

**École Corinthia Park School Parents Association  
Policies and Practices Manual**

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# École Corinthia Park School Parents Association

## Policies and Practices Manual

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### MISSION STATEMENT

**THE MISSION** of École Corinthia Park School Parents Association is to build a strong school community by providing support for the parents, students, administration, teachers and support staff.

### POLICY MAKING

#### Preamble

École Corinthia Park School Parents Association believes that developing and following policies will help to provide effective parameters and guidelines for the action of its members and committees. École Corinthia Park School Parents Association will also endeavour to use these policies as an orientation tools for new members.

In fulfilling its responsibility for policy making, the Association will:

1. Ensure that policies comply with relevant legislation and regulations, with the Association's Bylaws, and with existing Association policies before being approved new policy.
2. Work from the broadest, most general statement of policy when setting operational policy. The Association may develop more specific policies until satisfied that it has reached the necessary level of clarification and direction.
3. Encourage interested community individuals to participate in its policy-making process.
4. Ensure policies approved by the Association are available to all members and original copies are kept in a safe location.
5. Regularly monitor and review its policies at minimum on an annual basis.
6. Ensure that all written policies are consistent in appearance and presentation.
7. Whenever possible, provide a Preamble to explain rationale, spirit or intent of what the policy is attempting to accomplish.

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8. Recognize that policies are being written not only for the present but also for future use.

Any member in good standing of the Association may propose additions or revisions to this manual. The process will be:

1. Member(s) are asked to share suggestions with Board members prior to drafting or creating policy.
2. The Board may create a sub-committee of members to draft the revision(s) and/or addition(s) or may complete the task.
3. Once complete, the new document(s) will be included on the agenda of a regularly scheduled meeting and will be considered effective upon majority vote of Board members at that meeting.

Policy Adopted on: \_\_\_\_\_  
Last Reviewed: \_\_\_\_\_  
Next Review Date: \_\_\_\_\_

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## PRIVACY AND SECURITY OF PERSONAL INFORMATION

### Preamble

École Corinthia Park School Parents Association will not collect, share or store personal information for purposes other than those of Association business.

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

1. Ensure that the purpose for the collection of all information is clearly communicated / stated on all requests.
2. Ensure that the President & delegates store and coordinate the information. The President can delegate to another member of the board, if required.
3. Ensure that storage of personal information will occur in a secure, protected location (locked file cabinet, password protected electronic storage, etc)
4. Ensure that any information distributed to Association members, such as communication lists, or participant lists, will only be given to those individuals in need of the information.
5. Ensure that individuals with access to the personal information understand and abide by, provincial privacy and security legislation, and Association policies.
6. 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. This does not apply to communication between directors or committee members.
7. Ensure that all personal information collected will be permanently and securely destroyed no later than September 30 of the following year.
8. Records & contact details for all Board Executives and Committee Chairs must be stored in a secure location for the period of 7 years.

Policy Adopted on: \_\_\_\_\_

Last Reviewed: \_\_\_\_\_

Next Review Date: \_\_\_\_\_

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## OFFICIAL MAILING ADDRESS

### Preamble

École Corinthia Park School Parents Association understands the importance of maintaining predictability and consistency in many areas, including the mailing address of the Association. The mailing address for Association will be:

École Corinthia Park School  
127 Corinthia Park Drive,  
Leduc,  
Alberta,  
T9E 7J2

Policy Adopted on: \_\_\_\_\_  
Last Reviewed: \_\_\_\_\_  
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**MEETING LOCATION**

**Preamble**

École Corinthia Park School Parents Association 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.

- Association meetings will, whenever possible, take place at École Corinthia Park School, in a room to be decided and posted closer to each meeting. If not possible it will be held in a public place in our community. The specific location and address will be communicated to all members at least 10 school days in advance of the meeting.

