



# 4-H Ontario Policy Manual

## 4.1.3 BOARD / STAFF RELATIONS

Section 4.1 – Ontario 4-H Council Board Policies

Revised: September 15, 2019

### 4.1.3 BOARD / STAFF RELATIONS & REPORTS

POLICY	DATE PASSED, AMENDED OR REVIEWED
<p><b>B-BSR-01 – Executive Director Job Description</b>  <i>(Reviewed: September 17, 2016)</i></p> <p>The Executive Director is responsible:</p> <ul style="list-style-type: none"> <li>• To achieve the organization's corporate ends policies,</li> <li>• To follow the policies on board / staff relations and reporting, and</li> <li>• To adhere to the policies on staff limitations.</li> </ul>	<p>2000/ 2010 / 2016</p>
<p><b>B-BSR-02 – Delegation to the Executive Director</b>  <i>(Reviewed: September 17, 2016)</i></p> <p>The Executive Director is responsible for, and accountable for, the complete operations of the organization. To effectively manage the operations of the Ontario 4-H Council, the Executive Director will:</p> <ul style="list-style-type: none"> <li>• Foster and maintain a skilled, ethical, results-oriented staff; and</li> <li>• Operate the organization in such a manner as to avoid undue risk.</li> </ul> <p>To enable the Executive Director to effectively manage the operations of the Ontario 4-H Council, the Board will:</p> <ul style="list-style-type: none"> <li>• Delegate all staff authority through the Executive Director; this means the Board will not direct, manage, hire, or fire any staff people other than the Executive Director; and,</li> <li>• Accept any reasonable interpretation by the Executive Director of Board policies on Corporate Ends and Staff Operations.</li> </ul>	<p>2000/ 2007/ 2016</p>
<p><b>B-BSR-03 – Monitoring Executive Director Performance Review</b>  <i>(Reviewed: September 17, 2016)</i></p> <p>The Board will monitor the Executive Director's performance by monitoring the performance of the organization.</p>	<p>2000/ 2007/ 2016</p>
<p><b>B-BSR-04 – Executive Director Performance Review</b>  <i>(Amended: March 23, 2018)</i></p> <p>The Executive Director Performance Review will be completed annually within 60 days of the END of the fiscal year (or - in February of each year), in person, by the President and Past President of Council and Foundation Chair using the ED work plan.</p> <p>Before this review, the Council President and Past President will meet with the Foundation Chair, Vice Chair, Past Chair and Council Executive to review the ED Work Plan and identify points of discussion for the ED Performance Review.</p>	<p>2000 / 2007 /2012/ 2015 /2017 /2018</p>
<p><b>B-BSR-05 – Reports</b>  <i>(Reviewed: September 17, 2016)</i></p> <p><b>Staff:</b> The Executive Director will solicit staff input to develop a complete and concise written report prior to each Board meeting noting accomplishments, current tasks, and</p>	<p>2000/ 2005/ 2007/ 2012/ 2016</p>



