

Canadian Society of  
Hospital Pharmacists



Société canadienne des  
pharmaciens d'hôpitaux

## **NEWFOUNDLAND AND LABRADOR BRANCH**

### **BRANCH MANUAL**

Revised: April 2018

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## **SECTION A ORGANIZATIONAL STRUCTURE**

### **1. MEMBERSHIP**

- 1.1 Membership, as defined in the Bylaws of CSHP (Article 3.1), consists of Members, Honorary Members, and Supporters (Student, Individual, Corporate or Organizations).
- 1.2 The membership year begins on July 1, as described in the Bylaws (Article 3.3).
- 1.3 Membership fees are as set out by CSHP National.
- 1.4 Branch fees are levied and reviewed annually.

### **2. BRANCH OFFICERS (BRANCH COUNCIL)**

#### **2.1 Composition**

- 2.1.1 The Branch Council is composed of the following voting officers: President, President-Elect, Secretary, Treasurer, Branch Delegate, Past-President and Advocacy Representative. A Senior Advisor may be appointed to the Branch Council as a non-voting member. Junior and Senior Student Representatives are appointed as non-voting members.

#### **2.2 Terms of Reference**

- 2.2.1 The Branch Council, subject to the control of the CSHP National Board, manages, operates and governs the property and affairs of the Newfoundland and Labrador Branch of CSHP.
- 2.2.2 Branch Council meetings are as described under item 3.6.
- 2.2.3 The Council establishes the goals, objectives and overall aims of the Branch for each year at the first Branch Council meeting and at the beginning of each Strategic Planning cycle.

#### **2.3 Nomination and Election**

- 2.3.1 A Nominating Committee is composed of one or more members. The Chairperson is the Senior Advisor of the Branch. In the absence of a Senior Advisor, another member of the council (excluding the President) may serve as Chairperson. The Chairperson may request another member to assist in the nomination process.
- 2.3.2 The Nominating Committee, without restricting the right of members to make other nominations, recommends and submits nominations of candidates for election to the offices of President-Elect, Secretary, Treasurer, Advocacy Representative, and Branch Delegate. (4.2.3)
- 2.3.3 Elected members hold the office for a term commencing with the Annual Meeting and ending at the Annual Meeting two years later (with the exception of the Branch Delegate, whose term of

office is three years, and the President with a term of 2 years, 4 years total as Presidential Officer). This may be reviewed at the discretion of the Branch Council.

- 2.3.4 Elected Branch Council members may serve a maximum of six consecutive years in a single role. The exception is the Branch President and Past-president who may serve a maximum of three years in a single role.
- 2.3.5 The President-Elect automatically becomes President at the end of the term of office. If for any reason the President-Elect is unable to assume the office of President, an election for President must be held. The current President remains in office until the election is complete.
- 2.3.6 If for any reason the President is unable to assume the office of Past-President, the most recent available Past-President may assume the position.
- 2.3.7 Any vacancy in the Branch Council, by whatever reason, may be filled by the Branch Council at any meeting thereof, and such member will hold office until an election is held and the vacancy is filled. This person elected then holds office for the unexpired term of the member he/she has replaced.

## **2.4 Position Descriptions**

### **2.4.1 President-Elect**

The Presidency is an elected four-year term, progressing through the President-Elect, President and Past-President positions.

The President-Elect position is in the first year of the Presidency term. It is a mentoring year that provides opportunity to sit on Council and learn about the issues and initiatives of CSHP-NL Branch in preparation for the President position.

The President-Elect:

- Assists the President in performing his/her duties and acts as the chief elected officer of the Branch in the absence of the President.
- Prepares for Presidency for the following year and becomes familiar with past activities, accomplishments and policies of the Branch.
- Is a member of the Nominating Committee.
- Liaises with Committee Chairpersons as appointed by the President.
- Learns parliamentary procedure.
- Completes sections of the Strategic Plan Balanced Scorecard assigned to President-Elect in January and July of each year.
- Annually reviews the Branch Manual Position Description for the President-Elect, and the branch calendar of tasks/events and makes recommendations for revisions to Branch Council by March 31.
- Performs other duties as assigned by the President or Branch Council.

### **2.4.2 President**

The President position is in the second and third years of the Presidency term.