Policy Adopted on: \_\_\_\_\_  
Last Reviewed: \_\_\_\_\_  
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## NEW MEMBER ORIENTATION

**Preamble**

École Corinthia Park School Parents Association values new and returning participants at its meetings, activities and events. The purpose and work of the Association is often misunderstood. To assist new participants in clearly understanding the important roles and relationships of the Association, the Association will do the following:

1. Provide a welcome package at the AGM to Board Executives, Directors & Committee Chairs which will include a copy:
  - Association Bylaws.
  - Policy Manual.
  - Most recent Annual Report.
  - Review document from the previous year.
  - Checklist for position and terms of reference for this position.
  - Contact information for the Association Board of Directors.

Policy Adopted on: \_\_\_\_\_  
Last Reviewed: \_\_\_\_\_  
Next Review Date: \_\_\_\_\_

# École Corinthia Park School Parents Association Policies and Practices Manual

## COMMUNICATION – INTERNAL

### Preamble

École Corinthia Park School Parents Association defines “Internal Communications” as being those which take place between Association Executive, Director(s) at Large, School Administration and committee members.

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

- In person
- Email
- Telephone: Automated, Verbal or Text
- Canada Post
- 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 of individuals, the school and the Association. Association business documents, such as agendas, minutes, Bylaws, Policies and Codes of Ethics and Conduct will, at minimum, be made available to all members via posting to school website, originals shall be stored in secure location and can be requested to be viewed in the presence of a board member.

Minutes will be available, within 2 weeks, as draft after the meeting date. As per FOIP, online published meeting minutes will have names redacted. The President, as the key spokesperson for the Association, will, if needed, delegate this and other communication duties as required. Where response is required, three business days shall be allotted. Agreement will be assumed if no response received. If action must be taken, alternate board member may be delegated to complete required action.

Policy Adopted on: \_\_\_\_\_  
Last Reviewed: \_\_\_\_\_  
Next Review Date: \_\_\_\_\_



# École Corinthia Park School Parents Association Policies and Practices Manual

## COMMUNICATION – EXTERNAL

### Preamble

École Corinthia Park School Parents Association defines “External Communications” as being those which take place with members of the Association, Community Members and Businesses. The President, as the key spokesperson for the Association, in consultation with other Association members whenever possible, will determine the most appropriate form of communication to use in each circumstance as it arises. The Association may encourage the use of one or more of the following methods:

- In Person
- 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)

Special Events and activities requesting additional member or community attendance at the school or another location will be communicated as described above. It is expected that all communications will be conducted in a professional manner, respecting the integrity of individuals, the school and the Association. All communications must be copied to President, Vice-President and School Administration. Approval prior to posting must be obtained from President or delegate.

Reports from Association representatives on external committees, or to outside organizations, will be made available via regular ECPS PA meetings. Copies are requested to be emailed to Secretary and President within three days of meeting. All supporting documents are to be stored in a secure location as agreed upon by the board.

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Articles for print in community publications will be written by association members as determined by the board and proof-read by the President or delegate and School Administration. TV, radio or newspaper interviews will be given after approval by the Board.

Refer to Blackgold Regional District Policy regarding publication of individual names to External sources.

Policy Adopted on: \_\_\_\_\_  
Last Reviewed: \_\_\_\_\_  
Next Review Date: \_\_\_\_\_

# École Corinthia Park School Parents Association

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### USE OF SOCIAL MEDIA

#### Preamble

École Corinthia Park School Parents Association will not host a social media platform unless approved by the board.

All Board and committee members may promote events and activities subject to the following parameters:

1. **Be responsible.** Board and Committee 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. Board and Committee members are aware that the content they publish is visible to the entire world and will remain public for a very long time. Board and Committee members will protect their privacy.
2. **Follow the rules.** Board and Committee members will be aware of, and respect, the rules of participation governing the discussion groups and social networks within which they choose to participate. Board and Committee members understand that laws that apply in the “real” world also apply online.
3. **Be transparent.** If Board and Committee members post material or discuss topics related to their work or to ECPS PA, they will identify their relationship to the Association. If taking part in an anonymous discussion or using a nickname, Board and Committee members will disclose their connection to the topic at hand and will never pretend to be someone they are not.
4. **Respect your audience and colleagues.** Board and Committee members will not engage in any conduct or use any language that would not be acceptable in the workplace or at the Society/Association/Foundation table. Board and Committee members will protect the privacy of others and respect their opinions.
5. **Add value.** When Board and Committee members express themselves in social media on issues related to, or about Association, they will contribute to the public perception of The École Corinthia Park School Parents Association. Board and Committee members will only write about what they know, from their own perspective.

