Nominating Committee	Last Review	June 2009
Approval	Board	Next Review	June 2010

Purpose The purpose of Nomination of Directors is to maintain a full slate of Directors for the Chapter Board.

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

Procedure In accordance with Chapter By-laws, the Nominating Committee:

- a) will issue a call for nomination of candidates for the Board of Directors at least 30 days prior to the Annual General Meeting (AGM). Nominations must be submitted to the Chair of the Nominating Committee no less than 7 days prior to the AGM;
- b) in the event of insufficient nominations, will nominate a slate of candidates for vacant positions;

- c) will ensure that candidates for the Board of Directors meet requirements;
- d) will arrange and supervise elections at the AGM;
- e) will keep the record of alternates and, in the event that a Director should resign, will contact the alternates in order to arrange for a replacement.

The Nominating Committee is comprised of the Past President as Chair, the President, and the Secretary/Treasurer.