The President:

- Is the chief elected officer of the Branch
- Maintains knowledge of the CSHP bylaws, parliamentary procedure and Branch policies and procedures.
- Enforces all bylaws and regulations relating to the administration of the Newfoundland and Labrador Branch and administers the operations of the Branch, assigns responsibilities and coordinates activities.
- Presides at all General, Annual and Branch Council Meetings of the Newfoundland and Labrador Branch.
- Calls all regular Branch Council meetings and additional meetings as required and ensures that goals, objectives and overall aims of the Branch are established annually.
- Serves notice of all meetings of the Branch or Branch Council.
- Prepares a President's Report for the General Meetings.
- Appoints the Chairpersons of all standing committees of the Branch and ensures their terms of reference are updated annually.
- Appoints the Chairperson of all special committees of the Branch that are deemed necessary.
- Is an ex-officio member of all committees of the Branch.
- Represents the Newfoundland and Labrador Branch by virtue of his/her office, on all occasions when asked to do so. Acts as spokesperson for the Branch to the press, the public, provincial legislative bodies and related organizations or may appoint a NL Branch member as a representative to act as spokesperson.
- In conjunction with the Treasurer, prepares and submits sponsorship requests on behalf of the Branch and sends thank you letters to Branch sponsors.
- Provides orientation to the President-Elect, communicating duties and responsibilities.
- In collaboration with the Delegate, develops a Balanced Scorecard document following any strategic planning session.
- Completes sections of the Strategic Plan Balanced Scorecard assigned to the President in January and July of each year.
- Annually reviews the Branch Manual Position Description for President, and the branch calendar of tasks/events and makes recommendations for revisions to Branch Council by March 31.
- Performs other duties as required by the Branch.

### **2.4.3 Past-President**

The Past-President position is in the fourth year of the Presidency term.

The Past-President:

- In the absence of the President and President-Elect, acts as the chief elected officer of the Branch and performs the duties of the President.
- Is a member of the Nominating Committee (unless the individual is running for election to another position).
- Reviews the Branch Manual and revises as required.
- Distributes the Branch Manual to the appropriate officers.
- Liaises with Committee Chairpersons as appointed by the President.
- Completes sections of the Strategic Plan Balanced Scorecard assigned to the Past President in January and July of each year.
- Annually reviews the Branch Manual Position Description for the Past President, and the branch calendar of tasks/events and makes recommendations for revisions to Branch Council by March 31.
- Performs other duties as assigned by the President or Branch Council.

#### **2.4.4 Secretary**

The Secretary is an elected position with the CSHP-NL Branch for a two year term (maximum 3 consecutive terms).

The Secretary:

- Serves as custodian of all official documents of the Branch, including Branch correspondence.
- Assists the President in the preparation of agendas for meetings.
- Records attendance for all Branch meetings.
- Records full and accurate minutes of all meetings of the Branch.
- Obtains reports from relevant Branch Council members and committee chairs prior to the Annual General Meeting and distributes to the membership.
- Obtains reports from the President, Treasurer and Delegate prior to the Semi-Annual Meeting and distributes to the membership.
- Distributes the minutes of General meetings to Branch members no later than 1 month following the meeting.
- Forwards a copy of all General meeting minutes to the CSHP National office on request of the Board.
- Maintains the Branch email contact list for Branch communications.
- Serves as the custodian for all Branch email communications.
- Is a member of the Communications Committee.
- Liaises with Committee Chairpersons, as appointed by the President.
- Maintains knowledge of parliamentary procedure.
- At the beginning of term of office, overlaps with outgoing Secretary by 4-6 weeks
- At the end of term of office, provides orientation to the incoming Secretary by communicating duties and responsibilities, overlapping by 1 branch council meeting, and providing informal mentorship for up to 6 months after the completion of term as needed.



- Completes sections of the Strategic Plan Balanced Scorecard assigned to the Secretary in January and July of each year.
- Annually reviews the Branch Manual Position Description for the Secretary, and the branch calendar of tasks/events and makes recommendations for revisions to Branch Council by March 31.
- Performs other duties as assigned by the President or Branch Council.

#### **2.4.5 Treasurer**

The Treasurer is an elected position with the CSHP-NL Branch for a two year term (maximum 3 consecutive terms).

The Treasurer:

- Manages CSHP-NL's finances as per the Branch Financial Policy (Section B).
- Provides a report of the Branch's finances at each Council meeting and each General meeting held by the Branch.
- Liaises with the CSHP National Treasurer and Finance staff.
- Acts as custodian of Branch finances and maintains accurate and ongoing electronic records of the Branch's income and expenditures.
- Prepares an annual budget for submission to Branch Council.
- Collects receipts and organizes reimbursement for Branch officers and authorized members for travel and other expenses incurred while conducting Branch business (See Expense Claim Form).
- Ensures Branch funds are dispersed in accordance with the Branch Council directives.
- Presents year-end financial statements to the Branch Council for approval at least one month prior to the Semi-annual General Meeting.
- Presents year-end financial statements listing receipts and disbursements for the previous year for distribution at the Semi-annual General Meeting held by the Branch.
- Assists the President as required in the preparation and submission of sponsorship requests
- At the beginning of term of office, overlaps with outgoing Treasurer by 4-6 weeks
- At the end of term of office, provides orientation to the incoming Treasurer by communicating duties and responsibilities, overlapping by 1 branch council meeting, and providing informal mentorship for up to 6 months after the completion of term as needed.
- Completes sections of the Strategic Plan Balanced Scorecard assigned to the Treasurer in January and July of each year.
- Annually reviews the Branch Manual Policies, Procedures, and Position Description for the Treasurer, and the branch calendar of tasks/events and makes recommendations for revisions to Branch Council by March 31.
- Performs other duties as assigned by the President or Branch Council.

