

OAAAS Policy Manual



Oct 2018



The structure and mandate of the Ontario Association of Agricultural Societies (OAAS) are defined by the legislation under which it is incorporated, any special purposes legislation governing its mandate, the Constitution and By-Laws, and these Governance Policies enacted under the authority of the bylaws. OAAS is incorporated under the *Agricultural and Horticultural Organizations Act 1988*.

In addition to the following Terms of Reference and Governance Policies and any appended processes and procedures, OAAS has the following documents in place for the organization:

- OAAS Constitution and By-Laws (reviewed annually by the Board of Directors or as necessary)
- OAAS Convention Handbook (*to be completed*)

Vision

“Inspiring and Supporting Ontario Agricultural Societies”

Mission

The Ontario Association of Agricultural Societies is a resource for its members, providing leadership through communication and education, and encouraging the promotion of a rural way of life in Ontario.

OAAS Service Members

- Provide valuable products and services to Ontario Fairs and Exhibitions
- Upon registration and payment of annual fee, they may become an OAAS Service Member with numerous benefits

Benefits of being a Service Member

- Name and contact information will be included in the Service Members section of our annual ‘**OAAS Fairs and Exhibitions Directory**’
- Name and contact information will be posted in the Service Members Section of our OAAS website
- Opportunity to apply to become a part of our Convention Tradeshow upon payment of Tradeshow fees
- Opportunity to audition for Main Entertainment Showcase or Family Entertainment Showcase upon payment of Showcase fees
- Two (2) full Convention Registrations
- Receive OAAS Gazette Newsletters
- Receive emails from OAAS with Industry information
- Annual fee of \$150.00

BOARD GOVERNANCE POLICIES, APENDICES, PROCESSES AND PROCEDURES NOTES:

1. Adopted by Resolution of the Board of OAAS – 10/22/2016
2. Reviewed and/ or amended by the Board of OAAS – 10/20/2017 – 09/13/2018



Governing Policies and Procedures

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Document or Policy Type & Title

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Board of Directors Terms of Reference

Board of Directors Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of OAAS – 10/22/2016
 - Reviewed and/ or amended by the Board of OAAS –
-

Purpose:

The Ontario Association of Agricultural Societies (OAAS) Board of Directors provides overall leadership for the organization ensuring the mission and vision of the organization are fulfilled.

Functions:

The OAAS Board of Directors will:

- Provide leadership and resources for the enhancement and promotion of Agricultural Societies;
- Take part in planning and conducting the annual convention of the Association and arranging for an educational program of interest to all fairs; and
- Conduct Board business participate and work cooperatively together for the betterment of the organization.

The Province of Ontario is divided in to fifteen (15) Districts. At the District level, each Director will:

- Represent the District at meetings of the Board;
- Co-chair at least one educational meeting that deals with identified needs of the member societies;
- Enlist co-operation of all Secretaries of member Societies to give prompt attention to correspondence and forwarding reports as required by *the Act*, and
- Encourage every Society within the District's boundaries to join the Ontario Association of Agricultural Societies and to forward the membership fees to the Treasurer of the Board by the due date.

Composition/Membership:

The Board of Directors will consist of one person elected as Provincial Director from each District in accordance with By-law 8(c) as well as the Past President, President, First Vice President and Second Vice President. The President will chair the meetings of the Board and the Office Manager and Convention Administrator will provide administrative support to the Board of Directors.

Accountability:

The Board of Directors is accountable to the Membership of the OAAS. The Board of Directors will provide reports to the Membership as necessary and appropriate.

Meeting Frequency:

The Board of Directors will meet face-to-face three times each year in addition to any meetings held in conjunction with the annual convention.

Conduct:

Actions of the Board of Directors are subject to approval by the Membership of the OAAS through a motion to approve the acts of the Directors and Officers which will be put forward at the Annual General Meeting.



Executive Committee Terms of Reference

Executive Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of OAAS – 10/22/2016
 - Reviewed and/ or amended by the Board of OAAS –
-

Purpose:

The Ontario Association of Agricultural Societies (OAAS) Executive Committee provides leadership to the Board of Directors and organization ensuring the mission and vision of the organization are fulfilled.

Functions:

The OAAS Executive Committee will:

- Provide oversight between regularly scheduled board meetings for all matters of a critical, urgent or time sensitive nature, pertaining to the organization;
- Develop and implement an officer succession plan;
- Provide leadership in coordinating and conducting the business of the organization at the Annual General Meeting;
- Lead/ coordinate recruitment, orientation and negotiation of compensation of OAAS staff;

Composition/Membership:

The Executive Committee will include the President, First Vice-President, Second Vice-President, Past President and one Member-at-Large elected/ appointed by the Board. The President will chair this committee and the Office Manager will provide administrative support to this committee.

Accountability:

The Executive Committee is accountable to the Board of Directors of OAAS. The committee will provide reports to the Board of Directors as necessary and appropriate.

Meeting Frequency:

Committee members serve 1-year renewable terms and will meet as necessary at the call of the Chair and may meet in person or by video/ teleconference.

Conduct:

Recommendations made by the Executive Committee are subject to approval by the Board of Directors of OAAS.



**Finance, Investment & Audit Committee
Terms of Reference**

Finance, Investment & Audit Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of OAAS – 10/22/2016
 - Reviewed and/ or amended by the Board of OAAS –
-

Purpose:

The Ontario Association of Agricultural Societies (OAAS) Finance, Investment & Audit Committee provides leadership to the Board of Directors and organization with respect to monitoring the financial, investment and audit activities and responsibilities of the organization.

Functions:

The OAAS Finance, Investment & Audit Committee will:

- Ensure that the organization has adequate financial systems and controls in place to manage financial risk;
- Facilitate an efficient, cost effective and objective external annual audit or review;
- Develop and oversee the annual budget;
- Review and approve investment instruments purchased by the organization within the parameters of the OAAS investment policies;
- Ensure there are adequate internal management and financial information systems in place within the organization for the timely preparation and review of the interim and year-end statements and other financial information;
- Monitor at least quarterly the organization's revenues and expenses against the approved budget and provide recommendations to OAAS staff and the Board to take corrective action if necessary;
- Review accounting procedures and investment policies with OAAS staff and auditors and update and provide recommendations to the Board as necessary; and
- Research potential auditors, hire (with Board approval) the auditor, define scope of work and meet with auditor annually prior to Annual General Meeting.

Composition/Membership:

The Finance, Investment & Audit Committee will be composed of four (4) members of the Board and include the President, First Vice-President, Second Vice-President and one additional Board member. The Second Vice- President will chair this committee and the Office Manager will provide administrative support to this committee.

Accountability:

The Finance, Investment & Audit Committee is accountable to the Board of Directors of OAAS. The Committee will provide reports to the Board of Directors as necessary and appropriate.

Meeting Frequency:

Committee members serve one (1) year renewable terms and will meet at least quarterly or as necessary, at the call of the Chair and may meet in person or by video/ teleconference.

Conduct:

Recommendations made by the Finance, Investment & Audit Committee are subject to approval by the Board of Directors of OAAS.



Governance Committee Terms of Reference

Governance Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of OAAS – 10/22/2016
 - Reviewed and/ or amended by the Board of OAAS –
-

Purpose:

The Ontario Association of Agricultural Societies (OAAS) Governance Committee provides governance leadership to the Board of Directors.

Functions:

The OAAS Governance Committee will:

- Promote governance excellence and high ethical organization standards for the OAAS;
- Ensure ongoing Board policy and bylaw review, suggesting any changes/ improvements for discussion/ consideration by the Board;
- Monitor compliance with Board Code of Conduct and recommend action to the Executive Committee for breach of Oath of Office and confidentiality issues;
- Identify and recommend Board development education strategies and actions;
- Provide opportunities and tools to regularly evaluate Board and Committee meetings and Director and Chair performance;
- Ensure the continuous improvement of Board members through the provision of resources and training;
- Ensure regular review of Board standing committees' terms of reference; and
- Orient Board members.

Composition/Membership:

Three or more Board members of OAAS will sit on the Governance Committee. The President of the Board may sit in an ex-officio capacity on this committee. The Committee will determine the Chair and the Office Manager will provide administrative support to this committee.

Accountability:

The Governance Committee is accountable to the Board of Directors of OAAS. The Committee will provide reports to the Board of Directors as necessary and appropriate.

Meeting Frequency:

Committee members serve 1-year renewable terms and will meet a minimum of 3 times per year, or as necessary at the call of the Chair and may meet in person or by video/ teleconference.

Conduct:

Recommendations made by the Governance Committee are subject to approval by the Board of Directors of OAAS.



Human Resources Committee Terms of Reference

Human Resources Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of OAAS – 10/22/2016
 - Reviewed and/ or amended by the Board of OAAS –
-

Purpose:

The Human Resources Committee will assist the Board in fulfilling its obligations relating to human resource and compensation matters and establish a plan of continuity and development of staff.

Functions:

The Human Resources Committee will:

- Provide appropriate supportive supervision and ongoing feedback on employee performance
- Recommend and carry out a performance evaluation process for OAAS staff.
- Recommend the Staff's performance objectives for approval by the Board of Directors and report on these matters at the Spring Board meeting
- Review and recommend compensation, to the Board for approval and report on this matter at the Fall Board meeting.
- Recommend any training and development programs for OAAS staff
- Assist with any recruitment and selection process for new employees
- Ensure a comprehensive orientation process is in place when new staff are hired
- Develop, and/ or review and change as necessary the written Job Description for each staff position and recommend any necessary changes to the Board for approval
- Ensure that fair and legally defensible policies and procedures for discipline and termination are established
- Ensure an appropriate policy and process for resolving workplace conflicts is established

Composition/Membership:

The Past President, President, First Vice President and Second Vice President will sit on the Human Resources Committee. The Committee may recruit or add non-Board members, advisors or resource persons as required.

Accountability:

The Human Resources Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors as necessary and appropriate.

Meeting Frequency:

Committee members serve 1-year renewable terms, The Committee will meet a minimum of 3 times per year, in person or by teleconference. The first Vice President will serve as Committee Chair.

Conduct:

Recommendations made by the Human Resources Committee are subject to approval by the Board of Directors of OAAS.



Suggested Annual Schedule:

March	Staff performance evaluations
April	Present summary of performance evaluations to Board at spring meeting Seek approval for annual objectives
September	Review staff compensation
October	Make recommendations to Board regarding compensation
Ongoing	Provide appropriate supportive supervision and feedback on employee performance



First Impressions Committee Terms of Reference

First Impression Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of OAAS – 10/22/2016
 - Reviewed and/ or amended by the Board of OAAS –
-

Purpose:

To match pairs of different but compatible Agricultural Societies in order to reveal how each fair/exhibition is perceived by visitors, exhibitors and local residents. This is intended to assist those societies in identifying priorities that lead to the development of action plans for visitor attraction, marketing and promotion, entertainment improvements, parking and accessibility constraints and increasing the availability of local food options.

Functions:

The First Impressions Committee will:

- Post information and application forms to the OAAS website
- Hold information session at the annual convention
- Identify and train First Impressions Trainers
- Assist trainers in identifying appropriate matching of Societies
- Provide training and resources for participant Societies
- Ensure follow up and summary reports take place
- Report to the OAAS Board annually with recommendations on the future of the program
- Ensure sufficient resources are allocated for the program

Composition/Membership:

The First Impressions Committee shall consist of a minimum of two (2) directors. The Committee will determine the Chair and the Office Manager will provide administrative support to this committee. The Committee may recruit or add non-Board members, advisors or resource persons as required.

Accountability:

The Committee reports directly to the Board of Directors at its regular meetings.

Meeting Frequency:

Meet by teleconference as needed

Conduct:

Recommendations made by the First Impressions Committee are subject to approval by the Board of Directors of OAAS.



Suggested Annual Schedule:

Fall Meeting	Set fees for First Impressions Programs
January	Review templates
February	First Impressions application available on website. Provide information at OAAS Convention
April 15	Deadline for applications. Evaluate applications received
May 1	Completion of matching fairs Research trainers in Ontario Train Trainer if necessary Set up First Impressions training for the fairs that have been matched Follow up after fair visits
November	Ensure First Impressions presentations are completed and sent to Committee Chair



Judging Committee Terms of Reference

Judging Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of OAAS – 10/22/2016
 - Reviewed and/ or amended by the Board of OAAS – 09/12/2017
-

Purpose:

The Ontario Association of Agricultural Societies (OAAS) Judging Committee provides support and leadership to the Board of Directors and OAAS organization with respect to Judging Standards, Judging Schools, Instructors and Apprentice Instructors, Judges and Apprentice Judges, and Judges Lists

Functions:

The OAAS Judging Committee will:

- Create, review and update documents required for OAAS Instructors and Judges Program i.e. Judging School Handbook, Instructors Handbook, Instructors Code of Conduct, Judges Code of Conduct, etc. as required
- Review judging policies annually and update as required
- Develop a process to maintain an accurate list of Judges and Apprentice Judges.
- Develop a process to maintain an accurate list of Instructors and Apprentice Instructors
- Review and take into consideration any requests or concerns regarding Judges, Judging Policies and Judging Schools as necessary
- Create and maintain a District Judging School Rotation document i.e. to assist Districts in scheduling Judging schools to train more Judges and allow current Judges to maintain their certification

Composition/Membership:

The Judging Committee will be selected by the Executive
Judging committee will be composed of current Board members, Office Manager and at least 1 (one) current Instructor, and may also include non-Board members, advisors or resource persons as required. The Executive will determine the Chair. The Office Manager will provide administrative support to this committee. The Committee may recruit or add non-Board members, advisors or resource persons as required, upon approval of the Executive.

Continuity:

To ensure continuity from year to year, it is advisable that at least 1 current member should be a member of the next committee

Accountability:

The Judging Committee is accountable to the Board of Directors of OAAS. The Committee will provide reports to the Board of Directors as necessary and appropriate.

Meeting Frequency:

Committee members serve one (1) year renewable terms and will meet *as required*.