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<p>next steps. This report should relate directly to the operational plan.</p> <p><b>Financial:</b> Prior to each Board meeting the Finance Committee will review and provide the previous financial quarter report detailing actual and budgeted line items.</p> <p><b>Meeting:</b> Record of Motions and Action Sheet will be presented as separate documents from the meeting minutes. All relevant meeting documentation will be distributed within 21 days following each meeting.</p>	
<p><b>B-BSR-06 – Communication and Counsel to the Board</b> (Reviewed: September 17, 2016)</p> <p>The Executive Director shall contribute only quality information to the board from which to make educated decisions.</p> <p>Accordingly, the Executive Director will:</p> <ul style="list-style-type: none"> <li>• inform the board of any information of consequence to the making of corporate policy decisions or monitoring the organization’s performance; and</li> <li>• present information in formats that are not unnecessarily complex or lengthy.</li> </ul>	2000/ 2008/ 2016
<p><b>B-BSR-07 – Financial Conditions</b> (Reviewed: August 17, 2019)</p> <p>Staff will not place the organization in a position of undue financial risk.</p> <p>Accordingly, staff will:</p> <ul style="list-style-type: none"> <li>• make expenditures only within budget, unless revenues are adequate that the budget net income will still be achieved;</li> <li>• only incur capital expenditures within the approved annual budget, unless being granted board approval;</li> <li>• borrow funds on behalf of the organization only where its corporate credit limit allows; and</li> <li>• shall attend to receivables and payables in a timely manner.</li> </ul>	2000/ 2008/ 2016/ 2019
<p><b>B-BSR-08 – Staff Performance Evaluation</b> (Reviewed: September 17, 2016)</p> <p>For the purpose of developing staff to achieve organizational goals, no staff will exceed one year without participating in performance evaluations. These evaluations will not be conducted in a negative manner nor focus on items other than workplace goals.</p>	2000/ 2008/ 2014 / 2016
<p><b>B-BSR-09 – Conflict of Interest</b> (Reviewed: April 15, 2016)</p> <p>4-H Ontario recognizes the importance of protecting the business while preserving the rights of employees to participate as volunteers within the community.</p> <p>The following guidelines set out expectations concerning an employee who volunteers with a 4-H Association, as they are affiliated and pursuing the same goals. As an employee, you are expected to act at all times in the business’ best interest and to exercise sound judgment unclouded by personal interests or divided loyalties. Employees should avoid both the perception of, and the reality of a conflict of interest in performing their duties at 4-H Ontario, as well as in volunteer activities with any organization.</p> <p>A conflict of interest exists if your circumstances would lead a reasonable person to question whether your motivations are aligned with 4-H Ontario’s best interests. This</p>	1996/ 2000/ 2009/ 2014 / 2016



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might include holding exceptional influence within the organization, knowledge or disclosure of confidential or sensitive information, or other such questions of conflict.

**Guidelines**

1. Upon being hired as an employee by 4-H Ontario, any individual who is participating as a volunteer on an Association executive including but not limited to the following named roles, or in any role that has decision making and/or influence, is expected to resign their position within ninety (90) days from the employment start date.

- President
- Vice President
- Association Representative
- Screening Officer
- Membership Coordinator
- Livestock Coordinator
- Awards Coordinator

2. Employees of 4-H Ontario may volunteer within a 4-H Association as a volunteer-at-large, as a club leader or assisting at clubs and events.

3. 4-H Ontario property equipment and tools that are provided to the employee to complete their duties are not to be utilized for personal or volunteer purposes. This includes but is not limited to smartphone, computer, teleconference lines, email addresses, documents, meeting minutes and any pertinent information that is for business use only.

4. When the employee is conversing with another employee regarding their volunteer activity, they are to distinguish what the call information is being utilized for by stating clearly: “I am asking as a volunteer”, or some similar statement.

5. Supervisors and employees shall be responsible for identifying potential conflict of interest. The Executive Director is to be informed. Employees must consult with their supervisor prior to engaging in any activities that may be seen as conflict of interest.

6. Employees who fail to honour the provisions of this policy will be considered to be in breach of the employment contract with 4-H Ontario and may be subject to disciplinary action up to and including termination of employment.

7. 4-H Ontario strongly encourages that employees do not volunteer to take on any decision-making positions within a 4-H Association up to three months following their last day of employment with 4-H Ontario

The interests of 4-H Canada and 4-H Ontario are somewhat aligned, therefore acting jointly for both 4-H Ontario and 4-H Canada places an employee in a conflict of interest. As such, an employee of 4-H Ontario may not concurrently volunteer in a decision-making or influential position with 4-H Canada or serve on the 4-H Canada Council while in the employ of 4-H Ontario.

**B-BSR-10 – Council Employment**

*(Reviewed: January 19, 2019)*

No contract for services or offer of employment over \$10,000 shall be made without a fair, competitive selection process.