#### **2.4.6 Branch Delegate**

The Branch Delegate is an elected position with the CSHP-NL Branch for a three year term (maximum 2 consecutive terms). The Delegate acts as the Newfoundland and Labrador Branch representative to the CSHP National Board.

The Delegate:

- Fulfills all requirements of Branch Delegate as listed in the CSHP Bylaws.
- While representing Branch issues and views, makes decisions that are in the best interest of CSHP National.
- Presents at all CSHP National Board meetings held during the CSHP Annual General Meeting, midterm board meetings, and at all other special sessions of the Board. If delegate is unable to attend board meetings, another council member may attend in their place.
- Carries out all duties and responsibilities assigned by the Board.
- Submits complete and detailed reports for the Board and Branch Council meetings.
- Stays up-to-date and informed about all issues under discussion by the Board.
- Represent the Society at various meetings and functions as requested by the Branch President.
- Signs written agreements, contracts and other documents on behalf of the Branch.
- Reports to the CSHP Board any recommendations of the Branch.
- Reports accurately and fully to the Branch business transacted by the Board as well as policies and discussions that have been established. Reporting must be fair, without bias or prejudice.
- Keeps the Branch informed of all CSHP National programs, projects, activities and endeavors. The Branch Delegate also encourages understanding as well as support for CSHP programs and projects.
- Presents a report at each Branch General Meeting and whenever required by the Branch Council.
- At the beginning of term of office, overlaps with outgoing Delegate by 4-6 weeks
- At the end of term of office, provides orientation to the incoming Delegate by communicating duties and responsibilities, overlapping by 1 branch council meeting, and providing informal mentorship for up to 6 months after the completion of term as needed.
- In collaboration with the President, develops a Balanced Scorecard document following any strategic planning session.
- Completes sections of the Strategic Plan Balanced Scorecard assigned to the Delegate in January and July of each year.
- Annually reviews the Branch Manual Position Description for the Delegate, and the branch calendar of tasks/events and makes recommendations for revisions to Branch Council by March 31.
- Performs other duties as assigned by the President or Branch Council.

#### **2.4.7 Student Representatives**

Two student supporters of CSHP are appointed to the Branch Council by the President to serve as Junior and Senior Representatives. The Student Representatives act as non-voting members of the NL Branch Council. The Junior Representative is elected during the Memorial University Pharmacy Society (MUPS) student elections and is appointed to the Council in September for a 2 year term. The student serves as Junior Representative for the first year and continues as Senior Representative the following year.

The Student Representatives:

- Attend Branch Council meetings.
- Acts as a liaison between the student body and CSHP.
- Help organize CSHP student events including the Hospital Symposium and residency information session.
- Assist with the hospital job shadowing program.
- Promote membership amongst the student community.
- Disseminate information relevant to CSHP (eg. upcoming conferences, residency sites and application deadlines, etc.) to the student body.
- Completes sections of the Strategic Plan Balanced Scorecard assigned to the Student Representatives in January and July of each year.
- Annually reviews the Branch Manual Position Description for the Student Representatives, and the branch calendar of tasks/events and makes recommendations for revisions to Branch Council by March 31.
- Perform other duties as may be assigned by the President or Branch Council.
- The Junior Representative serves as member of the education committee
- The Senior Representative coordinates the election of the Junior Representative.
- The Senior Representative provides orientation to the incoming junior representative, communicating duties and responsibilities.

#### **2.4.8 Senior Advisor**

The Senior Advisor is an appointed position by the CSHP-NL Branch Council on an as-needed basis. The Senior Advisor acts as a non-voting member of the NL Branch Council. The Senior Advisor should have at least four years' experience serving on the NL-Branch Council. The appointment is reviewed on an annual basis.