Conduct:

Recommendations made by the Judging Committee are subject to approval by the Board of Directors of OAAS.



Youth Program Committee Terms of Reference

Youth Program Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of OAAS – 09/12/2017
- Reviewed and/ or amended by the Board of OAAS –

Purpose:

The Ontario Association of Agricultural Societies (OAAS) Youth Program Committee provides support and leadership to the Board of Directors and OAAS organization with respect to developing and providing guidelines and programs to ensure a safe, positive and inclusive environment for youth.

Functions:

The Youth Program Committee will:

- Provide guidelines to ensure a safe, positive and inclusive environment for youth within the Agricultural Societies and the Agricultural Society activities
- Engage youth and provide leadership opportunities for them in Agricultural Societies and the Agricultural and Rural Community
- Create meaningful and engaging programs for youth in Agricultural Societies and the Agricultural and Rural Communities
- Inform the OAAS membership of their responsibilities in providing a safe, positive and inclusive environment for youth within their Agricultural Society and the Agricultural Society activities

Composition/Membership:

The Youth Program Committee will be composed of an Executive Member and members of the current Board of Directors and may include non-Board members, advisors, or resource persons, as required. The Executive will determine the chair and the Office Manager will provide administrative support to this committee as needed it.

Continuity:

To ensure continuity from year to year, it is advisable that at least 1 current member should be a member of the next committee

Accountability:

The Youth Program Committee is accountable to the Board of Directors of OAAS. The Committee will provide reports to the Board of Directors as necessary and appropriate.

Meeting Frequency:

Committee Members will meet at least quarterly or as necessary, at the call of the Chair and will meet by video/ teleconference or meet in person, if required on approval of Office Manager. Committee members serve one (1) year renewable terms.

Conduct:

Recommendations made by the Youth Program Committee are subject to review, modification and approval by the Board of Directors of the OAAS.



Nomination Committee Terms of Reference

Nomination Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of OAAS – June 2018
 - Reviewed and/ or amended by the Board of OAAS –
-

Purpose:

The Nominating Committee will provide a nomination list of executive members to the Directors annually.

Functions:

The Nominating Committee will: Solicit nominations for the position of President, 1st Vice President, and 2nd Vice President for the next year from all current Executive Members and Directors and submit a report to the Board of Directors at least two weeks before the Fall Directors' Meeting and will solicit nominations for the position of Member at Large and submit a report to the Board of Directors at least two weeks before the Post-Convention Meeting.

Composition/Membership:

The Nominating Committee will be composed of a maximum of 3 Provincial Directors. The Directors will be appointed by the Board of Directors. The Past President will chair the committee and the other two members appointed cannot be running for an Executive position for the next year. The Committee may use the support and input from the OAAS Office Manager and Convention Coordinator.

Accountability:

The Nominating Committee is accountable to the Board of Directors of OAAS. The Committee will provide a report to the Board of Directors at the Fall Directors' Meeting and at the Post Convention Directors' Meeting.

Meeting Frequency:

Committee members serve one (1) year renewable terms and will meet as necessary, at the call of the Chair and may meet in person or by video/ teleconference.

Conduct:

A report by the Nominating Committee is presented to the Board of Directors for the election of Executive members of the OAAS Board of Directors.



Convention Committee Terms of Reference

Convention Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of OAAS – 10/20/2016
- Reviewed and/ or amended by the Board of OAAS –

Purpose:

The Ontario Association of Agricultural Societies (OAAS) Convention Committees are divided into five different sub committees who provide support and planning skills to prepare for the annual convention that is offered to member societies and members of the organization.

Functions:

The OAAS Convention Committee will provide assistance, guidance and support to fellow committee members:

- To provide networking and educational opportunities to all Agricultural Societies, Associate and Service Members.
- In conjunction with the Convention Administrator send invitations for the Convention to the Minister of Agriculture, Ontario Horticultural Society President, 4-H Ontario, Junior Farmers, Canadian Association of Fairs and Exhibitions, Ontario Agri-Food Education, Ontario Ministry of Agriculture, Food and Rural Affairs, Showman's League, and anyone as deemed necessary. The agenda will allow a one-minute limit for Greetings.
- In conjunction with the Convention Administrator, OAAS President and the Registration committee, provide a maximum of ten complimentary registrations to the President for volunteer delegates as selected by the President(s) to carry out details of decorating for the President' reception and hospitality room, and other related duties at the convention.
- In conjunction with the Convention Administrator and the Registration committee provide all OAAS Past Presidents with complimentary convention registration.
- In conjunction with the Convention Administrator and the OAAS Office Manager pay out the prize money and provide ribbons for the competitions held at the Convention.
- In conjunction with the executive and Board of Directors a Homecraft program will be organized and scheduled during the convention to showcase the value of competitions and the Homecraft division.

Composition/Membership:

The Convention Committee is chair by Vice President and is composed of five sub committees including: Seminar/Speakers, Operations, Competitions, Registration and Auction. The Ambassador Program committee will prepare for Ambassador program portion of the annual convention.

Accountability:

The Convention Committees are accountable to the Board of Directors and Executive of the OAAS. The sub-committees will provide reports to the Board of Directors as necessary and appropriate.

Meeting Frequency:

Convention sub Committee members serve one (1) year renewable terms and will meet at least quarterly or as necessary, at the call of the Chair and may meet in person or by video/ teleconference.

Conduct: Recommendations made by the Convention committees are subject to approval by the Executive and the Board of Directors of OAAS.



Ends Policies

Policy Type:	Ends Policies	1.1
Policy Title:	Vision and Mission	
Adopted:	October 22, 2016	
Reviewed and/or amended:	October 20, 2017	

The purpose of Ends policies is for the Board to articulate the outcomes that the organization wants to achieve. Ends policies consist of, but are not limited to, the VISION & MISSION and the STRATEGIC DIRECTIONS.

VISION

“Inspiring and Supporting Ontario Agricultural Societies” 2017

MISSION

The Ontario Association of Agricultural Societies is a resource for its members, providing leadership through communication and education, and encouraging the promotion of a rural way of life in Ontario. 2017

Key Values

As **core values** and **guiding principles** of the Ontario Association of Agricultural Societies (OAAS) we will:

- *Act with integrity - be inclusive, honest and transparent, showing respect and civility to all.*
- *Be collaborative and share best practices.*
- *Communicate effectively and consistently with one voice.*
- *Pursue growth and learning and embrace change.*
- *Value the contribution of volunteers from across Ontario, cultivating and supporting leaders of all ages.*
- *Build upon our past and long-standing heritage.*



Ends Policies

Policy Type:	Ends Policies	1.2
Policy Title:	Strategic Directions (Pillars)	
Adopted:	February 2018	
Reviewed and/or amended:	May 2018	

STRATEGIC DIRECTIONS (PILLARS)

MEMBER SERVICES

- Providing education, support and resources to members

ORGANIZATION SUSTAINABILITY

- Ensuring the organizational capacity and financial health of OAAS

COLLABORATION AND DIALOGUE

- Facilitating partnerships and the exchange of information

MARKETING

- Developing and implementing a marketing strategy to promote and educate the agricultural community and our audience and potential partners on our services and mission



Board Operations Policies

Policy Type:	Board Operations	2.1
Policy Title:	Board Role	
Adopted:	October 22, 2016	
Reviewed and/or amended:		

The job of the Board is to determine and expect appropriate organizational performance. The primary Board responsibilities fall generally within seven areas:

1. Planning
2. Financial and Program Stewardship
3. Human Resources Stewardship
4. Performance Monitoring and Accountability of Board and staff
5. Risk Management
6. Complaints Review (as may be necessary)
7. Management of Critical Employee Transitional Phases

Board Members will become knowledgeable about:

- OAAS by-laws, policies and procedures, and the requirements and liabilities of agreements with funders;
- Financial strength and viability of the organization; and
- Legal liability of Board members.

Board Members will:

- (i) review all material in Board agenda packages so they are prepared to make required Board decisions;
- (ii) attend and actively participate in the regular and special meetings of the Board;
- (iii) be willing to be Chairperson or Co-Chairperson as may be necessary or required;
- (iv) deliberate impartially on issues presented to the Board for consideration;



- (v) observe and comply with oath of office, conflict of interest and confidentiality guidelines, and Governance Policies; and
- (vi) exercise the same degree of care, diligence and skill that a reasonably prudent person would show in comparable circumstances.

To accomplish its job outputs with a governance style consistent with OAAS policies, the Board will conduct an annual (or as needed)

- (i) self-assessment process which includes a discussion of opportunities to improve its performance; and
- (ii) a strategic planning process or update of the strategic plan as necessary.

The Board will be responsible for dealing with staff and stakeholder issues and complaints that have not been or cannot be resolved through the organization's staff and identified complaints process.

Finally, the Board will be responsible for managing critical employee transitions.



Board Operations Policies

Policy Type:	Board Operations	2.2
Policy Title:	Governing Style	
Adopted:	October 22, 2016	
Reviewed and/or amended:		

The Board will govern with a style that emphasizes:

1. outward vision, rather than an internal preoccupation
2. encouragement of diversity in viewpoints
3. strategic leadership more than administrative detail
4. a clear distinction of Board and staff roles
5. collective rather than individual decisions
6. future-orientation rather than past or present
7. proactivity rather than reactivity

More specifically, the Board will:

1. Be mindful of its obligations to its members, stakeholders, constituents and funders.
2. Direct, control and inspire the organization through the careful establishment of governance policies reflecting the collective values and varied perspectives of Board members, stakeholders, constituents and funders. The Board will focus chiefly on the intended long-term impacts of the organization (as defined by the Ends Policies), not on the administrative means of attaining those Ends.
3. Govern with excellence and enforce the necessary discipline that is required. Discipline will include, but not necessarily be restricted to matters such as attendance, preparation, respect of roles, speaking with one voice and violations of Code of Conduct.
4. Regularly monitor and discuss its own process and performance. Self-monitoring will include comparison of Board activity and discipline to policies in the Governance Process and Board/Staff Linkage categories.
5. Seek to ensure that all officers, Board members and committee members actively pursue fulfillment of Board commitments.
6. Ensure the continuity of its governance capability by ongoing training, monitoring and development through:
 - (a) Conducting evaluation on a regularly basis, including review of Board activity and discipline and comparison to its Board Governance Process and Board-Staff Relationship Policies.
 - (b) Continual board development which will include:
 - (i) orientation of new members to the Board's approved governance process;
 - (ii) periodic Board discussion of process improvement;
 - (iii) formal Board evaluation process to be conducted on an annual basis.



Board Operations Policies

Policy Type:	Board Operations	2.3
Policy Title:	Governance Commitment	
Adopted:	October 22, 2016	
Reviewed and/or amended:		

The purpose of governance is that the Board, on behalf of the Association's members, stakeholders, constituents and funders, guarantees the accountability of OAAS by assuring that it:

- (a) achieves the outcomes as clarified in the Ends Policies; and
- (b) achieves the outcomes as identified in the agreements with Funding Supporters



Board Operations Policies

Policy Type:	Board Operations	2.4
Policy Title:	Privacy and Security	
Adopted:	October 22, 2016	
Reviewed and/or amended:	July 17, 2018	

Policy on Privacy and Security:

The Ontario Association of Agricultural Societies will maintain the privacy of its members, service members, exhibitors, directors and any other persons related directly to the business of the Ontario Association of Agricultural Societies.

Information may only be shared for the purposes of processing of accounts payable and receivable, providing information in all OAAS publications and its website, the maintenance of files, and database record keeping.

This will be the statement we recommend be used on the website and on appropriate documents about our Privacy and Security Policy:

Privacy and Security:

Any information collected by the Ontario Association of Agricultural Societies (OAAS) regarding members, exhibitors, commercial exhibitors, sponsors, directors and any other persons related directly to the business of the OAAS, will be solely used for the purposes of promotion of the OAAS and Agricultural Societies; for processing payment of prize monies and other payments owed; for publication of the winner's names; and for the maintenance of the OAAS files and data base. Any member, exhibitor, commercial exhibitor, sponsor or director realizes that when they agree to take part in OAAS activities, their names may be published for these reasons only. None of this information whatsoever will be sold, rented, leased, or transferred to any outside party for any reason.

In addition, the Board will follow all guidelines laid out by the Personal Information Protection and Electronic Documents Act (PIPEDA) in regard to the Privacy Act. These guidelines will be used for all communications by the organization.



Board Operations Policies

Policy Type:	Board Operations	2.5
Policy Title:	President's Role	
Adopted:	October 22, 2016	
Reviewed and/or amended:		

The President assures the integrity of the Board's processes and, secondarily, represents the Board to outside parties.

1. The President is empowered to chair Board meetings with all the commonly accepted power and responsibilities of that position.
2. The job result of the President is that the Board behaves consistently with its own governance process including the following guidelines:
 - (a) Content for meetings will be those issues that, according to Board policy, clearly belong to the Board for discussion and decision-making.
 - (b) Deliberation will be fair, open, and thorough, but also efficient, timely, orderly and kept to the point.
3. The authority of the President consists in making decisions that fall within the purview of Board policies on Governance Process and Board- Staff Linkages. The President shall use any reasonable interpretation of the provisions in these policies.
4. The President shall represent OAAS to outside parties.
5. The President may delegate this authority but shall remain accountable for its use.



Board Operations Policies

Policy Type:	Board Operations	2.6
Policy Title:	Vice-Presidents	
Adopted:	October 22, 2016	
Reviewed and/or amended:		

First Vice-President

In addition to assuming the duties of the President during his/ her absence, the First Vice-President shall perform other duties prescribed from time to time by the Board and will chair the Human Resources Committee. The succession of the First Vice-President to the position of President is anticipated/ expected as part of the OAAS Board succession planning process.

Second Vice-President

In addition to assuming the duties of the President or First Vice-President during his/ her absence, the Second Vice-President shall perform other duties prescribed from time to time by the Board and will chair the Finance, Investment and Audit Committee. The succession of the Second Vice-President to the position of First Vice-President is anticipated/ expected as part of the OAAS Board succession planning process.