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6. **Protect the image.** If Board and Committee members identify themselves as a member of the Association in an online social network, they will ensure their profile and related content is consistent with how they wish to present themselves with other participants and community members.
7. **Be accurate.** If Board and Committee members publish information about Association, they will ensure the information is accurate and the source is clearly indicated. Board and Committee members will be the first to correct their own mistakes, and will not alter previous posts without indicating that they have done so.
8. **Do not reveal secrets.** Board and Committee members will not disclose confidential or proprietary information about other members, the school, Association, staff, students, other participants or community members. Board and Committee members will respect copyrights and ask permission before they cite Association members, staff, students, other participants or community members. If Board and Committee members are not sure whether some information is okay to publish, they will ask the Association President and/or the school administration.
9. **Remember the purpose.** Board and Committee members will ensure their online activities do not compromise their responsibilities to the school, Association staff, students, other participants or community members.

Complaints regarding social media presence of a board or committee member must be brought to the attention of the President. After Board consultation, appropriate feedback and follow-up will be provided depending on the severity of the action.

Policy Adopted on: \_\_\_\_\_  
Last Reviewed: \_\_\_\_\_  
Next Review Date: \_\_\_\_\_

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## MEMBER CODE OF CONDUCT

### Preamble

École Corinthia Park School Parents Association is dedicated to conducting Association meetings, activities and events efficiently, meaningfully and with integrity. Association are asked to be guided in their thoughts, words and deeds by the following Code of Conduct:

As a member of Association, I will:

1. *Be* familiar with Association policies and operating principles.
2. *Work* with my fellow Association members in a spirit of harmony cooperation, and respect for differences of opinion.
3. *Promote* positive and collaborative relationships on Association, between Association and the School Council and with the greater community.
4. *Encourage* parent participation in Association.
5. *Work* with my fellow Association members to support the goals of the Association and those of the School Council as well as the school's education and improvement plans.
6. *Declare* any conflict of interest.
7. *Never* disclose any confidential information I may have access to through other involvements at the school.
8. *Use* the appropriate communication channels to address concerns

Policy Adopted on: \_\_\_\_\_

Last Reviewed: \_\_\_\_\_

Next Review Date: \_\_\_\_\_

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## RECORD KEEPING

### Preamble

École Corinthia Park School Parents Association 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, as per the internal communication policy. 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 Association. With respect to these records, the following points will also apply:

1. The Secretary of the Association will be responsible for ensuring that the records kept at the school are complete, up to date and purged when appropriate.
2. 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 first and last initials to identify attendance and participation in meetings, activities or events.
3. The Secretary of the Association will be responsible for ensuring that electronic copies of records are posted, up to date and archived or purged when deemed appropriate by the Association.
4. The President of the Association will ensure that storage of any personal information collected on behalf of the Association will occur in a designated filing cabinet within the school. All electronic storage must be password protected.

Policy Adopted on: \_\_\_\_\_

Last Reviewed: \_\_\_\_\_

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### FINANCIAL MANAGEMENT

#### Preamble

1. École Corinthia Park School Parents Association will handle funds to support and sustain its own operational plans, and to achieve its objects and purposes. The Association will handle all funds and conduct all financial transactions with accuracy and transparency. Financial management practices are established to protect the integrity of the Association as a whole, as well as individual members.
2. The Treasurer of the Association will ensure that all financial transactions are conducted in accordance with the policy.
3. Signing Authority on Association financial accounts will be updated annually. The former executives with signing authority will sign the Minutes from the meeting in which the current year's executive is ratified. The new executives will bring required documents to the bank and complete all required paperwork.
4. Upon transfer of responsibility, the current year's treasurer will take possession of Financial Institution documents, deposit slips, cheque books and drop box keys. The previous Client Access Card must be destroyed and a new one obtained. Upon transfer of responsibility, passwords for applicable electronic accounts must be changed.
5. In order to ensure security and continuity of access, passwords for applicable electronic accounts and one copy of the drop box key must be stored in a secure location within the school. Access is only to be granted upon request of two Board Members and in the presence of school administration.
6. Funds collected on behalf of the Association will not be removed from the collection location until counted and verified by a member of the Association using the "Income Deposit Form". Verification will be considered complete when the Income Deposit Form providing a denomination breakdown of the funds are dated and signed by the individual performing the count.