The Senior Advisor:

- Acts as an advisor to the Branch Council.
- Liaises with Committee Chairpersons as appointed by the President.
- Serves as chair of the Nominating Committee.
- At the beginning of term of office, overlaps with outgoing Senior Advisor by 4-6 weeks

- At the end of term of office, provides orientation to the incoming Senior Advisor by communicating duties and responsibilities, overlapping by 1 branch council meeting, and providing informal mentorship for up to 6 months after the completion of term as needed.
- Completes sections of the Strategic Plan Balanced Scorecard assigned to the Senior Advisor in January and July of each year.
- Annually reviews the Branch Manual Position Description for the Senior Advisor, and the branch calendar of tasks/events and makes recommendations for revisions to Branch Council by March 31.
- Performs other duties as assigned by the President or Branch Council.

#### **2.4.9 Advocacy Representative**

The Advocacy Representative is an elected position with the CSHP-NL Branch for a two-year term (maximum 3 consecutive terms). The Advocacy Representative is appointed as the Branch representative to the CSHP National Advocacy Committee and serves both CSHP National and the NL Branch in the development and implementation of advocacy campaigns.

The Advocacy Representative:

- Performs all duties as outlined in the CSHP National Advocacy Committee Terms of Reference.
- Serves as the liaison between the Branch Council and the Advocacy Committee regarding CSHP National and Branch advocacy issues and campaigns.
- Participates in meetings of the Advocacy Committee (via teleconference). Provides updates from the Branch to the Advocacy Committee and from Advocacy Committee to Branch Council as required.
- Contributes and provides input to Advocacy Committee issues as required.
- Participates in Advocacy Committee sub-committees and Task Forces as required.
- Provides local support to the Branch for specific CSHP National advocacy campaigns.
- Attends meetings with government officials and other stakeholders with the Branch President.
- Provides support for communicating advocacy initiatives to the public and media, as required.
- Provides a written progress report to the membership at the AGM and communicates an update of advocacy initiatives at the SAM.
- Serves on the Pharmacist Association of NL (PANL) Hospital Pharmacy Advisory Committee, as space permits.
- Is a member of the Communications Committee.
- At the beginning of term of office, overlaps with outgoing Advocacy Representative by 4-6 weeks
- At the end of term of office, provides orientation to the incoming Advocacy Representative by communicating duties and responsibilities, overlapping by 1 branch council meeting, and providing informal mentorship for up to 6 months after the completion of term as needed.
- Completes sections of the Strategic Plan Balanced Scorecard assigned to the Advocacy Representative in January and July of each year.

- Annually reviews the Branch Manual Position Description for the Advocacy Representative, and the branch calendar of tasks/events and makes recommendations for revisions to Branch Council by March 31.
- Performs other duties as assigned by the President or Branch Council.

### **3. BRANCH MEETINGS**

- 3.1 All Branch meetings follow CSHP Policy 1.2.9 Council Meeting Rules of Order (based upon those provided in the latest edition of *Robert's Rules of Order Newly Revised*).
- 3.2 The Secretary records full and accurate minutes of all meetings. The minutes of General meetings are distributed to the members no later than 1 month following the meeting and on request to CSHP National Board.
- 3.3 The President does not vote at any meeting of the Branch unless in the event of a tie vote, at which time he/she will cast the deciding vote.

#### **3.4 General Meetings**

- 3.4.1 At least two General meetings of the Newfoundland and Labrador Branch are held yearly. One of these will be the Annual General Meeting.
- 3.4.2 The President, with assistance from the Secretary, prepares and distributes an agenda and notice of meeting (indicating the time and place) at least one month prior to a General meeting.
- 3.4.3 General meetings include reports from the Treasurer, President and Branch Delegate, as well as from Committee Chairpersons as required.
- 3.4.4 The Annual General Meeting includes annual reports from the President, Treasurer, Branch Delegate and Advocacy Representative as well as from Committee Chairpersons. Reports are circulated prior to the meeting.
- 3.4.5 Eight (8) active members constitute a quorum for General meetings. The President ensures that a quorum will be met prior to the scheduled meeting.
- 3.4.6 Voting at General Meetings is conducted as per CSHP Bylaws Article 5.6.
- 3.4.7 The President can call special meetings of the Branch if required.

#### **3.5 Branch Council Meetings**

- 3.5.1 The Branch Council holds meetings at any time, as called by the President. At least four (4) council meetings must be held annually.
- 3.5.2 Three (3) of the voting members of the Branch Council constitutes a quorum at any meeting.

3.5.3 Voting is conducted in accordance with CSHP Bylaws Article 6.8.

## **4. COMMITTEES**

### **4.1 Branch Committees**

- 4.1.1 The President appoints the Chairpersons of the Standing Committees of the Branch at the first meeting following the Annual General meeting.
- 4.1.2 Ad hoc committees may be appointed by the President as required.
- 4.1.3 Committee Chairpersons act as corresponding members for their respective CSHP National committees if applicable.
- 4.1.4 Committee Chairpersons carry out the Branch and CSHP National activities assigned to their committees.