Board Operations Policies

Policy Type:	Board Operations	2.7
Policy Title:	Provincial Director Role	
Adopted:	October 22, 2016	
Reviewed and/or amended:	May 2018	

The Provincial Director, selected by the District membership at their District Annual General Meeting, will:

- Represent the District at meetings of the Board.
- Distribute general information and ensure timely communications between the District represented by the Director and the Board of Directors and amongst member societies within the District.
- Co-chair at least one educational meeting at the District level that deals with identified needs of the member Societies.
- Enlist co-operation of all Secretaries of member Societies in their District to give prompt attention to correspondence and forwarding reports as required by *the Act*.
- Encourage every Society within the District's boundaries to join the Ontario Association of Agricultural Societies and to forward the membership fees and a financial report to the Office Manager of the Board by the due date.

See more information under Appendix D

Board Operations Policies

Policy Type:	Board Operations	2.8
Policy Title:	Board Members' Code of Conduct	
Adopted:	October 22, 2016	
Reviewed and/or amended:		

The Board commits itself to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. Board members are expected to comply with the prescribed Code of Conduct that encourages the development of a spirit of collective decision-making, shared objectives and shared ownership of and respect for Board decisions.

Accordingly, Board members will at all times conduct themselves in a manner that:

- Supports the objectives of the OAAS;
- Serves the overall best interests of the OAAS rather than any particular constituency;
- Brings credibility and good will to the OAAS;
- Respects principles of fair play and due process;
- Demonstrates respect for individuals in all manifestations of their cultural and linguistic diversity and life circumstances;
- Respects and gives fair consideration to diverse and opposing viewpoints;
- Demonstrates due diligence and dedication in preparation for and attendance at meetings, special events and in all other activities on behalf of the OAAS;
- Demonstrates good faith, prudent judgment, honesty, transparency and openness in their activities on behalf of the OAAS;
- Ensures that the financial affairs of the OAAS are conducted in a responsible and transparent manner with due regard for their fiduciary responsibilities and public trusteeship;
- Avoids real or perceived conflicts of interest;
- Conforms with the Bylaws and policies approved by the Board, in particular this Code of Conduct, the Oath of Office and Confidentiality and Conflict of Interest policies;
- Avoids subjecting the organization and/ or Board to charges of libel and/ or slander;
- Publicly demonstrates acceptance, respect and support for decisions legitimately taken in transaction of the OAAS's business.

Board members shall agree to and sign an Oath of Office and Confidentiality Agreement upon joining the Board of Directors.

Furthermore:

1. Board members will not attempt to exercise individual authority over the Board except as explicitly set forth in Board policies including:
 - (a) Board members' interaction with Staff must recognize the lack of authority vested in individuals except when explicitly Board authorized.
 - (b) Board members' interaction with the public and the media must recognize the same limitation and the inability of any member to speak for the Board except to support Board decisions.
 - (c) Board members' individual judgments of Staff performance.

Please see Forms for Code of Conduct F14.1



Board Operations Policies

Policy Type:	Board Operations	2.9
Policy Title:	Board Meetings	
Adopted:	October 22, 2016	
Reviewed and/or amended:		

Board meetings are for the single task of getting the Board's job done.

1. Meetings will be open to the public except when an "In-camera" (closed) session is officially announced by the President. The purpose of In-camera (closed) sessions, which should be noted in the minutes, is to deal with matters related to litigation, personnel or property. Any Board member can request an In-camera session but moving In-camera requires a board vote.
2. The Board has sole authority over its own meeting agenda. The President will exercise this control on behalf of the Board, though any Board member can have agenda items added or deleted from the meeting agenda with a motion supported by the Board.
3. Only those issues which are within the Board's area of responsibility as defined in its Governance Policies shall be discussed and/ or acted upon.



Board Operations Policies

Policy Type:	Board Operations	2.10
Policy Title:	Board Committee Principles and Structure	
Adopted:	October 22, 2016	
Reviewed and/or amended:		

The right and responsibility for the creation of committees related to the activities of the OAAS Board rests solely with the Board of Directors. Board Standing Committees will be created (or reappointed) each year so as to reinforce the Board's role and not to interfere with delegation from Board to the Staff. In addition to Board Standing Committees, ad hoc and time limited working groups may be created from time to time. Unless otherwise stated, an ad hoc committee or work group ceases to exist as soon as the Board determines that its task is complete. The Board of Directors also reserves the right, at its discretion, to intercede with the activities of any committee and/ or terminate the activities of any committee.

Accordingly:

1. Board committees are to help the Board do its job, not to help or advise the Staff. Committees will assist the Board by preparing policy alternatives and implications and recommendations for Board deliberation.
2. All committees created by the Board of Directors shall have Terms of Reference (TOR) outlining the conduct of the committee and be approved by the Board. Terms of Reference shall include at a minimum the following sections:
 - Purpose
 - Functions
 - Composition/ Membership
 - Accountability
 - Meeting Frequency
3. Board committees or committee members may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Staff.
4. Board committees cannot exercise authority over Staff. Because the Staff works for the full Board, he or she will not be required to obtain approval of a Board committee before an executive action.
5. All committee members shall agree, sign and abide by the same Code of Conduct as governs the Board.

The following will be Standing Committees of the Board.

- Executive
- Finance, Audit and Investment
- Governance
- Human Resources
- Judging Committee

This policy also applies to any working group which is formed by Board decision.



Board Operations Policies

Policy Type:	Board Operations	2.11
Policy Title:	Convention Program	
Adopted:		
Reviewed and/or amended:		

To be completed



Board Operations Policies & Procedures

Policy Type:	Board Operations	2.12
Policy Title:	Oath of Office and Confidentiality	
Adopted:	October 22, 2016	
Reviewed and/or amended:		

Respect for confidentiality is the cornerstone of trust and confidence as well as a legislated obligation. Board members must at all times respect the confidentiality of any client names and/or circumstances that might identify clients. Similarly, all matters dealt with by the Board during in-camera meetings and matters related to personnel must be held in strictest confidence. Confidentiality means Directors may not relate such matters to anyone including immediate family members. The duty of confidentiality continues indefinitely after a Director has left the Board.



Board Operations Policies

Policy Type:	Board Operations	2.13
Policy Title:	Conflict of Interest	
Adopted:	October 22, 2016	
Reviewed and/or amended:		

Board members are considered to be in a “conflict of interest” whenever they themselves, or members of their family, business partners or close personal associates, may personally benefit either directly or indirectly, financially or otherwise, from their position on the Board.

A conflict of interest may be “real”, “potential” or “perceived”; but the same duty to disclose applies to each.

Full disclosure in itself, does not remove a conflict of interest.

It is in the best interest of the OAAS Board of Directors to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest.

Accordingly:

- Members of the Board of Directors shall act at all times in the best interests of the OAAS rather than particular interests or constituencies. This means setting aside personal self-interest and performing their duties in transaction of the affairs of the OAAS in such a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of the Board.
- Directors shall serve without remuneration. No Director shall directly or indirectly receive any profit from his/her position as such, provided that directors may be paid reasonable expenses incurred by them in the performance of their duties.
- The pecuniary interests of immediate family members or close personal or business associates of a Director are considered to also be the pecuniary interests of the Director.

Principles for Dealing with Conflict of Interest:

- The Board member must openly disclose a potential, real or perceived conflict of interest as soon as the issue arises and before the Board or its Committees deal with the matter at issue.
- If the Board member is not certain he/she is in a conflict of interest position, the matter may be brought before the President, Executive Committee or Board for advice and guidance.
- If there is any question or doubt about the existence of a real or perceived conflict, the Board will determine by vote if a conflict exists. The person potentially in conflict shall be absent from the discussion and vote.



- It is the responsibility of other Board members who are aware of a real, potential or perceived conflict of interest on the part of a fellow Board member to raise the issue for clarification, first with the Board member and, if still unresolved, with the Board President.
- The Board member must abstain from participation in any discussion on the matter, shall not attempt to personally influence the outcome, shall refrain from voting on the matter and unless otherwise decided by the Board, must leave the meeting room for the duration of any such discussion or vote.
- The disclosure and decision as to whether a conflict exists shall be duly recorded in the minutes of the meeting. The time the person left and returned to the meeting shall also be recorded.



Board Operations Policies

Policy Type:	Board Operations	2.14
Policy Title:	Disposition of Complaints and Disputes Involving Directors	
Adopted:		
Reviewed and/or amended:		

The Executive Committee, in a meeting duly called for the purpose of reviewing complaints, shall review any complaints that a Director has violated any provision of the OAAS's Bylaws, Governance Policies, Code of Conduct, and/or Oath of Office and Confidentiality Agreement.

The review of such complaints or disputes shall include an opportunity for the members concerned to present their positions. Executive Committee members who originate or are the subject of such complaints or disputes must declare their conflict and absent themselves from such meetings.

Allegations of illegal activity shall be immediately referred to appropriate authorities for investigation. Any Director against whom such allegations are made shall take a leave of absence from the Board pending completion of the investigation.

The Executive Committee shall similarly review disputes between members of the Board that interfere with the ability of the Board to carry on its business.

Unresolved complaints may be referred by the Board to an independent arbiter.

Every attempt should be made to resolve such matters expeditiously and fairly.

The recommendations regarding resolution of such matters shall be brought to the Board for approval.

The ruling of the Board shall be final. Should the member refuse to abide by the ruling the Board may table the matter pending determination of disciplinary action. Such action may include formal or informal censure by the Chair or the Board, suspension or a request for the Director's resignation.



Board Operations Policies

Policy Type:	Board Operations Policies	2.15
Policy Title:	Volunteers for Committees	
Adopted:	June 2017	
Reviewed and/or amended:		

The OAAS supports the use of volunteers on its standing committees, for ad hoc committees with a specific purpose, and for assistance at the annual Convention. The Board encourages the involvement of Members who are interested and have specific skills to make strong committees to achieve their goals.

Accordingly, the Board will obtain its volunteers by:

1. Forwarding a request to all Member Agricultural Societies for volunteers which outlines the committee or activity requiring volunteers and the specific skills which will be assets to the committee.
2. The application will indicate that all submissions do not guaranteed a volunteer a position on the committee but will be accepted as expressions of interest, pending review and acceptance by the OAAS.
3. The list of volunteers who submitted an interest will be screened by the OAAS and those chosen with the skills to assist the committee will be contacted by the Office Manager.
4. All volunteers will have their travel costs covered for any face to face meeting; however, most meetings will be conducted electronically or by telecommunications. Volunteers at the Convention will not have travel costs covered.

See OAAS Forms F14.3



Board Operations Policies

Policy Type:	Board Operations Policies	2.16
Policy Title:	Nominating Committee Policy	
Adopted:	June 2018	
Reviewed and/or amended:		

A. The Nominating Committee will provide a nomination list of executive members to the Directors annually.

The Nominating Committee will ask Directors at the July or August Directors’ Meeting to think about their interest in taking on the role of an Executive Members. The Committee will contact all Directors and Executive members of the OAAS Board about their interest in any of the Executive positions prior to the Fall Board Meeting.

The Committee will prepare a list of those interested in the positions of: President, 1st Vice President, and 2nd Vice President for the following year. This list will be sent to the Board of Directors at least two weeks before the Fall Directors’ Meeting. Any person who is not elected in one position may be nominated from the floor to another position.

There will be a maximum of 3 years in any position.

B. For the position of Member at Large, the Nominating Committee will contact all incoming Directors of the OAAS Board about their interest in the position in January. The Committee will send the list of those interested in the position two weeks prior to the Post Convention Meeting.

Elections:

1. The Office Manager or someone elected from the Board will Chair the elections.
2. Two scrutineers will be elected by the Board of Directors for the elections.
3. The Nominating Committee Chair will present its report and further nominations will be allowed during the elections.
4. The candidates will be asked to speak about their strengths that can be brought to the position.
5. Voting will be conducted by secret ballot.
6. If no candidate receives over 50% of the vote, the candidate with the least number of votes will be taken off the ballot and the second round will continue. This will continue until one candidate receives over 50% of the vote. If the vote is 50% for each of two candidates, the election is called with the drawing of straws.
7. A motion will be called to destroy the ballots following the elections.



Board Operations Policies

Policy Type:	Board Operations Policies	2.17
Policy Title:	Rules of Order	
Adopted:	July 2018	
Reviewed and/or amended:		

Board meetings will be conducted in an orderly, effective process, led and defined by the chair.

Accordingly:

1. All by-law obligations respecting board meetings must be satisfied.
2. Board meetings shall be called to order at the time specified in the notice of meeting (or as pre-arranged) and upon satisfaction of quorum.
3. The agenda shall be developed by the chair of the board and Office Manager with input by the board.
4. Meeting order and decorum shall be maintained, and all members treated with dignity, respect, courtesy, and fairness during discussion and debate and in all other respects.
5. Board members must keep their comments relevant to the issue under consideration.
6. Board meetings will be conducted at a level of informality considered appropriate by the chair, including that discussion of a matter may (may not) occur prior to a proposal that action be taken on any given subject.
7. Proposals that the board take action, or decide a particular matter, shall (unless otherwise agreed to by unanimous consent) be made by main motion of a board member, discussed, and then voted on. Motions do require a second to proceed to discussion and subsequent vote.
 - A. The chair of the board may, to the same extent as any board member, provide input in any debate, and vote only to break a tie on any matter to be decided.
 - B. A motion to amend a main motion is in order with the amendment voted on first before the main motion.
 - C. A motion to refer to a committee or postpone/defer may be made with respect to a pending main motion, and if carried shall set the main motion (the initial proposal) aside accordingly.
8. Board members may speak to a pending motion on as many occasions, and at such length, as the chair may reasonably allow.
9. A vote on a motion shall be taken when discussion ends but any board member may, during the course of debate, move for an immediate vote (close debate) which, if carried, shall end discussion and the vote on the main motion shall then be taken.
10. A majority vote will decide all motions before the board.
11. A motion to adjourn a board meeting may be offered by any board member or, on the conclusion of all business, adjournment of the meeting may be declared by the chair.
12. When further rules or order are to be developed or required by the board, the board will use Bourinot's Rules of Order as a resource guide.

