

Seniors Friendship Club

Governance Procedures

August 2015

The Board of Directors of 8773009 Canada Association, operating under the name of the Seniors Friendship Club (SFC), has established the following procedures for the governance of the Corporation.

- a) Code of Conduct:** In carrying out the activities of the SFC, the volunteers, employees, members and third-party service providers shall follow the Code of Conduct and Ethical Responsibilities established by the Corporation.
- b) Effective Functioning:** The Constitution and By-Laws of the SFC contain the administrative and financial information required to ensure the ongoing effective functioning of the Corporation.
- c) Decision-making:** Decision-making procedures are contained in the Constitution and By-Laws of the SFC, which state that "At all meetings of the Board, every question shall be decided by a majority (50% +1) of the votes cast. A tie vote is a loss."
- d) Management of Funds:** Procedures to provide for the prudent and effective management of funds are contained in the Constitution and By-Laws of the SFC, which state that the treasurer "shall maintain the books of account, make the payment for all approved expenses incurred by the SFC, and be responsible for the care and custody of the funds and other financial assets of the SFC."
- e) Completion of Activities:** Adherence to all items of these governance procedures ensures the successful completion of the activities and projects of the SFC.
- f) Management of Risks:** The Directors review all activities and projects in the course of regular monthly meetings. This allows for the timely identification of risks to the completion of the projects and for strategies to be developed to address these risks.
- g) Reports to Funding Agencies:** A sub-committee of Directors, led by the Treasurer, gathers the information required for the preparation of project reports. The sub-committee drafts the reports for approval by the Directors prior to submission to the relevant funding agency.
- h) Other Matters:** The Directors are responsible, through discussions at monthly executive meetings, for identifying and creating any further procedures necessary for successfully carrying out the obligations of the SFC.