### **4.2 Standing Committees**

The following are Standing Committees of the Newfoundland and Labrador Branch CSHP:

- Education
- Membership
- Nominating
- Awards
- Communications

#### **4.2.1 Education Committee**

The Education Committee consists of a Chairperson, and one or more additional members who participate as committee members.

The Education Committee:

- Determines the continuing education (CE) needs of the Branch in consultation with Branch Council
- Plans, develops and offers programs congruent with the identified needs.
- Provides alternative methods of CE program delivery when possible (e.g. web-based, telemedicine, etc.)
- Evaluates the CE programs offered.
- Reports the activities of the Committee to the Branch at the Annual General Meeting.
- Informs the Branch Council of the activities of the committee.
- Attends meetings of the Branch Council upon request.
- Performs other duties as assigned by the President or Branch Council.

#### **4.2.2 Membership Committee**

The Membership committee consists of a Chairperson, one or more additional members may participate as committee members.

The Membership Committee:

- Promotes CSHP and recruits prospective members.
- Retains a copy of the current membership list.
- Liaises with the Communication Committee to share information and activities with members.
- Liaises with CSHP National regarding membership issues.
- Represents the NL Branch on the CSHP National Membership Committee.
- Reports the activities of the Committee to the Branch at least once a year at the Annual General Meeting.
- Informs the Branch Council of the activities of the committee.
- Attends meetings of the Branch Council upon request.
- Performs other duties as assigned by the President or Branch Council.

#### **4.2.3 Nominating Committee**

The Chairperson of the committee is the Senior Advisor. In the absence of a Senior Advisor, another member of the Branch Council (excluding the President) may serve as Chairperson. The President-Elect or Past-President is a committee member.

The Nominating Committee:

- Recommends and submits nominations of candidates for election to the offices of President-Elect, Delegate, Secretary, Advocacy Representative and Treasurer.
- Provides all active members with the Notice of Election and Nomination for Election (Appendix A) and Statement of Consent to Serve (Appendix B) forms at least one month prior to the date set for the election.
- Conducts the election of officer(s).
- In the event of a tie for any office, the Chairperson of the Nominating Committee has the deciding vote.
- Reports the activities of the Committee to the Branch at least once a year at the Annual General Meeting.
- Informs the Branch Council of activities of the committee.
- Attends meetings of the Branch Council upon request.
- Performs other duties as assigned by the President or Branch Council.

#### **4.2.4 Awards Committee**

The Awards committee consists of a Chairperson. One or more additional members may participate as committee members.

The Awards Committee:

- Distributes application forms to all members prior to application deadlines.
- Selects award recipients based on outlined criteria.
- Recommends to Branch Council the names of those selected as recipients of a particular award.
- Notifies all awards applicants regarding granting or denial of application.
- Identifies and recommends the names of Branch members eligible for provincial and/or CSHP National awards.
- Encourages practitioners to apply for awards and participates in the awards adjudication process.
- Reviews the criteria for all awards on a continual basis so as to reflect changes in practice of pharmacy. Suggested changes in criteria must be submitted to and approved by Branch Council.
- In consultation with Branch Council, establishes new awards and travel grants as opportunities allow.
- Copies Branch President on all correspondence with awards sponsors.
- Organizes the purchase and presentation of awards.
- Reports the activities of the Committee to the Branch at least once a year at the Annual General Meeting.
- Informs the Branch Council of activities of the committee.
- Attends meetings of the Branch Council upon request.
- Performs other duties as assigned by the President or Branch Council.

#### **4.2.5 Communications Committee**

The Communication committee consists of a Chairperson, the Branch Secretary and the Advocacy Representative. One or more additional members may participate as committee members.

The Communications Committee:

- Communicates Branch information to the members and facilitates communication between Branch members.
- Reports the activities of the Committee to the Branch at least once a year at the Annual General Meeting.
- Attends meetings of the Branch Council upon request.
- Performs other duties as assigned by the President or Branch Council.



**Website:**

- Reviews the Website on an ongoing basis to ensure information is current.
- Requests by email that Branch Council members and Committee Chairs review their respective Website information on a biannual basis.
- When changes or updates are required, compiles the information provided by Branch Council or other Committee Chairs and submits it to CSHP National for updating.
- Verifies that all changes are complete and accurate, communicates with CSHP National to resolve any issues.
- Identifies information that should be included on the Website to maximize communication with Branch Members.
- Updates the Website on an ongoing basis about activities within the Branch.

**Newsletter:**

- Publishes a minimum of 2 newsletters annually.
- Identifies appropriate content and direction for the newsletter.
- Requests submissions for each newsletter from Branch Council and Committee Chairs at least 2 weeks before printing.

