

THIRD AGE LEARNING AT KWANTLEN POLICIES & PROCEDURES MANUAL

- Definitions:**
- Session:** this term is used to describe a single class/lecture/talk/activity, usually two hours in duration.
 - Course:** this describes a collection of sessions, usually numbering from 1 to 4 that are featured in the brochure under a single heading.
 - Late Registration:** refers to people registering with the facilitator at the door and paying the session or course fee.
 - Accredited Student:** refers to a student paying full Kwantlen fees.

General Policies

1. The general rule is that with the exception of the Philosophers' Cafes and Special Events, attendance at all TALK courses is restricted to members of TALK. As a special consideration and at the discretion of the facilitator, non-members may be allowed to attend one session, at a cost of \$10.
2. Registration is a prerequisite for participation in all TALK courses, whether multiple or single session, on Campus or off. Registration deadline is at the discretion of the Board acting on recommendations from the Program Committee. Accredited Kwantlen students, Faculty and Staff may attend any course free of charge based on space availability and safety regulations.
3. Late registration is at the discretion of the facilitator based on the availability of space and on the criteria stated under items 1 and 2 above.
4. Board members may, in accordance with their overall responsibility for providing courses to the members, drop in on any one session in the interests of program assessment. The Board member will pay no fee for such attendance. Board members must check with the Facilitator to ensure space is available.
5. Members are entitled to a refund of course fees, if withdrawal occurs before the "Please Register By" date. TALK membership fees will not be refunded.
6. A token of appreciation may be presented to speakers. The Board, on the recommendation of the Program Committee, will from time to time determine the value and number of such gifts. Giving gifts to speakers who may benefit from their presentation (authors, businesses, government agencies etc.) should be avoided.
7. The Board may from time to time pre-approve payment of extra ordinary travel expenses.
8. Members will not be charged the course fee for the courses they are facilitating.
9. It is the policy of TALK that course fees be set as modestly as is practical. Fees for attendance at special events will be lower for members than for non-members and will be based on recommendations from the Special Events Committee.
10. Expenditures over \$100 will require approval by the Board.
11. Class size will be at the discretion of the Program Committee in consultation with the speaker and in accordance with availability of space.
12. Committee chairs will serve for a period of two years, renewable once.
 - a) The Board will review the performance of each committee in relation to its mandate not less than once every year.
 - b) Members of each standing committee may be recruited by the committee's chair at the chair's discretion.
 - c) Each chair will keep the Board apprised of the membership list and changes made thereto.

13. It is incumbent on the committee chairs to keep expenditures within reasonable limits.
14. A Board or Committee member in good standing is required to attend Board or Committee meetings, as the case may be, on a regular basis. Absence from three consecutive meetings is cause for dismissal unless agreement is obtained in advance from the chair of the Board or of the appropriate committee.

Responsibilities of Officers and Directors

Chair

1. Chair all General Meetings of the membership and the Board.
2. Develop an agenda for these meetings.
3. Abstain from voting except to break a tie.
4. Seek implementation of decisions made by the Board.
5. Report to the membership at all general meetings on the activities of TALK.

Vice-Chair

1. Act for the Chair whenever necessary and assist in carrying out the duties of the Chair.
2. Assume the role of Chair following the retirement of the Chair.

Recording Secretary

1. Be a member of the Executive Committee.
2. Keep the minutes of all General and Board meetings.
3. Issue notices of meeting of the TALK Board.
4. Pass all records and documents of TALK to archivist except those required to be kept by the Treasurer.

Corresponding Secretary

1. Conduct the correspondence of TALK Board when required.

Treasurer

1. Keep the financial records.
2. Prepare and present at the annual general meeting, financial statements covering the fiscal year period. These financial statements must have been reviewed by a qualified third party.
3. Apprise the Board of the general financial status of TALK at each Board meeting.
4. Ensure that expenditures stay within Board-approved limits.
5. Pay appropriate invoices.
6. Collect Philosophers' Cafes fees and any other revenues.
7. Coordinate with the designated Kwantlen department the transfer of funds between the Kwantlen account and the TALK account.
8. Maintain the bank account at the Board-approved financial institution.
9. Ensure that cheques are signed by two of three Board-approved signing officers, one of whom must be the Treasurer.

Past Chair

1. Ensure there is continuity on the Board.
2. Chair the nominating committee.

Directors

1. Perform such duties as are designated by the Board.
2. Attend Board meetings regularly.
3. Notify the chair of unavoidable absences from Board meetings.

Standing Committees

Responsibilities/Duties applicable to all standing committees:

1. Find committee members and deploy their skills and energies in an effective and coordinated effort.
2. Plan and delegate tasks and set time frames for accomplishments.
3. Establish benchmarks to measure effectiveness.
4. Report to the Board on the committee's activities.
5. Report to the Board ideas and plans for the achievement of the committee's mandate.
6. Work with other committees where duties overlap.
7. Liaise with the Treasurer re expense requirements.
8. Keep records of all activities undertaken and of information distributed by the committee.
9. Present an annual written report, at a time determined by the Board, outlining all activities of the standing committee in relation to the mandate and responsibilities/duties defined in this *Policies and Procedures Manual*.

Executive Committee

Mandate:

1. Consists of the officers of TALK: Chair, Vice-Chair, Secretary, Treasurer and Past Chair.
2. May act as a decision making entity for urgent matters requiring action before the next Board meeting.
3. Recommend to the Board:
 - a. Annual membership dues in preparation for the AGM.
 - b. Course and registration fees, in consultation with the Program Committee chair and in accordance with Kwantlen policies.
 - c. Amendments to By-laws when needed.
 - d. Additions to, or deletions from, the *Policies and Procedures Manual*.