See OAAS Procedures for Rules of Order 11.3



Board - Staff Limitations Policies

Policy Type:	Board - Staff Limitations	3.1
Policy Title:	Global Executive Constraint	
Adopted:	October 22, 2016	
Reviewed and/or amended:		

Staff shall not cause or allow any practice, activity, decision or organizational circumstance which is either illegal, imprudent, in violation of commonly accepted business and professional ethics, or in violation of established OAAS policies or by-laws, and other contractual agreements.



Board - Staff Limitations Policies

Policy Type:	Board - Staff Limitations	3.2
Policy Title:	Financial Condition and Activities	
Adopted:	October 22, 2016	
Reviewed and/or amended:		

Staff, in budgeting for any fiscal period or the remaining part of any fiscal period, shall not deviate materially from OAAS's Ends Policies, risk financial jeopardy, or fail to show a generally acceptable level of foresight.

Accordingly, he or she shall not cause or allow budgeting which:

1. Expends more funds than have been received in the fiscal year to date
2. Fails to meet payroll obligations in a timely manner.
3. Fails to settle debts in a timely manner.
4. Allows tax payments or other government ordered payments or filings to be overdue or inaccurately filed.
5. Makes any purchase on his/her authority or commits the organization to any expenditures of greater than \$500.00 without Board approval.
6. Purchases services over \$1000.00 without seeking three quotations to ensure that the prices of current suppliers are in line with current market conditions.
7. Acquires, encumbers or disposes of real property without Board approval.



Board - Staff Limitations Policies

Policy Type:	Board - Staff Limitations	3.3
Policy Title:	Financial Planning/Budgeting	
Adopted:	October 22, 2016	
Reviewed and/or amended:		

Financial planning for any fiscal year, or the remaining part of any fiscal year, shall not adversely affect the strategic outcomes, risk fiscal jeopardy, or fail to be based on sound budgeting principles.

Accordingly, Staff may not cause or allow budgeting that:

1. Contains too little information to enable credible projection of revenues and expenses, separation of capital and operational items and disclosure of planning assumptions.
2. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.
3. Fails to estimate revenues conservatively and expenses realistically
4. Endangers the fiscal soundness of future years or ignores the building or organizational capability sufficient to achieve ends in future years.



Board - Staff Limitations Policies

Policy Type:	Board - Staff Limitations	3.4
Policy Title:	Asset Protection	
Adopted:	October 22, 2016	
Reviewed and/or amended:		

The Office Manager may not allow assets to be unprotected, inadequately maintained, or unnecessarily at risk.

Accordingly, he or she may not:

1. Fail to insure against theft, fire and casualty losses to at least 80% replacement value and against liability losses to OAAS's Board, membership or Staff in any amount greater than the average for comparable organizations.
2. Indemnify against liability losses to the Board and Staff.
3. Unnecessarily expose OAAS's Board or its Staff to claims of liability.
4. Fail to protect intellectual property, information and files from loss or significant damage or maintain appropriate confidentiality.
5. Receive, process or disburse funds under controls, which are insufficient to meet the Board's appointed auditor's standards.
6. Invest or hold operating capital in insecure instruments, investment accounts, including uninsured chequing accounts and bonds of less than AA rating at any time, or in non-interest-bearing accounts except where necessary to facilitate ease in operational transactions.
7. Enter into any capital lease having a total value in excess of \$1000.00 or of a term greater than three years without Board approval.
8. Jeopardize OAAS's public image or credibility.
9. Allow personal loans to either Staff or Board members.



Board - Staff Limitations Policies

Policy Type:	Board - Staff Limitations	3.5
Policy Title:	Communication and Counsel to the Board	
Adopted:	October 22, 2016	
Reviewed and/or amended:		

Staff shall not permit the Board to be uninformed or unsupported in its work.

Accordingly, he or she may not:

1. Neglect to submit monitoring data required by the Board in a timely, accurate and understandable fashion.
2. Let the Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, and particularly changes in the assumptions upon which any Board policy has been previously established.
3. Fail to report in a timely manner an actual or anticipated non-compliance with any policy of the Board.
4. Fail to advise the Board if, in the Staff's opinion, the Board is not in compliance with its own policies, particularly in the case of Board behavior which is detrimental to the working relationship between the Board and Staff.
5. Fail to marshal for the Board as many staff and external points of view, issues, and range of options as needed for fully informed Board decisions.
6. Present information in unnecessarily complex or lengthy form.
7. Fail to provide a mechanism for official Board or committee communications.
8. Fail to deal with the Board as a whole except when:
 - fulfilling individual requests for information;
 - responding to Officers or Committees duly charged by the Board.
9. Fail to provide the necessary support to meet the needs of the President or the Board.



Board - Staff Limitations Policies

Policy Type:	Board - Staff Limitations	3.6
Policy Title:	Emergency Office Manager & Convention Administrator Succession	
Adopted:	October 22, 2016	
Reviewed and/or amended:	May 2018	

In order to protect OAAS from the sudden loss of Staff services, the Office Manager and Convention Administrator shall not fail to keep up-to-date, in partnership with the Board, an Emergency Leadership Plan for the organization.

See OAAS Appendices Emergency Leadership Plan - Appendix A and B



Board-Staff Linkages Policies

Policy Type:	Board-Staff Linkages	4.1
Policy Title:	Unity of Control	
Adopted:	October 22, 2016	
Reviewed and/or amended:		

Only decisions of the Board acting as a body are binding on the Staff.

The Board will instruct the Staff through written governance policies and/ or board approved motions.

Decisions or instructions of individual Board Members, Officers or Committees are not binding on the Staff.

Requests from Board Members or Committees for information or assistance that have not had Board authorization can be refused by the Staff, if in the Staff's opinion, they are disruptive, not pertinent, or an inappropriate use of organization resources.



Board-Staff Linkages Policies

Policy Type:	Board-Staff Linkages	4.2
Policy Title:	Accountability of the Office Manager and Convention Administrator	
Adopted:	October 22, 2016	
Reviewed and/or amended:		

The Office Manager and Convention Administrator's performance shall be evaluated by the Board, through the President and/ or Executive and/ or Human Resources Committee in relationship to:

- (a) achievement of strategic outcomes defined by Board Policy (Ends); and
- (b) organizational operation within the boundaries of prudence and ethics established in Board policies on Executive Limitations.

A written Office Manager & Convention Administrator evaluation shall be performed annually.

Concerns regarding Office Manager & Convention Administrator performance shall be evaluated on the basis of existing policies and the Board of Directors shall determine what action, if any, is required.



Board-Staff Linkages Policies

Policy Type:	Board-Staff Linkages	4.3
Policy Title:	Delegation to the Staff	
Adopted:	October 22, 2016	
Reviewed and/or amended:		

The Board will instruct the Office Manager and Convention Administrator through written policies which prescribe the organizational Ends to be achieved, and describe organizational situations and actions to be avoided, allowing the Staff to use appropriate and reasonable interpretation of these policies.

Accordingly:

The Board will develop policies instructing the Staff to achieve identified results. These policies will be developed and reviewed systematically and will be called Ends policies.

The Board has developed Staff Limitation policies. These policies limit the latitude the Staff may exercise in choosing the organizational means to the Ends.

The Staff is authorized to establish all operational policies, make all decisions, take all actions, establish all practices and develop all activities using appropriate and reasonable interpretation of the Board's Ends and Executive Limitations policies.

The Board's Ends and Staff Limitations policies are subject to change by the Board. Should such a change occur, the Board could potentially change the latitude of decision-making choice available to the Staff. During the tenure of any particular delegation of authority, the Board shall respect and support the Staff's decisions.



Board-Staff Linkages Policies

Policy Type:	Board-Staff Linkages	4.4
Policy Title:	Office Manager or Convention Administrator Replacement	
Adopted:	October 22, 2016	
Reviewed and/or amended:		

In the event that the Office Manager or Convention Administrator retires, dies, resigns or is removed from office, the Board will follow the replacement process as outlined below:

1. Confirm current and/ or establish new qualifications and selection criteria for the position;
2. Review of contractual parameters;
3. Set up an interviewing/selection process;
4. Advertise the position;
5. Determine the successful candidate; and
6. Negotiate terms and conditions of contract.



OAAS Other Policies polices & Procedures

Policy Type:	Other Policies	5.1
Policy Title:	Records Retention and Destruction	
Adopted:	October 22, 2016	
Reviewed and/or amended:		

To ensure proper care, retention and destruction of all OAAS documents, this policy sets out guidelines and responsibility for document storage and retention. Records are retained for the following purposes:

- To facilitate the continuity and provision of service
- To minimize risk to the organization
- To comply with legal requirements
- To provide historical data for future identification or verification of facts
- To provide material for statistical analysis or research

Records will be retained only as long as they are required by the organization to meet the above purposes. Records containing personal information or confidential organizational information will be destroyed by shredding.

This policy applies to all corporate, financial, human resource and client records in electronic and/ or hard copy formats.

PROCEDURES

1. All records will be appropriately labelled and stored in dry, safe and secure locations for as long as they are required by the organization (refer to document retention schedule below).
2. Regular back up of electronic records are stored/ maintained off-site.
3. The organization shall conduct an annual review to identify documents to be destroyed in accordance with the record retention schedule.
4. Documents containing personal information or confidential organizational information will be shredded.
5. **Financial Documents:** The Office Manager shall ensure that all original financial documents will be stored centrally. Examples of financial documents includes: all deposit books with documentation supporting from whom funds were received and to what they relate; record of all cash disbursements; proof of payment (e.g., cancelled cheques); invoices; documents substantiating disbursements; payroll records; donation receipts; and supporting documentation.
6. **Corporate Documents:** The Office Manager shall ensure that all original corporate documents will be stored centrally. Examples of corporate documents include: contracts; service agreements; purchase of service agreements; auditor reports; Organization Charter; Bylaws; Letters Patent; Board Minutes and Documentation; Annual Reports; OAAS strategic plan; governance documentation; and planning and evaluation documentation.
7. **Insurance Documents:** The Office Manager shall ensure that all original insurance documents will be stored centrally.



8. In addition to the above, the Office Manager shall ensure that original financial, insurance and human resources records are stored, retained and destroyed according to this policy and the attached document retention schedule.

Document Retention Schedule

Documents will be retained by OAAS as follows:

DOCUMENT	LENGTH OF RETENTION
CORPORATE DOCUMENTS	
Organization charter, annual reports, bylaws, letters patent, strategic plans, board minutes, minutes of member’s meetings	Organization’s life span plus two years
Contracts, service agreements and purchase of service agreements	Duration of contract or agreement plus two years
FINANCIAL DOCUMENTS	
Annual audited financial statements, general ledger, annual adjusting journal entries, and duplicate receipts relating to ten-year-gifts to registered charities.	Organization’s lifespan plus two years
Duplicate donation receipts (except related to ten-year-gifts)	End of fiscal period to which they relate plus at least two years
Other financial records (other than those cited above) including payroll information	End of fiscal period to which they relate plus at least six years
Insurance policies	Indefinitely (to minimize risk)
HUMAN RESOURCE RECORDS	
Human resource records	Nine years after termination of employment
Records of Hiring Competitions	Four years after completion of the competition



OAAS Other Policies polices & Procedures

Policy Type:	Other Policies	5.2
Policy Title:	Risk Assessment and Mitigation	
Adopted:	October 22, 2016	
Reviewed and/or amended:		

The safety of participants is of importance to the OAAS and to the participants themselves. OAAS has a responsibility to manage risks associated with any of its operations. Where an activity entails risks higher than normally encountered in daily life, appropriate advance planning, preparation and training will be carried out so that foreseeable risks are appropriately managed. Where it is concluded that the risks are extreme or high, the activity will not be carried out. This policy covers all activities that are organized and approved by OAAS including, but not limited to, seminars, meetings, District Ambassadors Competitions and gatherings, Judging Schools, etc. and covers both program participants and employees of the organization.

To this end:

OAAS will appropriately assess the risks associated with all activities being undertaken in the delivery of its programs and develop mitigation strategies as necessary to deal with the inherent and identified risks.

1. When participants are engaged in activities approved by OAAS, the organization will take appropriate action(s) to ensure they have the necessary information, orientation, training, support, assistance, and/ or equipment in the event that a situation(s) arises which may pose a threat. OAAS Board and staff will take all reasonable steps to ensure everyone’s safety. It is also recognized that each individual must also take personal steps to keep themselves safe in all circumstances.



OAAS Other Policies polices & Procedures

Policy Type:	Other Policies	5.3
Policy Title:	OAAS Harassment Policy	
Adopted:	May 15, 2018	
Reviewed and/or amended:		

The OAAS is committed to providing an environment in which all persons are treated with respect and dignity.

Definition

Harassment is defined as:

- Engaging in a course of vexatious comment or conduct **against** a person, when that behaviour that is known or ought reasonably to be **known to be unwelcome**.
- The comments or conduct typically happen *more than once*. They could occur over a relatively short period of time (for example, during the course of one day) or over a longer period of time (weeks, months or years).

Harassment may include but is not limited to a form of discrimination as set out in the Ontario Human Rights Code:

Sexual Harassment

- Offensive remarks, jokes, innuendos, or taunting about a person's body, attire, or sex.
- Practical jokes of a sexual nature, which cause awkwardness or embarrassment.
- Suggestive staring or other gestures
- Objectionable physical contact such as touching, patting or pinching
- Requests for sexual favours or compromising invitations, with threat of reprisal if rejected or promise of preferential treatment if accepted.
- Physical assault
- Displaying offensive material

Tolerance for such behaviour may also vary widely among persons.

Racial, Religious or Ethnic Harassment

- Unwelcome remarks, jokes, innuendos or taunting about a person's religion, racial or ethnic background, colour, and place of birth, citizenship or ancestry.
- The displaying of racist, derogatory, or offensive material.
- Refusing to converse or work co-operatively with a person because of the persons racial, religious or ethnic background.
- Insulting gestures or practical jokes based on racial, religion or ethnic grounds which cause embarrassment or awkwardness.