**Social Media:**

- Maintains Social Media outlets for the Branch.
- Uses Social Media to communicate upcoming events, to promote professional activities and to communicate activities within the Branch.

## **SECTION B FINANCIAL POLICIES**

### **1. General**

Policies and procedures regarding financial matters may be found in other sections of this manual. This section is not intended to duplicate or replace such material, rather to highlight significant policy statements of the Canadian Society of Hospital Pharmacists overall and of the Newfoundland and Labrador Branch of CSHP in particular.

### **2. Fiscal Year**

The fiscal year of the Branch is May 1 to April 30. At the Annual General Meeting, the treasurer reports a budget for the upcoming fiscal year. At the Semi-Annual Meeting, the Treasurer reports an accounting of the funds received and expended during the previous financial year.

### **3. Banking**

- 3.1 The branch operating accounts fall under CSHP National's current banking agreement with TD Canada Trust and, as such, authorized representatives of CSHP National are responsible for all activities on the account including signing authorities.
- 3.2 Transfer of funds among Branch accounts follow the regulations stipulated by the Bank with respect to amounts and signing authority.
- 3.3 Branch Treasurers have on-line access to view their Branch's bank transactions and balances.
- 3.4 All branch disbursements and receipts will be paid out of or deposited to the branch operating accounts.
- 3.5 All branches are provided with the branch bank balance as part of the monthly reporting package distributed by CSHP National.
- 3.6 All questions related to a branch's bank account should be directed to the Financial Administrator, CSHP Head Office.

### **4. Investments**

- 4.1 Each branch's cash balance held in the branch bank account will be monitored on an ongoing basis relative to short, medium and long-term requirements. Branch Treasurers are notified of maturing investments with 3 weeks of maturity and asked for instructions regarding re-investment. Cash surplus for the individual branch will be invested by CSHP National on behalf

of the branch (separate from other branches) in products similar to those chosen historically by the branch (e.g. low-risk, medium term GICs & term deposits).

- 4.2 Interest earned on investments will be attributed back to the branch as applicable when received and recorded as branch investment income.

## **5. GST/HST**

- 5.1 All branch GST/HST transactions will be processed through CSHP National's HST/GST account and only CSHP National will be required to file a GST/HST return on a quarterly basis.
- 5.2 Under the centralized system, CSHP National will collect all GST/HST on revenue, pay GST/HST on expenses and remit to or obtain a refund from CRA. The net financial impact on a branch's cash, revenues and expenses is nil.

## **6. Expense Processing**

- 6.1 Large Purchases (e.g. event bookings, food & beverage, large printing orders, speaker expenses, etc.)
  - 6.1.1. Whenever possible, a branch will arrange for vendors to invoice the branch directly for all goods and services purchased by the branch.
  - 6.1.2. The vendor invoice must reflect the name of the branch as noted in this document and the invoice should be forwarded to the Branch Treasurer for processing.
  - 6.1.3. Upon receipt of the vendor invoice, the Branch Treasurer will:
    - a. Code each item on the invoice using the account numbers in the Revenue and Expense Accounts List.
    - b. Obtain approvals in accordance with Branch policy.
    - c. Submit the vendor invoice to CSHP National for payment processing
    - d. The package can either be mailed to the attention of the Financial Administrator, CSHP National, or scanned copies may be sent via email to [finance@cshp.ca](mailto:finance@cshp.ca).
- 6.2 Purchases made with Personal Funds (e.g. food for meetings, stamps, parking, office supplies, etc.)
  - 6.2.1 When personal funds are used to pay for a purchase (including travel), reimbursement can be obtained in one of two ways:
    - a. Reimbursement through Petty Cash (see Petty Cash section of this document) for smaller amounts, OR
    - b. Complete the Branch Expense Claim Form with all original itemized receipts attached and submit to CSHP National for reimbursement.

### 6.2.2 Where the Branch Expense Claim Form is used:

- a. An itemized receipt is required for each purchase claimed on the Branch Expense Claim Form.
- b. Receipts must include the following information:
  - Date of transaction
  - Vendor name
  - Vendor GST/HST registration number
  - Description of item
  - Amount before tax, GST/HST, total amount paid
- c. If a credit card is used to pay for the purchase, the credit card receipt is not sufficient. The detailed receipt with the information noted above is required.
- d. Cheques will not be issued by CSHP National for expense claims less than \$25.00. That said, if an expense claim is less than \$25.00, the Branch's petty cash fund should be used for reimbursement.