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<p><b>B-BSR-11 – Compensation</b>  <i>(Reviewed: April 15, 2016)</i>            Staff compensation will not exceed 110% of the industry average for ‘not-for-profit’ organizations in Ontario.</p>	<p>2000/ 2003/ 2014/ 2016</p>
<p><b>B-BSR-12 – Temporary Executive Director Responsibilities</b>  <i>(Reviewed: April 15, 2016)</i>            The Executive Director will not be absent from the work place without indicating a temporary replacement and providing the replacement with all information necessary to carry on his/her duties. This information may be provided directly or made accessible through other staff.</p>	<p>2000/ 2010 / 2016</p>
<p><b>B-BSR-13 – Insurance</b>  <i>(Updated: June 22, 2019)</i>            Staff will not allow the organization to hold less than 75% replacement value insurance coverage of equipment, furniture and fixtures.            The Executive Director will not place the organization in a position of undue liability risk.            The Executive Director will notify the board immediately if the organization’s 3rd Party Liability and Directors and Officers Liability Insurance policies were going to lapse.</p>	<p>2000/ 2010 / 2016/ 2019</p>
<p><b>B-BSR- 14 – Provincial Participant Fee</b>  <i>(Updated: August 17, 2019)</i>            No 4-H Ontario youth participant shall receive 4-H Ontario services without paying an annual provincial participant fee.</p>	<p>1998/ 2000/ 2014/ 2016/ 2019</p>
<p><b>B-BSR-15 – Adherence to 4-H Policies</b>  <i>(Reviewed: April 15, 2016)</i>            No participants (Cloverbuds, members, Leaders, volunteers, chaperones, coaches, facilitators, staff) in 4-H programs and events shall be exempt from 4-H Ontario Policies.</p>	<p>1992/ 2000/ 2014/ 2016</p>
<p><b>B-BSR-16 – Club In Good Standing</b>  <i>(Amended: June 16, 2018)</i>            4-H clubs in Ontario can complete projects on topics from two places:            1) 4-H Ontario provincial resource library (on the 4-H Ontario website), including:                a) Provincially developed projects or                b) Locally submitted and approved for provincial use or            2) Global resource library (on the 4-H LEARNS website).            Project Resource manuals that are local or global in nature must be provincially approved for use as a project in an Ontario 4-H Club.            In order for 4-H clubs to be deemed active:            1. The club must have a minimum of two (2) current 4-H Ontario Volunteers in Good Standing consistently engaged in club leadership and supervision of youth. When only one of the consistent Volunteers in Good Standing is able to be present at a</p>	<p>1993/ 2000/ 2014/ 2016/ 2018</p>



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<p>meeting, another Volunteer in Good Standing must be present for the full duration of that club meeting/activity so that the club leadership still consists of at least two Volunteers in Good Standing. The 4-H Ontario policy “Position of Trust” (O-V-02) outlines how having two leaders present at all times mitigate the risk to youth and volunteers by providing Duty of Care and adequate supervision.</p> <ol style="list-style-type: none"> <li>2. At least one of these 4-H Ontario Volunteers in Good Standing must be 22 years of age or older prior to January 1st of that current calendar year.</li> <li>3. The club must be registered into the 4-H Ontario database (membership web application (MWA)) immediately following the second meeting (or 4 hours) of the club.</li> <li>4. The club must have at least six (6) members.</li> <li>5. The club must have a minimum of twelve (12) “teachable” hours.</li> <li>6. The club must plan and execute an Achievement program.</li> </ol> <p><b>Note:</b> In order to ensure the safety of 4-H participants and a quality program, only 4-H Ontario Volunteers in Good Standing may receive 4-H project / club resources and awards, have their 4-H club registered in the 4-H program and have their group or team receive recognition and participate in 4-H events.</p>	
<p><b>B-BSR-17 – 4-H Resources</b>  <i>(Amended: March 23, 2018)</i>          4-H resources are only made available to bonafide 4-H participants or stakeholders.</p>	<p>1989/ 1993/ 2000/          2013/2016/ 2018</p>
<p><b>B-BSR-18 – Fairness Across the Province</b>  <i>(Reviewed: April 15, 2016)</i>          Geographic location shall not be a barrier for individuals wishing to participate in provincial 4-H activities.</p>	<p>2000/ 2011/ 2016</p>
<p><b>B-BSR-19 – Endorsement of Products</b>  <i>(Reviewed: August 17, 2019)</i>          The Ontario 4-H Council will not endorse any products which are in contravention of its values.</p>	<p>1990/ 2000/ 2014/          2016/ 2019</p>
<p><b>B-BSR-20 – Charitable Receipts</b>  <i>(Reviewed: April 15, 2016)</i>          Charitable donation receipts will not be issued in violation of Canada Revenue Agency guidelines.</p>	<p>2000/ 2003/ 2011/          2012/ 2016</p>
<p><b>B-BSR-21 – Screening Requirements for 4-H Ontario Volunteers</b>  <i>(Amended: June 22, 2019)</i>          New Volunteer: In order to be officially accepted to be a new 4-H Volunteer, every individual must complete all the steps in the screening process to become a volunteer.</p> <ol style="list-style-type: none"> <li>1. Application</li> <li>2. Reference Checks</li> <li>3. Interview with local Association</li> <li>4. Complete a Vulnerable Sector check and submit to 4-H Ontario</li> <li>5. Complete child sexual abuse awareness training</li> </ol>	<p>1993/ 2000/ 2008/          2012/ 2014/ 2016/          2018/ 2019</p>