Other Harassment

- Unwelcome remarks, jokes, innuendo or taunting about a person's handicap or disability, age, marital status, sexual orientation and family status.

- Bullying behaviour in the form of repeated and hostile or unwanted conduct, verbal comments, actions or gestures that may affect a reasonable person's dignity or psychological or physical integrity and that result in a harmful environment.

Policy

The OAAS will have zero tolerance for harassment including but not limited to intimidating, demeaning, hostile or aggressive behaviour. This policy refers to any persons including staff relating to conduct both on site and off site when business is being conducted and discussed, social functions, travel or conferences.

Any person attending an OAAS District or Provincial activity is expected to uphold this policy and will be accountable. Retaliation or reprisals are prohibited against any individual(s) who has complained in good faith under this policy or has provided information regarding a complaint. Any retaliation or reprisals are subject to immediate corrective action.

The Board of the OAAS is responsible for providing an environment that is free from harassment, sexual harassment, and discrimination and bullying. This responsibility includes actively promoting a positive, harassment-free environment and intervening when problems occur. Additionally, Board Members are responsible for dealing with inappropriate actions of others that come to their attention.

Two (2) Designated Officers will act as a point of contact for a complaint raised under the Harassment policy. Two Designated Officers will be appointed every year at the Post Convention Meeting.

OAAS members and staff are required to advise the Designated Officer(s) promptly when they become aware of, or hear of, alleged actions or complaints of harassment, sexual harassment, discrimination or bullying.

Should the complaint be in relation to the Designated Officer(s) the point of contact would be the President of the OAAS Board.

Notwithstanding this policy, any person may seek advice or assistance from the Ontario Human Rights Commission or other legal avenues that may be available.

Procedure:

An individual who believes s/he has been the target of harassment or discrimination at any OAAS event, or by phone or email between events is encouraged to take immediate action to ensure this behaviour is stopped.

1. As a first step, the individual should make it clear to the perpetrator that s/he finds the behaviour unwelcome and ask that it be stopped. This can be done personally, either in writing or verbally, or with the assistance of a third party. An individual may not realize that the behaviour is offensive. A simple discussion may resolve the problem. If the person refuses to cooperate, remind the person that such behaviour is against OAAS policy and against the law.
2. The individual should record details such as when the harassment started (e.g. dates, times, locations), what happened, witnesses, threats of reprisal and your response. Failure to keep a record does not invalidate a complaint; however, a record does reinforce it.
3. If the behaviour recurs or persists, or if the individual does not feel safe in approaching the perpetrator directly, s/he should contact the Designated Officer(s) and ask her/him to act. The Designated Officer(s) is to be appointed by the Board at the post-convention Board meeting.



4. The Designated Officer(s) shall inform the President of the Board that a complaint has been made. In the event that the complaint involves the President the 1st Vice-President shall be informed.
5. The Designated Officer(s) will investigate the complaint promptly, including separately interviewing the parties involved and any witnesses, with a view to resolving the problem informally. During this process, the designated officer(s) may remove the respondent temporarily from the event if circumstances warrant.
6. If the complaint has not been resolved at this point, the complainant will be asked to put the complaint and all relevant information formally in writing.

Wherever possible, the complaint should be made as soon as possible after the alleged incident(s) and certainly no later than one (1) year following the incident giving rise to the complaint or, in the case of multiple incidents, within one (1) year of the latest occurrence. The reason this is in writing is to be clear about the situation from the complainant's perspective.

The written complaint should include the following information:

- ◆ The name of the complainant;
- ◆ The name of the respondent;
- ◆ The time, date, and location of the event(s) being complained about;
- ◆ A description of the complaint, detailing the circumstances surrounding the incident and the impacts on the complainant;
- ◆ What attempts, if any, the complainant made to address the issue;
- ◆ The desired solution;
- ◆ The date that the written complaint is made; and
- ◆ The signature of the complainant.

The Designated Officer(s) will investigate all complaints and take necessary steps to resolve the issue. The OAAS respects the right of individuals to request the assistance of another individual in presenting information. All parties having involvement in the investigation are expected to maintain the confidentiality. Individuals having direct knowledge of, or being listed as a witness to the complaint, are considered to have a conflict of interest and may not act as a support person in this regard and are expected to decline any request to do so.

7. The parties involved will receive a written report stating the findings and any action taken.
8. Resolutions may include but are not limited to apologies, mediation, warnings, temporarily limiting access, or removal/ exclusion from events. The Designated Officer(s) shall maintain a confidential file of all records and reports related to the investigation of written complaints for a period of five years to be passed to their successor(s).
9. The Designated Officer(s) shall perform a follow up with the complainant to ensure bullying/harassment has stopped.
- 9.1 If the situation has not been resolved, the designated officer(s) will involve the Ontario Human Rights Commission or Police in developing a resolution.
- 9.2 Decisions made by the Designated Officer(s) may be reviewed by an ad hoc Appeal Committee formed from OAAS Directors on the request of the complainant or the accused.



OAAS Financial Polices & Procedures

Policy Type:	Financial Polices & Procedures	6.1
Policy Title:	Financial Management Board & District Operations	
Adopted:	October 22, 2016	
Reviewed and/or amended:	September 2017	

The accumulated surplus of the organization should be sufficient to carry it through an extended period of revenue shortfall. It is recommended that the desired target for accumulated surplus of the organization be established at the equivalent of one (1) year of operating expenses, and that the minimum accumulated surplus be established at the equivalent of six (6) months operating expenses.

On an annual basis Staff will prepare capital purchases and operational budgets for consideration by the Finance, Investment and Audit Committee and presentation to the Board during the annual budget deliberation process.

OAAS affiliation / membership fees are recommended by the Finance, Investment and Audit Committee annually and subsequently approved by the Board as part of the budget.

All cheques and financial instruments of the OAAS will require the signatures of two (2) signing officers. The signing authorities, by title, will be established as follows:

- Past President
- President
- First Vice-President
- Office Manager

Directors may incur expenses in the course of discharging their responsibilities on behalf of the OAAS. When board members travel to Board and Committee meetings, conferences, and approved Board business on behalf of the organization, OAAS shall reimburse the costs of such travel as well as accommodation and meals when necessary. It is also the intent that anyone attending such events, and being reimbursed for such costs, has the responsibility to fully participate while keeping in mind the best financial interests of the organization.

Travel Allowances

The President will receive a maximum of \$1,600.00 travel allowance to attend fairs, exhibitions and other Society events through his/ her term of office. The President will receive a maximum of \$500.00 travel allowance to attend District meetings, not including his/her own District. A minimum of five different District meetings must be attended over the three-year period covering the Vice President and President terms. Payment to be made upon completion of President’s term, if applicable.

The Immediate Past President will receive a maximum of \$500.00 travel allowance to attend fairs, exhibitions and other Society events.

Annually the Vice Presidents will each receive a maximum of \$500.00 travel allowance to attend fairs, exhibitions and other Society events.



While on OAAS business a flat rate of \$40.00 per day for meal allowance, with no receipts required will be paid to the Provincial Directors. (Breakfast = \$10; Mid-day = \$10; Evening = \$20)

All room reimbursement for Provincial Directors will be paid at the regular room rate. (two persons per room or ½ of the rate). Any extra charges will be the responsibility of the Provincial Director.

Provincial Director Travel Allowances

Mileage will be paid at the rate of \$0.40 per kilometer for Provincial Directors travelling to/ from OAAS Board meetings. When travelling by air or rail, it is expected that Provincial Directors will travel using the most economical form of transportation available.

District Director Travel Claim for attending Fairs

An annual grant will be given after the District submits their expenses to cover travel costs for District Directors. **Note:** Please submit mileage for all Directors at the same time - only one cheque will be sent to the District.

Note: Travel expenses will be paid only after the District submits their District Director travel expenses on this form (Travel to home fair not covered)

Districts 9 & 14 - \$500.00 maximum per District

Districts 1, 2, 3, 4, 6, 7, 8 & 13 - \$1,000.00 maximum per District

Districts 11 & 12 - \$1,200.00 maximum

Districts 15, - \$1,300.00 maximum

Districts 5 & 10 - \$1,400.00 maximum per District

A report from each District will be **required by October 31** as to how these funds were used.

Provincial Director Travel Claim for attending Agricultural Society Meetings in their Districts

Note: Our Travel Policy indicates that Provincial Directors, should endeavour within their 3-year term, to attend a General, Board, and/or Annual Meeting for each Agricultural Society in their District. If there are extenuating circumstances where extra travel is required, please contact the Office Manager prior to traveling.

District 9 - \$100.00 maximum

Districts 1, 2 & 8 - \$300.00 maximum

Districts 6, 12, 13, 14 & 15 - \$350.00 maximum

Districts 3, 4 & 7 - \$400.00 maximum

Districts 10 & 11 - \$500.00 maximum

District 5 - \$600.00 maximum

Expense forms must be sent to the Office Manager



OAAS Financial Polices & Procedures

Policy Type:	Financial Policies	6.2
Policy Title:	District Support for International Plowing Match	
Adopted:	2017	
Reviewed and/or Amended:		

The OAAS supports the International Plowing Match (IPM) held in Ontario as a service to the Members. It will pay the District in which it is held up to \$1000 to host a booth promoting the OAAS. The host District will provide the Office Manager with a full account of the expenses incurred with providing a booth at the IPM following the IPM prior to a cheque being provided to the District.

Accordingly, the District may not include in the expense statement any expenses related to:

1. District promotional materials, e.g. postcards with fair dates, handouts with District names, etc.
2. Travel expenses
3. Food expenses



OAAS Volunteers & Youth Policies and Procedures

Policy Type:	Youth Policies	7.1
Policy Title:	Volunteer – Youth General Policies and Procedures	
Adopted:	October 22, 2016	
Reviewed and/or amended:		

The Ontario Association of Agricultural Societies (OAAS) is passionate and committed to ensuring the delivery of safe and educational youth programs through activities delivered at the provincial and the District levels.

The OAAS will strive to ensure the safety, health and well-being of all youth involved in the programs by:

- Considering risks management implications in all youth program activities
- Adhering to all organization goals, responsibilities and missions during programming
- Behaving in a way that will avoid any unnecessary risk of the safety, health and well-being of all involved.
- Treating all people involved in a fair and courteous manner with respect and dignity
- Acknowledging the zero tolerance for alcohol or drugs during any youth program activities
- Recognizing the use of vulgar or inappropriate language is not acceptable
- Understanding that a volunteer and youth should never be alone together, unless safety dictates otherwise. If there is a need to speak privately to a youth, ensure the discussion is not out of sight from others, just out of hearing
- Communicating with any youth participants using technology and social media only for the purpose of the program and also copying another adult such as parent or another adult volunteer
- Emotional, physical, verbal, mental or sexual abuse of any individual participating/attending an OAAS event/activity will not be tolerated
- Any acts of discrimination and/or harassment of the basis of race, nationality or ethnic origin, colour, age, religion, family status, sexuality or disability is unacceptable.
- Maintaining privacy of youth is important. Respect will be given to the confidential nature of information received regarding youth involved in OAAS programming, events and/or activities.

All youth participating in OAAS related programming will be required to review with their parent/guardian and sign a Participant Code of Conduct acknowledging their understanding of their expectations according to the OAAS.



OAAS Volunteers & Youth Policies and Procedures

Policy Type:	Volunteer – Youth Policies and Procedures	7.2
Policy Title:	Police Records Check	
Adopted:	May 15, 2018	
Reviewed and/or amended:		

The OAAS adheres to procedures recommended by the RCMP in regard to Police Records Check for not for profit organizations serving youth. All Directors must complete an appropriate Police Records Check for initial approval. Subsequently, Directors must complete a Police Name/Records Check every three years (36 months from the date of their previously filed Police Records Check).

This policy applies to all OAAS Provincial and District Staff, Directors, Executive and volunteers working with youth.

First time volunteers: Require an appropriate Police Records Check

Returning volunteers: Require a Police Name/ Records Check

Acceptance of Vulnerable Sector Check / PRC

Require an appropriate Police Records Check must be an original, bear an authorized signature and stamp of the local police service jurisdiction, and will be reviewed and a true copy signed by the Office Manager will remain on file with OAAS.

In the case of a volunteer working with youth at a fair level the OAAS recommends that the VSC/PRCs will be signed by the fair President and Secretary and remain on file at the fair.

Acceptance of Police Records Check completed for Outside Organizations

OAAS will accept a Police Records Check previously completed for another volunteer agency provided that:

- The Police Records Check very clearly includes all the required searches.
- Are less than 36 Months old when received by OAAS based upon the Police

Agency date stamp of completion.

Acceptance of On Line Police Checks

Police Records Check competed by an outside Organization using the services of an approved agency will be accepted by OAAS providing the check was completed within thirty-six months.



Releasing Police Records Check information

Results of the Require appropriate Police Record information will only be released to the OAAS Executive as necessary. No third-party requests will be honored unless judicially requested and bound by law.

Retained copies of Police Records Check

File copies of Police Records Check shall be retained as a permanent record and may be archived electronically.

Zero Tolerance

OAAS maintains a zero tolerance against individuals / volunteers who have charges or convictions relating to abuse, violence, sexual offences, crimes against children, weapons and selling of controlled drugs and substances. Individuals found to have these charges / convictions will not be accepted as volunteers.

Criminal Charges

Individuals with charges relating to drugs and substance offences of a serious or repeated nature, will not be accepted as volunteers.

Individuals with charges relating to alcohol offences, or theft within a ten (10) year period of the conviction date will not be accepted as volunteers.

Other criminal convictions that lead the OAAS to believe that the safety of youth members, or the integrity of the OAAS will be jeopardized will result in the non-acceptance or dismissal of an individual.

Volunteers with other criminal charges or convictions not mentioned above will have their volunteer application or volunteer status reviewed on a case by case basis by the OAAS Appeals Committee prior to acceptance as a volunteer.