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7. The verified funds will be kept in a secure location, complete with the Income Deposit Form, until they can be collected and verified by the Treasurer or designate.
8. Collected funds must be documented and deposited to the Association's Financial Institution within 48 hours of collection.
9. Should a discrepancy over \$10 occur between the amounts for deposit recorded on the Income Deposit Form, the Treasurer will notify the Association President and Committee Coordinator. The President and Treasurer will then research the cause of the discrepancy and report their findings to the Association Board of Directors.
10. École Corinthia Park School Parents Association may accept payments in the form of cash, cheque or PayPal. If the Association receives notice for the bank of a NSF cheque, the payee will be contacted in confidence for immediate payment of the outstanding fee in addition to any NSF fees incurred. In the event of a second occurrence, the payee will be notified that further payments must be made by cash or PayPal (as applicable).
11. Payment of Association related expenses must be filed with original receipts and a completed Expense Claim Form no later than the end of the fiscal year. Claims will be reimbursed by cheque within one week of form receipt by Treasurer.
12. Financial Records will be reconciled on a monthly basis and made available as per the Internal Communication policy.
13. Requests for funding will be considered by the Association Board of Directors after receiving the properly completed Funding Request Form. Funding requests will be reviewed as per the Fundraising Policy.
14. The financial records of the Association will be audited once each year. Audit may be performed by two (2) members who did not handle any funds on behalf of the Association and who do not have signing authority on any of its accounts or by a designated Black Bold Regional School designate. **FOLLOW UP WITH SERVICE**



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ALBERTA re: REQUIREMENTS FOR AUDIT OF FINANCIAL RECORDS (any member, vs not handling funds, vs no signing authority)\*\*\*

15. The completed Financial Statement must be signed by two Board Members. Upon completion of financial audit, the Association Treasurer will prepare and present the Association's Annual Financial Statement to the membership.
16. The Treasurer of the Association will ensure that all documents are filed within their applicable timeframe. This may include but is not limited to Corporate Income Tax Returns, Registered Charity Information Return, Alberta Society Annual Return, and Alberta Gaming and Liquor Corporation (AGLC) Financial Report(s).
17. 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.
18. The Association Board of Directors may, at any time, determine additional financial management precautions need to be established and implemented.

Policy Adopted on: \_\_\_\_\_  
Last Reviewed: \_\_\_\_\_  
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### COMMITTEES

#### Preamble

École Corinthia Park School Parents Association 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 Association may appoint committees that consist of Association members and/or community members. Committees will meet outside of Association meetings to complete their assigned tasks and report on their activities at Association meetings.

a) Standing Committees Association may be:

- Hot Dog Day
- Hot Lunch
- Pop Corn Day
- Bake Sale
- Fundraising
- Bingo
- Casino
- Pancake Breakfast
- Silent Auction & Raffle Tree
- Halloween Dance
- Spring Dance??
- Carnival
- Teacher Appreciation
- Classroom Rep
- Inventory

b) Committee members shall consist of members and/or participants from the community.

c) Standing Committees will operate on an ongoing basis with specified lengths of terms for members.

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- d) Ad Hoc Committees will be formed as necessary and will work within a specified time period.
  
- e) Chairs of Standing Committees shall submit a written report of their work at the end of each school year. At the budgetary meeting at the beginning of the school year, all monetary items provided in the document to be voted on.