### 6.2.3. Upon receipt of the Branch Expense Claim Form, the Branch Treasurer will:

- a. Ensure all receipts are attached.
- b. Code each item on the invoice using the account numbers listed in the Revenue and Expense Accounts List.
- c. Obtain approvals in accordance with Branch policy.
- d. Submit the approved Branch Expense Claim Form with all receipts attached to CSHP National for payment processing.
- e. The package can either be mailed to the attention of the Financial Administrator, CSHP National, or scanned copies may be sent via email to [finance@cshp.ca](mailto:finance@cshp.ca).

## 6.3 Non-Vendor Branch Disbursements (e.g. awards, donations, etc.)

### 6.3.1 Where a branch issues cheques for awards, donations etc. for which there is no vendor invoice or receipt, the branch must:

- a. Complete the Branch Cheque Requisition or Award Requisition Form.
- b. Attach all applicable supporting documentation.
- c. Code each item using the account numbers listed in the Revenue and Expense Accounts List.
- d. Obtain approvals in accordance with Branch policy.
- e. Submit the approved Branch Cheque/Award Requisition Form with all supporting documentation attached to CSHP National for processing.
- f. The package can either be mailed to the attention of the Financial Administrator, CSHP National, or scanned copies may be sent via email to [finance@cshp.ca](mailto:finance@cshp.ca).
- g. CSHP National will issue cheques from the branch bank account within 10 business days following receipt of the vendor invoice, Branch Expense Claim Form or Branch Cheque/Award Requisition Form provided all approvals have been obtained and all supporting documentation has been submitted.

## **7. Petty Cash**

- 7.1 A petty cash float of \$200.00 is maintained and controlled by the treasurer of the Branch.
- 7.2 Reimbursement cheques are not issued for expense claims less than \$25.00. If an expense claim is less than \$25.00, the Branch's petty cash fund is used for reimbursement.
- 7.3 All branches must reconcile and replenish (if needed) their Petty cash floats on a quarterly basis (at a minimum) using the Branch Petty Cash Reconciliation Form.
- 7.4 The Branch Petty Cash Reconciliation Form must be completed with all itemized receipts attached and all expenses must be approved in accordance with Branch policy.
- 7.5 The completed form and receipts must be mailed to CSHP National by the 20th day of the month following the last day of each fiscal quarter:
  - quarter ending July 31st due August 20th
  - quarter ending October 31st due November 20th
  - quarter ending January 31st due February 20th
  - quarter/year ending April 30th due May 20th
- 7.6 Petty Cash reconciliations may be done monthly at a Branch's discretion.
- 7.7 The package is mailed to the attention of the Financial Administrator, CSHP National at the mailing address provided.
- 7.8 CSHP National will issue a Petty Cash replenishment cheque from the branch bank account within 15 business days following receipt of the Branch Petty Cash Reconciliation Form provided the form is complete and all supporting documentation has been submitted.
- 7.9 Replenishment cheques will be made payable to the Branch Treasurer, personally, who will cash the cheque and replenish the petty cash float accordingly.

## **8. Revenue/Receipts/Deposits Processing**

- 8.1 Branches will submit deposits to CSHP National for processing by completing the Branch Deposit Summary Form.
- 8.2 It may be practical for the Branch Treasurer to keep a scanned copy of all cheques sent to CSHP National for their own information.
- 8.3 All deposit cheques and applicable supporting documentation must be attached to the form.
- 8.4 The package should be mailed to the attention of the Financial Administrator, CSHP National at the mailing address provided in this document.
- 8.5 CSHP National will deposit branch cheques to the branch bank account within 10 business days following receipt of the Deposit Summary Form provided the form is complete and all deposit cheques and supporting documentation has been submitted.

## **9. Branch Equity / Fund Balances**

- 9.1 Branches will submit deposits to CSHP National for processing by completing the Branch Deposit Summary Form.
- 9.2 It may be practical for the Branch Treasurer to keep a scanned copy of all cheques sent to CSHP National for their own information.
- 9.3 All deposit cheques and applicable supporting documentation must be attached to the form.
- 9.4 The package should be mailed to the attention of the Financial Administrator, CSHP National.
- 9.5 CSHP National will deposit branch cheques to the branch bank account within 10 business days following receipt of the Deposit Summary Form provided the form is complete and all deposit cheques and supporting documentation has been submitted.