Where a volunteer is currently charged with an offense his/her volunteer responsibility will be suspended and placed on hold. They can be considered for reinstatement once all legal proceedings are finalized.

If a volunteer has previously submitted a VSC/PRC and has a valid one on record but has been charged criminally since it was filed. It, is the duty of every volunteer to disclose the fact that they have been charged criminally to their supervisor. Each situation will then be reviewed on a case by case basis by an OAAS Youth committee as to whether the volunteer may continue their service or be suspended or terminated.



OAAS Volunteers & Youth Policies and Procedures

Policy Type:	Volunteer – Youth Policies and Procedures	7.3
Policy Title:	Transportation of Youth	
Adopted:	May 15, 2018	
Reviewed and/or amended:		

Parents are responsible for transporting or arranging for transport of their Youth to and from OAAS activities.

The OAAS is not responsible for the transportation of youth to events sponsored by the OAAS and their Districts by non-related volunteers.

Where non-related volunteers are transporting youth to an OAAS Provincial or District event, at least one volunteer must have a VRC/PRC on file with the OAAS

Where public transportation is not available or not feasible:

- permission to transport youth must be granted by parents/guardian in writing;
- no youth must be allowed to be alone with an adult;
- vehicles owned and operated by volunteers must be insured by the owner under the Provincial law of their domicile and be operated by duly licensed and insured drivers;
- OAAS strongly suggests volunteers who use their vehicles to transport passengers carry a minimum of \$2,000,000 Liability insurance, and further recommends \$1,000,000 per passenger on their vehicle to ensure they are fully protected.
- volunteers who drive passengers do so at their own risk;



OAAS Volunteers & Youth Policies and Procedures

Policy Type:	Volunteer – Youth Policies and Procedures	7.4
Policy Title:	Abuse	
Adopted:	May 15, 2018	
Reviewed and/or amended:		

Emotional, physical, verbal, mental or sexual abuse of any individual participating/attending an OAAS event/activity will not be tolerated, nor is the use of profanity, crude remarks or crude actions.

Alleged abuse of a Youth will result in the alleged abuser’s suspension of duties and removal from the event and will be reported to the Police (911) and/or Child Protection Authority.

Child Abuse Prevention Policy Statement

All complaints of physical or sexual abuse must be reported immediately to Police (911) and to Child Protection Authority. Additionally, all complaints of risk of physical, sexual or emotional abuse must be reported to the Police (911) and Child Protection Authority. Failure to do so may result in suspension from the program and criminal charges under provincial child protection legislation. If the person is uncertain about circumstances, it is prudent to consult with local authorities.

Information relating to a current situation must be reported to the local Child Protection Authorities. Information of an historical nature involving a former volunteer who is now an adult should be reported to police.

Once the disclosure has been declared, the recipient reports the alleged disclosure, to the Police (911) and Child Protection Authorities.

Upon completing the report to authorities, the person must then report to the OAAS President, and/or the OAAS Office Manager.

The OAAS President and/or the OAAS Office Manager will immediately suspend the alleged abuser.

Procedures

The following steps should be taken immediately when any member or parent contacts a member of OAAS with a complaint of abuse or neglect against a member, or if the police contact OAAS to inform us of allegations or charges against a current member:



1. Advise the person that you report to and ensure you or your supervisor or both will report the occurrence to Police (911) and Child Protection Authority and the OAAS President and or OAAS Office Manager. No judgment statement should be made about the alleged abuser, nor should you show alarm or anger.
2. Remove the Youth from any further danger if warranted.
3. Advise the person he/she will hear directly from the Police and/or Child Protection Authority.
4. Advise the Youth or parent that all information will be kept confidential and will only be provided to those who require it for the protection of all involved.
5. Contact the Police and/or Child Protection Authority, the OAAS President and/or OAAS office manager immediately following the disclosure.
6. As soon as possible, complete the Youth Abuse Report form to be sent to the OAAS Office Manager.

Appendix A

Abuse Policy: Dealing with Youth abuse or Youth protection allegations:

- Listen, believe and reassure. Stay calm. Don't panic or overreact to the information. Listen compassionately and take what the person is saying seriously. Don't criticize or tell the person they misunderstood what happened.
- Ensure that discussions with the Youth occur in a private setting, (using the "two adult rule")
- It is critical to use open-ended questions. Do not lead. "Tell me what is happening" is a good open-ended question.
- It is imperative that the Youth does most of the talking so as to avoid any leading by the adult in the collection of information.
- When the disclosure has been given, it is now time to report it to Police (911) and the Child Protection Authority. Do not probe for any details.

OAAS Volunteers & Youth Policies and Procedures

Policy Type:	Volunteer – Youth Policies and Procedures	7.5
Policy Title:	Chaperones	
Adopted:	May 15, 2018	
Reviewed and/or amended:		

The safety and protection of our volunteers and youth participants is of the utmost importance to the OAAS. At no time should an adult volunteer be alone in a private place with a non-related youth. Where youth are present, or expected to be present in a private place, a minimum of two adults, who have completed their Police Name/Record Check are required to be in attendance.

Requirements for Overnight Chaperones:

For any activities or events that include an overnight portion:

- Overnight Chaperones are required, and the following requirements must be met:
- Chaperones are required to stay on the same premises as the delegates.
- Where the overnight activity has both male and female participants at least one male and one female chaperone must be available.

Chaperone/Youth Rooming Option Guidelines:

- It is strongly recommended that each youth be chaperoned by a blood relative/legal guardian.
- In situations where there are two or more (same gender) youths, two chaperones (of the same gender as the youth) may share a room with the youths. Example: 2 Male chaperones could share a room with 2 male youth.
- Under no circumstances will youth be forced to share a bed.
- Under no circumstances will a chaperone and a youth share a bed (with the exception of a youth and their parent/legal guardian or approved related chaperone).
- Under no circumstances will one individual chaperone share a room with one individual youth.

Staff and volunteers who hold a Duty of Care towards youth serve in responsible positions and must conduct themselves in accordance with OAAS's Code of Conduct. Those serving in responsible positions have a clear obligation to care for and ensure the safety of youth. As such, these volunteers serve in safety-sensitive positions. This means that persons in responsible positions are (a) prohibited from the use of, and (b) must not be affected by, alcohol, any drugs or substances that impair their performance while they are responsible for ensuring the safety of youth under their care.

See Chaperones Code of Conduct F14.10



OAAS Volunteers & Youth Policies and Procedures

Policy Type:	Volunteer – Youth Policies and Procedures	7.6
Policy Title:	Position of Trust	
Adopted:	May 15, 2018	
Reviewed and/or amended:	July 3, 2018	

Volunteers are often in a “Position of Trust” with young people while carrying out their volunteer duties. Parents entrust their children with OAAS volunteers who are responsible for the supervision and safety of youth members. As such, the volunteers have an obligation to take reasonable care to avoid causing foreseeable harm to a person.

Volunteers uphold the values and policies of the OAAS. Examples of Positions of Trust may include but are not limited to: chaperone, event volunteer, OAAS District Director, local fair representative, or member of the OAAS Provincial Board of Directors.



OAAS Volunteers & Youth Policies and Procedures

Policy Type:	Volunteer – Youth Policies and Procedures	7.7
Policy Title:	Activities Involving Youth	
Adopted:	May 15, 2018	
Reviewed and/or amended:		

Programs should be planned in such ways that eliminate situations where there would be access to a youth in private by an adult. In this way, we are taking steps to ensure no harm comes to a youth by an adult as well as to avoid false accusations.

Compliance with this Policy is mandatory for all OAAS Provincial or District events. Compliance with this Policy is strongly recommended to all Agricultural Societies.



OAAS Volunteers & Youth Policies and Procedures

Policy Type:	Volunteer – Youth Policies and Procedures	7.8
Policy Title:	Code of Conduct Youth	
Adopted:	May 15, 2018	
Reviewed and/or amended:		

The OAAS is committed to ensuring we have the right volunteers in the right roles. Our volunteers lead the way by providing meaningful, leadership experience for our youth.

Staff and volunteers who hold a Duty of Care towards youth serve in responsible positions and must conduct themselves in accordance with OAAS’s Code of Conduct. Those serving in responsible positions have a clear obligation to care for and ensure the safety of youth. As such, these volunteers serve in safety-sensitive positions. This means that persons in responsible positions are (a) prohibited from the use of, and (b) must not be affected by, alcohol, any drugs or substances that impair their performance while they are responsible for ensuring the safety of youth under their care.

The OAAS is dedicated to the personal development of youth while providing a positive impact on partners, Member Societies, volunteers and communities in Ontario. In order to achieve this mission, the OAAS Code of Conduct applies to all participants of the program, staff, Directors and volunteers. It addresses the general rules of conduct necessary to maintain the standards of the OAAS, and each individual is expected to follow the code of conduct. Failure to do so may result in dismissal from the OAAS program.

- Participants will respect, adhere to and enforce rules, policies and guidelines established by the OAAS.
- OAAS members, volunteers, guests and stakeholders shall be treated using appropriate and courteous manners as the participant himself or herself would like to be treated while ensuring respect for people and property.
- Positive image is expected at all times. Participants will conduct themselves in a courteous and respectful manner, exhibit good sportsmanship, and act as a positive role model for those around them. Behavior must be conducive to a friendly, safe and fun learning environment.
- Emotional, physical, verbal, mental or sexual abuse of any individual participating/attending an OAAS Provincial and/or District event/activity will not be tolerated, nor is the use of profanity, crude remarks or crude actions.
- Maintaining the privacy of participants is important. Respect will be given to the confidential nature of information received regarding fellow participants and program affairs.
- Any acts of discrimination and/or harassment on the basis of race, nationality or ethnic origin, color, age, religion, family status, sexuality or disability is unacceptable.
- Possession and/or use of alcohol, recreational or illegal drugs, or illegal inhalants is forbidden by participants (regardless of age of majority) at activities held for attendance by OAAS members.
- Participants will regard it as their personal duty to know their responsibilities thoroughly and are expected to be responsible to their peers.



- Participants will ensure that outside interests do not jeopardize their judgment and competence as contributing participants.
- Districts may have additional guidelines and/or policies that need to be adhered to. It is the responsibility of the participant to ensure that he/she is aware of and understands these additional rules and responsibilities.

See OAAS Form F14.9



OAAS Online/Email/Website Policies and Procedures

Policy Type:	OAAS Online/Email/Website Policies and Procedures	8.1
Policy Title:	OAAS Website	
Adopted:		
Reviewed and/or amended:		

To be completed



OAAS Online/Email/Website Policies and Procedures

Policy Type:	OAAS Online/Email/Website Policies and Procedures	8.2
Policy Title:	Usage of the OAAS Trademark, Logo, Watermark	
Adopted:		
Reviewed and/or amended:		

To be completed



OAAS Online/Email/Website Policies and Procedures

Policy Type:	OAAS Online/Email/Website Policies and Procedures	8.3
Policy Title:	Website Links Policies	
Adopted:		
Reviewed and/or amended:		

To be completed



OAAS Judging Program Policies and Procedures

Policy Type:	OAAS Judging Program Policies and Procedures	9.1
Policy Title:	Code of Conduct for Judges and Instructors	
Adopted:	Sept 2018	
Reviewed and/or amended:		

The Judging Program commits itself to training and providing qualified Judges and Instructors that provide consistent, unbiased, and educated decisions while judging at our Fair, District and Provincial competitions. Our Judges and Instructors are expected to demonstrate the proper use of authority and appropriate decorum while acting as OAAS Judges. Judges and Instructors are expected to comply with the prescribed Code of Conduct and Code of Ethics while carrying out their duties on behalf of the OAAS.

Accordingly, Judges and Instructors will at all times:

- Follow approved judging procedures as set out in the OAAS Judges' Roles and Responsibilities Handbook.
- Follow approved judging standards as set out in the OAAS Judging Standards Handbooks
- Maintain confidentiality.
- Communicate with the public, exhibitors, fellow judges, and Agricultural Society Directors in a responsible, respectful, and professional manner before, during, and after the competition.
- Participate in OAAS Judging Schools as mandated in the "OAAS Requirements for Certified and Apprentice Judges" document, to keep current in the standards and rules in a manner that will allow judges to render an educated opinion.
- Respect and work together with the OAAS Judging Program Committee, the OAAS Board of Directors, fellow judges, OAAS employees, and the Agricultural Societies.
- Not enter any items in classes they are judging.
- Identify any judging assignments where they have a conflict of interest (i.e. Immediate family member entered in a class that they are judging.)
- Not solicit or accept gifts, gratuities, personal property, or any other item of value from any person as a direct or indirect inducement to provide special treatment to exhibitors.
- Never solicit judging assignments.
- Act at all times in the best interests of the OAAS and not for personal or third-party gain or financial enrichment. Avoid placing, or the appearance of placing, one's own self-interest or any third-party interest above that of the OAAS.

Judges and Instructors must agree to sign the "Judges' and Instructors' Code of Conduct and Code of Ethics" upon joining the Judging Program. Failure to sign will result in the Judge or Instructor being removed from the "Certified and Apprentice Judges List" and/or "Certified and Apprentice Instructors List".

Violation of the "Judges' and Instructors' Code of Conduct and Code of Ethics" will result in the following penalties:



First Offence: the offending party may, at the discretion of the Agricultural Society, be immediately removed from that Judging assignment. The Agricultural Society will notify the OAAS Office Manager of the offence on the “Code of Code Violation” form located OAAS website at www.oaasagsocieties.com/xxxxxxxxx. The OAAS Board will send the Judge, by mail, a first offence warning.

Second Offence: the offending party may, at the discretion of the Agricultural Society, be immediately removed from that Judging assignment. The Agricultural Society will notify the OAAS Office Manager of the offence on the “Code of Code Violation” form located OAAS website at www.oaasagsocieties.com/xxxxxxxxx of the offence. The OAAS Board will notify the Judge, by registered mail, that they will be removed from the Certified and Apprentice Judges’ List and/or Certified and Apprentice Instructors’ List. The respective District will be notified of the OAAS Board decision.