Policy Adopted on: \_\_\_\_\_  
Last Reviewed: \_\_\_\_\_  
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## EVALUATION OF ASSOCIATION

### Preamble

École Corinthia Park School Parents Association believes in the value of self-evaluation as a tool to guide improvement in all aspects of our operation. Association evaluation will focus primarily on the effectiveness of the Association as a whole in achieving its goals and operational objectives.

The Association will conduct a self-evaluation *annually*, targeting, but not limited to the following areas:

1. We are familiar with and regularly review our Association bylaws at the AGM, as required.
2. We assess and evaluate our Association's work annually. Each committee must provide a report on what they completed that year and what could be changed for the following year. We also review the following:
  - How we communicate with our members
  - Any barriers to participation for members
  - Efficiency of meetings and any other activities.
  - Our relationship with the Administration of the school.
3. Review how we engage with parents.

Policy Adopted on: \_\_\_\_\_  
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### FUNDRAISING AND RECEIPT OF GIFTS POLICY

#### **Preamble**

This policy was created to ensure that the Association maintains high standards of integrity its active fundraising and its acceptance of donations. The organization will make every possible effort to ensure that this policy is current, relevant and used consistently to achieve this objective. This policy sets out guidelines for due diligence in acceptance, receipting, documenting and reconciling donations received. Adherence to this policy is paramount to ensure that the organization stands up to scrutiny by all its stakeholders.

#### **Fundraising Procedures**

- On an annual basis, the Board, with the support of the Fundraising Committee and School Administration, will review funding needs and agree on the best ways to reach the fundraising goals of the organization.
- A fundraising plan will be developed, approved by the Membership and implemented on an annual basis. Reviews will be conducted as per the Evaluation of Association Policy to assess the success of the fundraising work to date, with an eye to enhancing and improving current and future initiatives.

#### **Charitable Gifts**

- The Association may accept charitable gifts in the form of cash, cheque, credit card, gifts in kind of goods and services. Ownership of all gifts resides with the Association whether they benefit the organization in general, or some purpose specified by the donor and agreed to by the Association (restricted donation).
- Receipt of a restricted donation must be reviewed by the Board who will make a recommendation to the Membership to determine whether to accept the restricted donation. If the donation is rejected, the Board will inform the donor immediately and will maintain a file of the decision and due diligence proceedings to support the decision.

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### **Official Tax Receipts**

- The Association will issue official tax receipts fulfilling all of the requirements of the CRA. There is no regulation required the issuance of receipts within a particular time frame, however the organization will ensure that receipts are issued within 14 business days of the donation. The exception to this policy will be monthly or ongoing donors who have agreed to receive one receipt at year-end consolidating all gifts received within that year. Such receipts will be issued by January 20 of the following year.
- Each individual donation is to be entered into financial records of the Association and documented accordingly. Donations will be processed and receipted by the treasurer.

### **Ethical Guidelines**

Ecole Corinthia Park School Parents Association is a registered charity and therefore a trustee of charitable dollars. This policy recognizes the critical importance of ethical conduct in fundraising activities in order to safeguard the status of the organization as a registered charity and ensure the Association stands up to scrutiny by all its stakeholders and the public Ethical considerations include:

- The Association does not endorse any products and/or services of donors or sponsors.
- The Association will not use any unethical or unlawful techniques to solicit funds or sell products and services.
- Donations will not be accepted if they are deemed to have originated from unethical or unlawful activities as determined by the Board.
- The Association will not engage in any activities that involve discriminatory practices against any individual or group based on gender, sexual orientation, religious or political affiliation, citizenship, age, race or ethnicity, record of offences, disability, income or family status.
- No valuable consideration or other privileges will be bestowed on a donor who could have the ability to exercise, directly or indirectly, control or significant influence over the organization.
- No benefit of any kind may be provided to the donor, or to anyone designated by the donor, except where the benefit is of nominal value (the lesser of \$50 or 10%).
- The Association will not engage outside professional fundraisers if fees are a significant portion of the anticipated funds raised as determined by the Board.

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ANY OTHER POLICIES AS DETERMINED BY THE MEMBERS

## **Preamble**