



Type:	Financial	Created:	May 2024
Adopted By:	Board of Directors	Last Amended:	
Executive Responsibility:	ED/ Director Internal Affairs	Procedure:	

Section 1. Preamble

This policy will summarize the various compensation provided to Board members, and the mechanisms by which Board members are accountable for funds received. The purpose of Board remuneration is to provide compensation for lost wages and/or funding for those who dedicate work, study and extra-curricular time to serve the student body.

Section 2. Board Member Compensation and Reporting

2.1 Required hours

In order to receive a stipend, Board members must:

- Attend at least 1 Board meeting per month;
- Fulfill all duties and responsibilities of their position as outlined in the constitution, bylaws, and policies;
- Maintain active membership in two committees or working groups
- Perform not less than fifteen (15) hours of documentable and itemizable work that corresponds to their elected role;
- Undertake work assigned by the Board

2.2 Compensation Rates

2.2.1 The Stipend for Board members will be \$375 per month, distributed every month.

2.2.2 Should the member complete all the tasks outlined in section 2.1, as well as working an additional ten hours attending Union events or attending a Union or College committee meeting, the stipend will be \$625 per month.

2.2.3 In cases where a board member serves between 15 and 25 hours in a given month, compensation will be prorated at a rate of \$25 per hour for each hour served within this range.

2.2.4 Reporting

2.2.4.1 Each Board member must submit a written report summarizing their work in each reporting period in order to qualify for a stipend. Reports will conform to a set template, and include

details on work completed, hours of service provided, and meetings attended

- 2.2.4.2 Where monthly work includes meetings such as coalition meetings, Federation general meetings, or other Federation business and conferences, a report that highlights the purpose and outcomes of the meeting will be submitted to the board
- 2.2.4.3 The following rules will apply to the submission of written reports:
 - 2.2.4.3.1 Reports are due by noon of the last weekday of each month;
 - 2.2.4.3.2 Reports provided late may result in the stipend payment being delayed until the following payment cycle, and;
 - 2.2.4.3.3 Late reports will be considered for approval at the next reporting period and will be due by noon of the last Thursday of the following month. Reports will not be considered for approval past this date.
- 2.2.4.4 Board of Directors members' written reports must be approved by the Chair of the Budget & Operations Committee and two (2) other members of the Budget & Operations Committee. No Board member may approve their own report.
- 2.2.4.5 In cases of conflicts of interest or prolonged absences, another Board member who is a signing officer may approve a report in place of the Director of Internal Affairs and the alternate staff signing officer may approve a report in place of the Executive Director
- 2.2.4.6 Standard approval will be granted provided that a report conforms to the necessary reporting standard, that the report appears accurate and that there is no reason to believe that incorrect information has been reported
- 2.2.4.7 Approved work reports will be submitted to the Executive Director to process.

2.2.5 Scope of Work

No more than 20% of work recorded on a Board members report may be recorded as general office work. General office work includes emailing, communications amongst board and staff, office tasks, data entry and activity through social media

Section 3. Per Diem

The budgeted meeting and conference allocation may cover the full cost of the conference, this will include food that is provided by the conference. When food or per diems are not provided at the meeting or conference, a per diem of sixty dollars (\$60.00) will be paid. Where meals or per diem are provided, the per diem paid by the Union will be reduced by ten dollars (\$10.00) per meal or equivalent per diem allotment, to a minimum of thirty dollars (\$30.00) per day.