Judges or Instructors that have been sent a First or Second Offence letter may appeal by sending a letter to the OAAS Office Manager within 30 days of the date on the OAAS letter.

The appeal must be submitted on the “Code of Conduct Appeals” form which is located on the OAAS website at www.oaasagsocieties.com/xxxxxxxxx. The Appeal will be reviewed by the OAAS Judging Program Panel and a decision will be made within 60 days of the receipt of the Appeal. A letter will be sent by the OAAS Office Manager with the Panel decision. If the Appeal is successful, the Judge/Instructor will be reinstated. The Judging Panel has the authority to apply conditions to the reinstatement of the Judge/Instructor.

Please see Appendices for the “Judges’ and Instructors’ Code of Conduct and Code of Ethics” form.



OAAS Judging Program Policies and Procedures

Policy Type:	OAAS Judging Program Policies and Procedures	9.2
Policy Title:	OAAS Requirements for Certified and Apprentice Judges	
Adopted:		
Reviewed and/or amended:		

To be completed







OAAS Judging Program Policies and Procedures

Policy Type:	OAAS Judging Program Policies and Procedures	9.3
Policy Title:	OAAS Requirements for Certified and Apprentice Instructors	
Adopted:		
Reviewed and/or amended:		

To be completed







OAAS Crisis Management Policies and Procedures

Policy Type:	OAAS Crisis Management Policies and Procedures	10.1
Policy Title:	OAAS Crisis Management Information	
Adopted:		
Reviewed and/or amended:	June 2018	

Crisis Management Plan

A Crisis Management Plan will be used to manage a disaster, major disruptive event or high-profile situation requiring immediate action. The following outlines a general procedure to ensure overall safety to both internal and external stakeholders and a plan to control media interaction during an event or crisis.

What is a Crisis?

- An issue reported in the media which might shed a negative light on the OAAS organization or its Members
- An issue centering on misappropriation or misuse of funds
- Unsuitable behavior or actions at an OAAS approved event
- A natural disaster at an OAAS approved event
- A death or significant injury at an OAAS approved event

Procedure in the event of a crisis:

- Contact the Office Manager immediately or the President.
- Outline the issue, action taken, and responses to date.

Vince Brennan, Office Manager Ontario Association of Agricultural Societies 613.395.2465 oaasofficemanager@gmail.com
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The Office Manager has the role of:

- Being the first point of contact for the media, Board, and District executive
- Identifying a Crisis Manager
- Identifying a spokesperson, if not the Office Manager or Crisis Manager
- Creating Crisis Team
- Implementing a Crisis Strategy



The Crisis Team will be a small group that assists the Office Manager and/or Crisis Manager in developing and implementing a Crisis Strategy. The size and individuals on the team will vary according to the type of situation and may involve third-party individuals. The team members will gather facts, develop a strategy and implement the plan, under the direction of the Office Manager and/or Crisis Manager.

In a crisis it is important to provide a consistent and clear message, which is not defensive. Very early in a crisis the Office Manager, Crisis Manager, or designated spokesperson, will be the ONLY contact with the media, staff, Board, District executive, and other interested individuals. In all cases, staff and Board should not talk to the media or others, but direct them to the Office Manager, Crisis Manager or Spokesperson for a response.

Depending on the situation and the strategy developed, the appropriate individuals and media will be contacted as soon as necessary and as often as required.

As Crisis situations develop and are handled, a report will be developed and maintained with headings including Situation, Key Messages, Recommendations and Contacts. Any correspondence and media releases will be maintained.

See OAAS Procedures Crisis Communication Procedure 11.4



OAAS Procedures

Policy Type:	OAAS Resolutions Policies and Procedures	11.1
Policy Title:	OAAS Resolutions Procedure	
Adopted:	October 22, 2016	
Reviewed and/or amended:		

Resolutions are one method that member societies of the Ontario Association of Agricultural Societies (OAAS) can use to express their thoughts and opinions on a specific issue or issues to others in the organization. Resolutions can recommend changes to bylaws; actions to be taken by the Executive and Board of Directors of OAAS, or changes to the organization and its policies.

WHAT IS A RESOLUTION?

A resolution is a formal proposal for action by a legislative body or public meeting. The proposal in a resolution that is placed before a meeting for consideration should be clear and concise. Resolutions should deal with only one subject so as not to cloud or confuse the proposal being considered.

THE FORM OF A RESOLUTION STATEMENT

A resolution has three parts including:

- A) The **Body**;
- B) The **Motion** or **Proposal** for consideration or action; and
- C) **Relevant Background Information** to support the resolution.

The **Body** of the motion being considered is used to describe the circumstances in a clear, concise and factual manner and to establish the needed action on the proposal. The descriptive part of the resolutions should begin with “*WHEREAS...*” and should describe

- i) What the problem is;
- ii) Why the action is needed; and
- iii) What the possible outcome could be if the problem is not fixed.

The **Motion** or **Proposal** defines the action being called for in a motion. It should define what action is required. Furthermore, it may also describe how and when the action is to be completed and who is to be involved. The motion or proposal is the only part of the resolution that is subject to debate once it is placed before a meeting. The motion or proposal should begin with “*THEREFORE BE IT RESOLVED THAT...*”

Relevant Background Information (or a position paper) should be provided with each resolution to ensure that it receives prompt and effective consideration. Relevant background information should include:

- i) The source or originator of the resolutions;
- ii) The names of movers and seconders;
- iii) A contact person who can respond to inquiries (include phone numbers and email contact information);
- iv) Background information such as newspaper clippings, relevant legislation or policy and personal examples where available;
- v) Any action to be taken;
- vi) A statement of action expected from the OAAS; and
- vii) How the resolution might change OAAS policy.



GUIDELINES FOR WRITING RESOLUTIONS

The resolution:

- Must be submitted in legible format/ manner
- Must be structured properly

- Must state the mover and seconder
- Should also be accompanied by background information or a position paper giving additional rationale for the resolution, and the name and addresses of a contact person for correspondence.

IMPROPER RESOLUTION ISSUES

Resolutions submitted to the OAAS **SHOULD NOT:**

- Be a forum for airing personal grievances.
- Deal with persons or personalities.
- Address issues that can be better dealt with at the local agricultural society or District levels.

OAAS ANNUAL GENERAL MEETING – RESOLUTION PROCESS

Resolutions may originate from Board, District or any Member Society meeting. Resolutions must be received by the OAAS no later than November 30th of each year prior to the date of the Annual General Meeting.

The OAAS will appoint a Resolutions Committee which will be given the following responsibilities:

1. Review submissions for clarity and to determine the appropriateness to the OAAS.
2. Return resolutions to member societies where additional information or clarification is required/ necessary as well as those deemed inappropriate. The committee will individually discuss these issues with the submitting member representative(s).
3. Divide submissions into those that give recommendation and direction to the Board of Directors on various aspects of the organization calling them *Resolutions*; and those proposing changes to the Constitution calling them *Proposed Amendments to the Constitution*.
4. Post *Resolutions* defined in Bylaw 6 together and separate from those defined in Bylaw 9 and identified as *Proposed Amendments to the Constitution* on the OAAS website.
5. Circulate all *Resolutions* and *Proposed Amendments to the Constitution* to member societies and the Board of Directors in advance of the Annual General Meeting with notification that these resolutions and proposed amendments will be considered at the OAAS Annual General Meeting.
6. Oversee the resolutions process at the OAAS Annual General Meeting.
7. Provide follow-up as necessary to the process at the OAAS Board table and notify all member societies after a final decision has been made on all resolutions.

The Resolutions Committee will:

- Appoint scrutineers
- Determine the order of dealing with the resolutions at meeting
- Engage a Parliamentarian if necessary to assist with the Resolution Process
- Arrange for an information session at the Convention, if necessary, in the event of contentious or difficult resolution issues.

The Chair of the Resolutions Committee, at a Board Meeting prior to the Annual General Meeting will:

- Discuss all resolutions with the Board of Directors

- Determine level of Board support for the resolution with reasons
- Identify Director(s) if necessary, to address the resolutions at the Annual General Meeting
- Determine mover /seconded for appointment of scrutineers
- Appoint timekeeper to assist with questions

The Chair of the Resolutions Committee, at the Annual General Meeting will:

- Outline the Resolutions Process and read By-law 6(D) of OAAS Constitution
- Clearly state who is eligible to vote and how they are to vote (showing of voting card or by secret ballot as determined at the outset of the process)
- Conduct appointment of scrutineers
- Consider resolutions in the order provided in advance to the membership
- Note that comments from the Board of Directors may be provided either by the Chairperson or a selected member of the Board at the conclusion of the discussion.
- Use scrutineers to count the ballots/ determine the decision of the vote
- Repeat the process for each subsequent motion

The result of the vote on each resolution as defined by Bylaw 6 is non-binding. Following the Annual General Meeting, the Board of Directors of OAAS will give careful consideration to all resolutions approved by the membership but has the responsibility to the organization as a whole and may not support a resolution due to specific concerns.

The result of the vote on each Change to the Constitution as defined by Bylaw 9 will be effective immediately unless otherwise specified.

The Board of Directors will notify all member societies with a rationale after final decisions have been made for all resolutions.

See Resolutions Process Flowchart Procedures 12.1



OAAS Procedures

Policy Type:	OAAS General Policies and Procedures	11.2
Policy Title:	OAAS General Administration Processes and Procedures	
Adopted:		
Reviewed and/or amended:	October 22 2016	

General Administration

The Office Manager will arrange accommodations for Directors for the Spring and Fall Board meetings. It is the responsibility of each Director to arrange his own Convention accommodation.

The Board will annually issue a current season fair pass to Past Presidents, Past Treasurers, Past Secretaries, and Provincial Directors of the current Board. In addition, each District will receive four (4) each member Society will receive three (3) complimentary passes. Complimentary season fair passes to other individuals and organizations will be determined by the Board and/ or Executive.

All communications will be dealt with within a four-week period.

The Gazette will be published three times a year and e-mailed to each Society, Past Presidents & Service Members. The deadline dates for submissions will be advised by Office Manager.

District Directors will provide fair dates one year in advance for the Fair Directory and no later than December 31 of the current year.

Website changes will be made within a month of supplying the information to the Office Manager.

Forms for tradeshow registration, service member membership, showcase application; affiliation/membership and fair information on the website will be reviewed annually.

Meritorious Service Award, Years of Service Award and Accomplishment Award application on the website will be reviewed annually.

The Board will review and appoint annually Directors/ representatives to outside organizations as deemed necessary or important.

The Board will determine the number of representatives to attend the CAFE Convention annually. The Board will pay transportation, conference registrations, accommodations and meals for those individuals travelling on behalf of the organization.



OAAS Procedures

Policy Type:	Board Meeting – Rules of Order Policies	11.3
Policy Title:	Rules of Order	
Adopted:	July 2018	
Reviewed and/or amended:		

BOARD MEETING - RULES OF ORDER

- (1) Board meetings shall be governed by these rules.
- (2) The chair of the board is responsible for ensuring that all by-law obligations respecting board meetings are satisfied.
- (3) Board meetings shall be called to order by the chair at the time specified in the notice of meeting (or as pre-arranged) and upon satisfaction of quorum.
- (4) The agenda is to be developed by the chair and Office Manager with input from the board.
- (5) The chair of the board is responsible and shall ensure that meeting order and decorum is maintained and that all members are treated with dignity, courtesy, and fairness (in all respects) during a meeting.
- (6) Board members are obliged to act with courtesy and respect in discussion and debate with fellow board members and to keep their comment relevant to the issue under consideration.
- (7) Board meetings will be conducted at a level of informality considered appropriate by the chair, including that discussion of a matter may occur prior to a proposal that action be taken on any given subject.
- (8) At the commencement of a board meeting, and as a first matter of business, the board shall consider the pre-circulated meeting agenda provided by the chair and shall adopt by motion (as is or adjusted) that agenda. The approved agenda shall subsequently be followed in the order adopted.
- (9) Proposals that the board take action, or decide a particular matter, shall (unless otherwise agreed to by unanimous consent) be made by main motion of a board member, discussed, and then voted on. Motions do require a second to proceed to discussion and subsequent vote.
- (10) A majority vote will decide all motions before the board.
- (11) A vote on a motion shall be taken when discussion ends but any board member may, during the course of debate, move a motion for an immediate vote (close debate) which, if carried, shall end discussion and the vote on the main motion shall then be taken.
- (12) A motion to amend a main motion is in order with the amendment voted on first before the main motion.
- (13) A motion to refer to a committee or postpone/defer may be made with respect to a pending main motion, and if carried shall set the main motion (the initial proposal) aside accordingly.
- (14) Board members may speak to a pending motion on as many occasions, and at such length, as the chair may reasonably allow.
- (15) The chair of the board may, to the same extent as any board member, provide input in any debate, and



vote only to break a tie on any matter to be decided.

- (16) A motion to adjourn a board meeting may be offered by any board member or, on the conclusion of all business, adjournment of the meeting may be declared by the chair.
- (17) The board chair is responsible for the timely and accurate production of board meeting minutes.
- (18) The board shall consider Bourinot's Rules of Order as a resource guide.



OAAS Crisis Management Policies and Procedures

Policy Type:	OAAS Crisis Management Policies and Procedures	11.4
Policy Title:	OAAS Crisis Management Procedure	
Adopted:		
Reviewed and/or amended:	June 2018	

Crisis Communication Procedure

Step 1 - Contact the Office Manager or designate

Step 2 - Get the Facts

Step 3 - Develop a Strategy

- Identify the different groups involved
- Be as proactive as possible
- Place the crisis in context
- If you're wrong, admit it and start making the necessary changes
- Use third-party resources

Step 4 - Develop Key Messages

- Keep them clear, simple and short
- Acknowledge the issue and admit shortcomings
- Respond to the questions and concerns
- Emphasize improvements and actions
- Be open and honest, not defensive or defiant
- Avoid jargon
- Be concerned with privacy, confidentiality and liability
- Keep to the facts

Step 5 - Develop a Communications Plan

Step 6 - Review and revise the Crisis Strategy until the situation has been resolved.