Responsibilities/ Duties:

1. Maintain and review by-laws and the *Policies and Procedures Manual* bi annually.
2. Present the *Policies and Procedures Manual* to the Board for annual endorsement.
3. Prepare and keep up to date, for distribution to all Board members, a binder containing current by-laws, the *Policies and Procedures Manual*, the fee structure for speakers, travel expense information, a list of Board and Committee members and the "Memorandum of Agreement" with Kwantlen.
4. Ensure that Standing committees keep records.

Procedural items:

1. Liaise with program committee/facilitators concerning fee collection from late registration attendees with regard to issuance of receipts and recording attendance (see "General Policies" item 3).
2. Arrange for fee collection at Philosophers' Cafes and other events where registration through Kwantlen does not occur.

Program Committee

Mandate:

1. Plan, develop, schedule, and present various courses, studies and activities of an educational, cultural, informative and stimulating nature for the benefit of the members of TALK.

Responsibilities/ Duties:

1. Report to the Board on current course registration numbers and on proposed courses for the following semester.
2. Obtain appropriate voluntary speakers for each course.
3. Ensure speakers are informed of Kwantlen's policies on copyright materials (including audio-visual and written.)
4. Appoint a facilitator for each course.
5. Formulate and maintain Facilitator's Guide. (Appendix 2)
6. Ensure facilitators receive updated copies of Facilitator's Guide.
7. Maintain Guide to Program Chair activities. (Appendix 3)
8. Coordinate programming activities with Philosopher's Café committee planning.
9. Coordinate programming activities with Special Events committee planning.
10. Set registration deadline dates.
11. Maintain file of course synopsis forms and "Courses Through the Years" file.
12. Request Kwantlen Liaison inform the Program Committee when the brochures go to print.
13. Prepare thank you letters for speakers and have TALK President sign them.

Special Events Committee

Mandate:

1. Plan, schedule and present annually at least two special events open to the public. Try to alternate Surrey and Richmond venues.
2. Choose subjects of interest to the general public.

Responsibilities/Duties:

1. Obtain approval from the Board of all planned events.
2. Coordinate Special event activities with Programming Committee planning.
3. Appoint an event coordinator for each approved event.
4. Arrange volunteer support adequate to the needs of each event.
5. Assure appropriate premises are secured for each event.
6. Inform the Program Committee in a timely way of upcoming events to be included in the TALK brochure.
7. Send confirmation and thank-you letters to presenters.
8. Ensure presenters receive parking passes when applicable, and maps.
9. Endeavour to make the events break even.

Philosophers' Café Committee

Mandate:

1. Plan, develop, schedule and present various discussion sessions.
2. Choose subjects of interest to the general public

Responsibilities/Duties:

1. Appoint a session coordinator for each session.
2. Arrange volunteer support adequate to the needs of session.
3. Assure appropriate premises are secured for each session.
4. Inform the Program Committee in a timely way of upcoming sessions to be included in the TALK brochure.
5. Send confirmation and thank-you letters to presenters.
6. Endeavour to make the sessions break even.
7. Remit session fee profits to TALK treasurer.
8. Liaise with the Richmond programming committee, which plans Richmond Cafes.

Marketing/Membership Committee

Mandate:

1. Create and stimulate a desire for adult learning for people 50 and over in the Kwantlen catchment areas.
2. Market all events and programs planned by TALK.
3. Create ideas and plans for the promotion of membership.
4. Inform the Kwantlen community about the benefits of participation in the activities of TALK.

Responsibilities/Duties:

1. Report to the Board on marketing activities.
2. Approve TALK ads placed by Kwantlen in newspapers;
3. Develop relationships with community organizations in order to make presentations and have information included in newsletters.
4. Arrange for all members to be contacted by mail or phone prior to special events and at the start of each semester.
5. Establish and maintain a phoning committee.
6. Use local media to publicize TALK activities.
7. Maintain contact with local papers in the Kwantlen catchment areas.
8. Prepare publicity material for newspapers and other media.
9. Prepare and maintain list of outlets and numbers of brochure distribution.
10. Ensure that brochures and other TALK publicity materials are distributed to the Kwantlen community.
11. Prepare material for TALK newsletter that may help marketing.
12. Create posters and other publicity in cooperation with Kwantlen staff.
13. Prepare and maintain membership list for each Fall and Spring semester and maintain and update membership list.

Social Committee

Mandate:

1. Provide refreshments and/or lunches at single events and the AGM.
2. Endeavour to break even on events.

Responsibilities/Duties:

1. Plan and organize the provision of refreshments and/or lunches as requested by the Special Events sub-committee of the Program Committee or as requested by the Board.
2. Organize deliveries and clean-ups for each agreed-on event.
3. Arrange volunteer contributions of goods and services when practical.
4. Purchase supplies when needed.
5. Hold social committee meetings as needed.
6. Maintain a supply/equipment inventory.
7. Submit invoices and/or claims for advances to the treasurer within 14 days of the event.

Archivist

Responsibilities/Duties

1. Maintain and archive yearly: TALK Board minutes, Brochures, Newsletters, News items, Record of programs, Course evaluation synopsis, all AGM reports and other documents deemed important.

Newsletter Committee

Responsibilities/Duties:

1. Prepare a newsletter for TALK member three times per year in April, August and November.
2. Send prepared newsletter to Kwantlen TALK Liaison for printing.
3. Keep marketing committee aware of dates Newsletter will be ready for distribution.

This amended version of the March 19, 2009 *Policies and Procedures Manual* was approved at the May 19, 2011 meeting of the Board of TALK.

Brian Bjarnason
TALK Board Chair

Phillip Warren
TALK Board Vice Chair