## **10. Branch Submissions to CSHP National & Financial Reporting**

- 10.1 The branch will mail and/or email all documents for Expense and Deposits Processing to CSHP National within 5 working days of month end. This will ensure that there is sufficient time for CSHP National to process the information and issue financial statements to the branches by the 30th day of the following month.
- 10.2 Whenever possible, all documents for the month should be accumulated and submitted to CSHP National in one (1) envelope only. During peak volume periods multiple and/or earlier submissions will be accepted.
- 10.3 Prior to the fiscal year end of April 30th, the Finance Administrator will send out any additional documentation requests required to close the year.
- 10.4 Reports to be included in the monthly financial statement package:
  - Branch Income Statement for the month and year-to-date
  - Branch Balance Sheet as of the reporting date (last day of the month)
  - Summary of investments held by the Branch as of the reporting date (last day of the month)

## **11. Documentation Retention**

- 11.1 The branch must keep all of the records and supporting documents that are required to determine your tax obligations and entitlements for a period of six years from the end of the last tax year to which they relate.
- 11.2 All documents sent to CSHP National will be archived according to CRA requirements.

- 11.3 All documents retained by branches will need to be kept for a period of six years. This includes documents pertaining to the period prior to centralization.

## **12. Branch Council Members Expenses**

- 12.1 The Newfoundland and Labrador Branch of CSHP is responsible for expenses of Branch Council members incurred as part of their duties of office. This includes expenses for the President and Delegate at the CSHP National Annual General Meeting (AGM), the Delegate at the CSHP National Mid-Term Board Meeting, at least three members of Branch Council at the Branch AGM and Branch Semi-Annual Meeting if travel is required. (Preference will be given to the President, Delegate and Treasurer).
- 12.2 All expenses, with receipts, are submitted to the Treasurer on the Expense Claim Form. Costs should be minimized where possible. The council members will be reimbursed for travel (most economical means), hotel accommodations (room sharing where possible) and meals (maximum amounts according to the most recent CSHP National Expense Claim Guidelines with receipts required). All receipts will be made available to Branch members on their request.
- 12.3 Telephone expenses incurred on behalf of CSHP are also reimbursed.
- 12.4 Other expenses as deemed appropriate by Branch Council.
- 12.5 Members of the Branch Council receive free registration at all Branch educational events.

## **13. Committee Expenses**

- 13.1 In addition to the information provided in specific committee policies and procedures, the Newfoundland and Labrador Branch refers to the general Guidelines for Committee Expenses set by the CSHP National Office.
- 13.2 The Newfoundland and Labrador Branch of CSHP will reimburse committee operating expenses incurred in the following categories:
- Long distances telephone calls
  - Mailings (including photocopying and postage)
  - Parking
  - Other expenses as deemed appropriate by the Branch Council
- 13.3 Committee expenses are to be submitted to the Treasurer on the Expense Claim Form.
- 13.4 Funding for special programs, events, travel or promotional material must receive prior approval from the Branch Council.

## 14. Speaker Expenses

- 14.1 Financial arrangements are established with each speaker in correspondence with a member of the Education Committee. The travel itinerary must be discussed with the Education Committee and approved by the Branch Council prior to the educational event.
- 14.2 The Newfoundland and Labrador Branch pays an honorarium to each speaker. Honoraria are provided in the following amounts based on length of presentation and number of speakers:
- 30 minutes: 1 speaker-\$100; 2 speakers-\$75 per person
- 1 hour: 1 speaker-\$150; 2 speakers-\$100 per person; 3 speakers-\$75 per person
- 1.5 hours: 1 speaker-\$200; 2 speakers-\$125 per person; 3 speakers-\$100 per person
- 2 hours: 1 speaker-\$250; 2 speakers-\$150 per person; 3 speakers-\$125 per person
- 14.3 Speakers are reimbursed for travel, meals (maximum amounts according to the most recent CSHP National guidelines), hotel accommodations and complimentary registration for the day of the presentation.
- 14.4 Receipts are required and are to be submitted along with a completed Expense Claim Form.
- 14.5 The Education Committee Chairperson and one other committee member approves all expenses within the budget set by the Branch Council.



Appendix A

NOMINATION FOR ELECTION

***I wish to nominate*** \_\_\_\_\_ ***for election to the***  
***(Name of Nominee)***

***Branch Council Office of*** \_\_\_\_\_  
***(Name of Position)***

Accompanying this nomination is the **STATEMENT OF CONSENT** signed by the person nominated.

Date: \_\_\_\_\_

Nominated by: \_\_\_\_\_  
**(Signature of Active Member)**

Nominated by: \_\_\_\_\_  
**(Signature of Active Member)**

Please return completed forms to the Chairperson of the Nominations Committee **no later than XXX:**

Appendix B

STATEMENT OF CONSENT TO SERVE

This is to certify that I, \_\_\_\_\_, an active member of the Newfoundland and Labrador Branch of CSHP, hereby consent to allow my name to stand in nomination for election in the Branch Council Office of:

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(Name of Position)

Signature of Nominee: \_\_\_\_\_

Date: \_\_\_\_\_

**This Statement of Consent to Serve form must accompany the Nomination for Election form when it is submitted to the Chairperson of the Nomination Committee.**