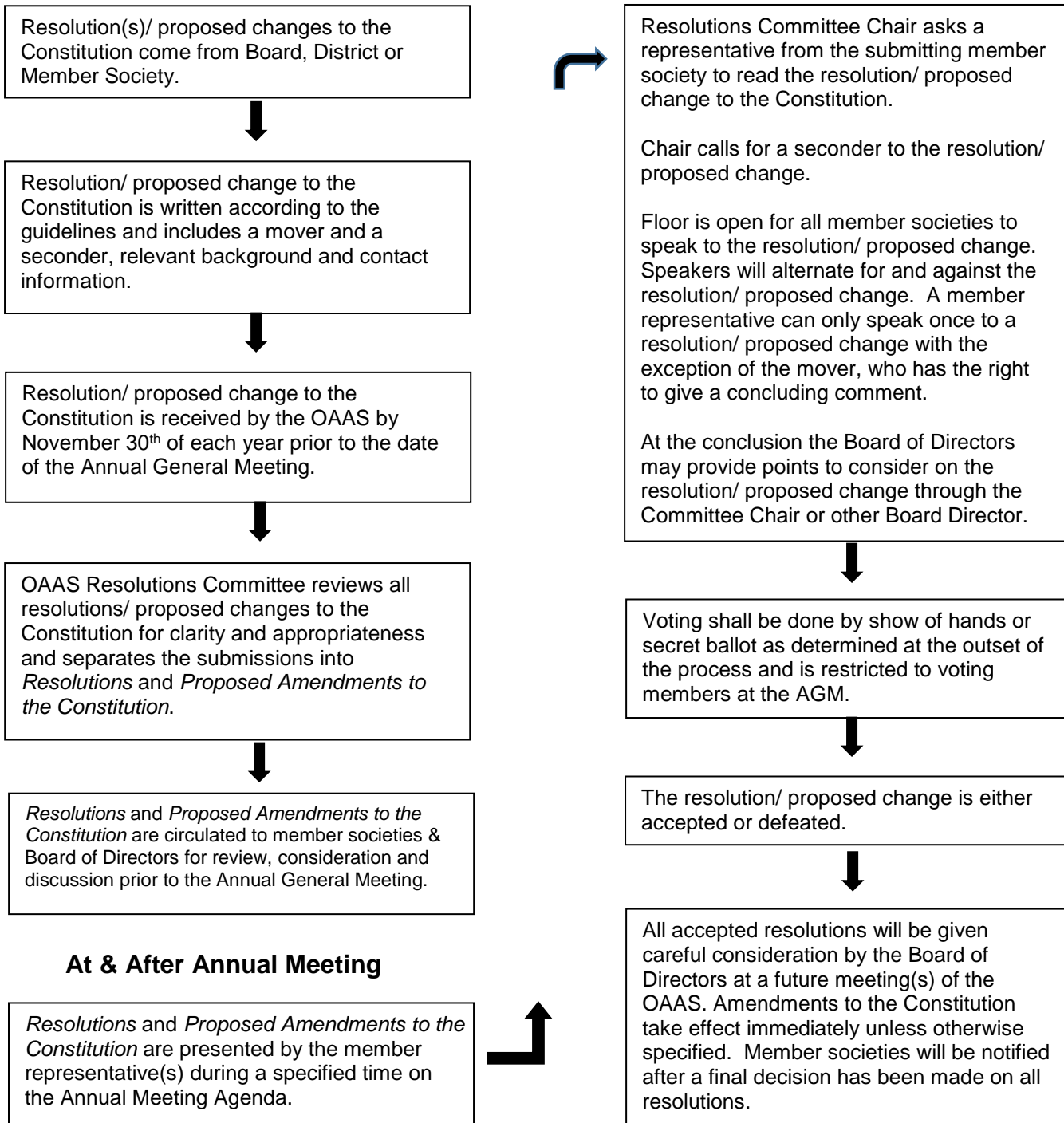
Step 7 - Summarize the situation and make recommendations on the handling of similar situations.



OAAS Resolutions Policies and Procedures

Policy Type: OAAS Resolutions Policies and Procedures
Policy Title: OAAS Resolutions Process Flowchart
Adopted: October 22, 2016
Reviewed and/or amended:

12.1





**OAAS Convention Committee - Auction
Terms of Reference**

Convention Committees Terms of Reference Processes and Procedures Notes: 13.1

- Adopted by Resolution of the Board of OAAS – 10/22/2016
 - Reviewed and/ or amended by the Board of OAAS –
-

Purpose:

The Ontario Association of Agricultural Societies (OAAS) Auction Convention Committee is responsible for executing a successful and smoothly organized a silent and live auction at the convention.

Functions:

The OAAS Convention Auction Committee will work as a committee to:

- Review and revise the annual information sheet to send to members, requesting their support towards the live and silent auction, which is held each year at the annual convention
- Communicate with Convention Administrator the ideal room layout for silent auction
- Recruit auctioneer for live auction and confirm arrangements regarding payment, accommodations etc.
- Work with the Convention Administrator to ensure supplies are available for the auctions during the convention including: bid sheets, receipts, thank you notes, pens, signage, programs for live auction
- Establish a schedule for volunteers during the convention
- Work with the Office Manger to ensure payouts are completed accurately following each of the auctions
- Where possible obtain donations throughout the year to contribute to the auctions
- Establishing a budget each year
- Understanding that no entertainment acts/packages can be accepted an auction item
- Have the final decision of what items are to be included in the Live and Silent auction

Composition/Membership:

The Auction Committee shall consist of two Directors, who have indicated an interest in the committee. The Directors will be appointed by the Executive Committee, with approval of the Board.

The Co-chairs are appointed by the Executive Committee, with approval of the Board.

Accountability:

The Auction Committee is accountable to the Board of Directors and Executive of the OAAS. Providing a final report indicating the total value of profit from the live and silent auctions.

Meeting Frequency:

Convention sub Committee members serve one (1) year renewable terms and will meet at least quarterly or as necessary, at the call of the Chair and may meet in person or by video/ teleconference.

Conduct:

Recommendations made by the Convention committees are subject to approval by the Executive and the Board of Directors of OAAS.



**OAAS Convention Committee - Competitions
Terms of Reference**

Convention Committees Terms of Reference Processes and Procedures Notes: 13.2

- Adopted by Resolution of the Board of OAAS – 10/22/2016
 - Reviewed and/ or amended by the Board of OAAS –
-

Purpose:

The Ontario Association of Agricultural Societies (OAAS) Competition Convention Committee is responsible for organizing and showcasing the competitions including: quilts, cookies, butter tarts and posters at the annual convention.

Functions:

The OAAS Convention Competition Committee will work as a committee to:

- Review and revise the competition rules and regulation each year, in preparation for distribution to the membership each Fall for the following fair season and affiliated convention.
- Establish suitable layouts to incorporate all competitions at the annual convention, communicate layout with the Convention Administrator
- Work with the Convention Administrator to receive a list of exhibitors prior to convention to prepare professional labels and signage for each competition
- Ensure supplies are prepared and at the convention for competition for receiving entries (tags, thank you cards), judging entries, displaying entries (signage, pins, markers, clothespins etc.)
- Work with the Convention Administrator to confirm judges' arrangements/payment prior to convention
- Work with the Convention Administrator to confirm awards, ribbons, plaques etc. needed for each competition
- Establish a budget annually
- Prepare and share results for Homecraft Meeting, Post Convention Meeting minutes and Spring Gazette newsletter.
- Work with the Office Manager at the convention to ensure payout is complete before entries are picked up following the competitions.
- Prepare a schedule for the convention to ensure enough assistance for all required duties

Composition/Membership:

The Competition Committee shall consist of five Directors, who have indicated an interest in the committee. The Directors will be appointed by the Executive Committee, with approval of the Board. Committee members can determine their area of interest to assist with a specific competition, if desired. The chairperson is appointed by the Executive Committee, with approval of the Board.

Accountability:

The Competition Committee is accountable to the Board of Directors and Executive of the OAAS. Providing a final report including all results and an overall indication of the pros and cons of the competitions.

Meeting Frequency:

Convention sub Committee members serve one (1) year renewable terms and will meet at least quarterly or as necessary, at the call of the Chair and may meet in person or by video/ teleconference.

Conduct:

Recommendations made by the Convention committees are subject to approval by the Executive and the Board of Directors of OAAS.



OAAS Convention Committee - Registration Terms of Reference

Convention Committees Terms of Reference Processes and Procedures Notes: 13.3

- Adopted by Resolution of the Board of OAAS – 10/22/2016
 - Reviewed and/ or amended by the Board of OAAS –
-

Purpose:

The Ontario Association of Agricultural Societies (OAAS) Registration Convention Committee is responsible for executing an organized, smooth and professional registration desk at the convention.

Functions:

The OAAS Convention Registration Committee will be responsible for:

- Establishing a budget annually
- Assist the Convention Administrator at convention prior to opening with any last-minute details
- With the assistance of the Operation Committee move supplies from storage room to registration desk area
- Creating a welcoming experience for the convention delegates
- Working with the Convention Administrator to ensure all supplies are available (name cards, printers, computer, ink, voting delegate labels, paper, pens etc.)
- Working with the Convention Administrator to obtain supplier for lanyards, bags, pens etc.
- Oversee the preparing of convention delegate bags
- Work with volunteers to establish a schedule for the registration desk
- Work with the Convention Administrator and Office Manager to ensure outstanding registrations fees are processed at the registration desk
- Assist the Convention Administrator to prepare name badges, on site, as needed for delegates, service members, guests etc.
- Maintain a clean, organized, professional work environment at the registration desk
- Move all supplies back to storage room at the conclusion of registration desk hours

Composition/Membership:

The Convention Registration Committee shall consist of three Directors, who have indicated an interest in the committee. The Directors will be appointed by the Executive Committee, with approval of the Board.

The Co-chairs are appointed by the Executive Committee, with approval of the Board.

Accountability:

The Convention Registration Committee is accountable to the Board of Directors and Executive of the OAAS. Providing a final report recording the experiences of the convention, including suggestions for following years.

Meeting Frequency:

Convention sub Committee members serve one (1) year renewable terms and will meet at least quarterly or as necessary, at the call of the Chair and may meet in person or by video/ teleconference.

Conduct:

Recommendations made by the Convention committees are subject to approval by the Executive and the Board of Directors of OAAS.



**OAAS Ambassador Program Committee
Terms of Reference**

Ambassadors Program Committee Terms of Reference Processes and Procedures Notes: 13.4

- Adopted by Resolution of the Board of OAAS – 10/22/2016
 - Reviewed and/ or amended by the Board of OAAS – 05/15/2018
-

Purpose:

The Ontario Association of Agricultural Societies (OAAS) Ambassador Program Committee provides leadership to the Board of Directors and organization with respect to ensuring a positive, meaningful and worthwhile Ambassador Program.

Functions:

The Ambassador Programs Committee will: Provide throughout the Province, District and at convention, programming for Youth Ambassadors who represent our member fairs.

Composition/Membership:

The Ambassador Programs Committee will be composed at least 2 (one male one female) Provincial Directors. The Directors will be appointed by the Executive Committee, with the approval of the Board. The Committee may recruit or add non-Board members, advisors or resource persons as required. The Committee may use the support and input from the OAAS Office Manager and Convention Coordinator.

Accountability:

The Ambassador Programs Committee is accountable to the Board of Directors of OAAS. The Committee will provide reports to the Board of Directors as necessary and appropriate.

Meeting Frequency:

Committee members serve one (1) year renewable terms and will meet at least quarterly or as necessary, at the call of the Chair and may meet in person or by video/ teleconference.

Conduct:

Recommendations made by the Ambassadors Program Committee are subject to approval by the Board of Directors of OAAS.

**OAAS Convention Committee – Seminar and Speaker
Terms of Reference**

Convention Committees Terms of Reference Processes and Procedures Notes: 13.5

- Adopted by Resolution of the Board of OAAS – 10/22/2016
 - Reviewed and/ or amended by the Board of OAAS –
-

Purpose:

The Ontario Association of Agricultural Societies (OAAS) Seminar and Speaker Convention Committee is responsible for establishing an educational, interesting and exciting seminar schedule for the convention.

Functions:

The OAAS Convention Seminar Committee will be responsible for:

- Establishing a budget annually
- Review convention evaluations from previous year to obtain seminar topics
- Review previous seminar evaluations to determine possible repeat topics
- Work with the Convention Administrator to establish a schedule of seminars
- Incorporating Homecraft topics into the schedule
- Work with the Convention Administrator to connect, confirm and follow up with presenters
- Assist the Convention Administrator to ensure proper audio-visual equipment is required and provided in each room
- Work with Convention Administrator to prepare evaluation forms prior to convention and are summarized following the convention.
- Prepare signage for each seminar room at convention listing topic and timing
- Preparing a tentative schedule of seminars to be sent out with Convention package in the Fall prior to convention
- Communicate with Convention Administrator and Office Manager to have updated topics listed on website and social media leading up to convention
- Work with Convention Administrator to prepare thank you notes and gift for speakers/presenters prior to convention.
- Provide feedback to Convention Administrator regarding schedule and room layout

Composition/Membership:

The Convention Seminar & Speaker Committee shall consist of three Directors, who have indicated an interest in the committee. The Directors will be appointed by the Executive Committee, with approval of the Board.

The Co-chairs are appointed by the Executive Committee, with approval of the Board.

Accountability:

The Seminar & Speaker Registration Committee is accountable to the Board of Directors and Executive of the OAAS. Providing a final report recording the experiences of the convention, including suggestions for following years.

Meeting Frequency:

Convention sub Committee members serve one (1) year renewable terms and will meet at least quarterly or as necessary, at the call of the Chair and may meet in person or by video/ teleconference.

Conduct:

Recommendations made by the Convention committees are subject to approval by the Executive and the Board of Directors of OAAS.

