Swim Saskatchewan Inc.

Summer Swimming

Creating Policy Workshop and
LOVING EVERY MOMENT!

Participant Workbook

May 4 & 5, 2013

Facilitated by: Jymmi Kaye Demchuk

AGENDA

- ¢ Welcome

- ¢ Introductions

- ¢ Setting the Scene

- ¢ Policy Making and Process

- ¢ Stakeholders and Mandates

- ¢ Bylaws, Vision, Mission and Values

- ¢ Focus Areas

- ¢ Template

- ¢ Next Steps

Resource: Board Source book titled

"The Nonprofit Policy Sampler" second edition

By Barbara Lawrence and Outi Flynn.

1. Setting the Scene

- Group work at the table
- Share stories that involved some type of challenge that you or your club experienced
- How was the situation handled?
- Did you have a policy to handle this situation?
- Did you have to create policy after this situation?

Please change the names to protect the innocent **J**

Notes

2. Policy Making

What is a Policy?

- a written rule or statement used for making decisions and taking action

How is Policy Used?

- Policy is used as a guide when:
  - The Board carries out the governance duties
  - The Management carries out the operational duties

When do you use policies?

- Setting Priorities
- Making decisions
- Defining and delegating responsibilities

Notes   How does your club use Policy?

3. Core Documents

Articles of Incorporation

- Legal document that states your organizations purpose and structure

Bylaws

- Establish the governance structure of the organization

Policies – What gets done.

- Operating guidelines at the various levels of the organization.

Resolutions

- Specific board decision that describes an action to be taken

Recommendations and Guidelines

- Are often nonbinding but helpful suggestions for behaviour

Procedures – How it gets done

- Defines a process to implement a general policy

Notes – Does your club have the core documents?

4. Before you start:

You want Policies that fit your Organization

- Policies should fit the size of your organization
- Influenced by your Mission and community
- General non-profit policies
- Specific policies for your organization
- Stakeholders and Mandates

Notes – Do your current policies fit your Organization?

5. Stakeholders and Mandates

Stakeholder :

- An external stakeholder is any person, group, or organization outside of your club that can make a claim on the organization's attention, resources or output or is affected by your output.

Mandate:

- A document that gives an official command or instructions

Notes – Who are your stakeholders and what are the mandates?

6. Policy Categories

A. Ethics and Accountability

- Mission
- Vision
- Code of Ethics (Conduct)
- Conflict of Interest
- Confidentiality
- Whistleblower Protection
- Record Retention and Document Destruction

Notes – Do you have Ethics and Accountability Policies?

B. Board and Board Member Policies

- Role of the Board
  - Policy Governance
  - Working Board
- Board Member Agreements
- Board Member job descriptions
- Board – Staff Relationship
- Board Self-Assessment

Notes – Do you have Ethics and Accountability Policies?

C. Finance and Investments Policies

- Budgeting
- Capital Expenditures
- Financial Controls
- Investments
- Financial Audits
- Risk Management*

Notes – Do you have Finance and Investment Policies?

D. Risk Management Policies

- Identifies potential risk, evaluates the risk, selects how to deal with the risk:
    - Avoid (fix the broken ladder)
    - Modify (dive start only in the deep end)
    - Accept – do nothing
    - Transfer consequence (insurance)

- Other:

    - Employee hiring and screening policies

    - Safety and accident reporting

    - Other personnel-related policies

    - Director and Officer Liability insurance

    - Conflict of interest

E. Risk Management Plan

₵ Risk Management Policies

₵ Insurance

₵ Risk Management Plan*

- — Describes the organization' priority risks

- — Strategies identified to prevent harm or loss

- — Response to incident if prevention fails

- — * The plan protects The board and Staff

Notes – What Risk Management Policies do you have? Do you have a Risk Management Plan?

F. Fundraising Policies

- Board Member Fundraising
- Donor Relations
- Gift Acceptance
- Sponsorships and Endorsements

Notes –Do you have any Fundraising Policies?

G. Personnel Policies

- Responsibility for Human Resources
- Equal Employment Opportunity
- Nepotism
- Sexual Harassment
- Workplace Environment
- Complaints
- Performance Review

Notes –Do you have any Personnel Policies?

H. Communication Policies

- Media Relations
- Crisis Communications
- Electronic Media

Notes –Do you have any Communication Policies?

I. Committee Policies

- Governance Committee
- Financial Committee
- Development Committee
- Executive Committee
- Committee Chair Job Description

Notes –Do you have any Committees?   Do they have policies? Terms of Reference?

Policy Template – what could be included?

- Organization Name

- Policy number

- Policy Name

- Statement of Purpose

- Policy Statement

- Definitions

- Examples

- Assignment of Responsibility

- Monitoring and review schedule

- Date approved

- Date last modified

> Notes – Looking at your Policies – does your format include any of the above items? If yes which ones? Are there some you would like to add?

Where do you start – Process

- Start with the end – up to date policy manual

- Inventory and identify policies

- Develop an outline of core policies

- Draft and discuss policy recommendations

- Finalize and formalize policies

- Use the policies

- Review and update policies

Notes – What steps are you going to take to update current policies or develop new policies?

Discussion – Does your organization need a social media policy?

- Group discussion at the table:

  — Does this document apply to your club?

  — What are some of the challenges you have faced?

  — How did you deal with the challenges

- What steps can your club take to address this situation with Policy?

Notes   What are some of the challenges listed in document?   Are there any steps your club can take to address these challenges?

Resources:

- http://www.sirc.ca/governance/index.cfm

- http://www.sportlaw.ca/category/planning-governance/policy-development/

- http://www.swimsask.ca/