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<p>(if deemed necessary for their position in Screening Matrix) and submit certificate to 4-H Ontario</p> <ol style="list-style-type: none"> <li>6. Attend and complete a New Volunteer Orientation session either in person or via webinar</li> <li>7. Be recommended by their local Association</li> <li>8. Receive approval by 4-H Ontario</li> <li>9. Complete and sign a Participant Agreement Form – and hand into the Local Association Screening Contact</li> </ol> <p>To remain a Volunteer in Good Standing:</p> <ol style="list-style-type: none"> <li>1. Attend and complete a re-engagement learning opportunity every two years</li> <li>2. Submit a Police Record Check (not vulnerable sector check) every three years</li> <li>3. Ensure there is an updated Participant Agreement Form on file with your Local Association</li> </ol> <p>All Volunteers must complete steps as outlined in the Screening Requirements Matrix for 4-H Ontario Volunteers located in Appendix G of the 4-H Ontario Policy Manual.</p>	
<p><b>B-BSR-22 – Memorandum of Understanding</b>  <i>(Reviewed: April 15, 2016)</i></p> <p>The 4-H name shall not be connected with any event that fails to meet the guidelines in the Memorandum of Understanding that outlines 4-H Ontario’s requirements for the event.</p>	2000/ 2014/ 2016
<p><b>B-BSR-23 – Copyright</b>  <i>(Reviewed: August 17, 2019)</i></p> <p>No infringement of copyrighted material will be allowed within the Ontario 4-H program.</p>	2000/ 2014/ 2016/ 2019
<p><b>B-BSR-24 – Use of the 4-H Canada Brand Standards</b>  <i>(Updated: August 17, 2019)</i></p> <p>4-H Canada Brand Standards will be followed.</p>	1997/ 2000/ 2012/ 2016/ 2019
<p><b>B-BSR-25 – 3<sup>rd</sup> Party Liability and Directors &amp; Officers Liability Insurance</b>  <i>(Removed: June 22, 2019)</i></p> <p>See Policy B-BSR-13 Insurance</p>	2000/ 2010/ 2016/ 2019
<p><b>B-BSR-26 – Protection of Personal Information: Privacy Officer(s)</b>  <i>(Reviewed: April 15, 2016)</i></p> <p>The Privacy Officer will use the privacy principals outlined in the federal Personal Information Protection and Electronic Documents Act (January 2004) as guidelines for best practices.</p>	2003/ 2014/ 2016
<p><b>B-BSR-27 – Access to 4-H Ontario Membership Database Information</b>  <i>(Reviewed: April 15, 2016)</i></p> <p>At the written request of a local 4-H Association, the Privacy Officer or designate will provide access to information held within the 4-H Ontario membership database as necessary and available, for internal use only by the local 4-H Association for the purpose of 4-H Ontario programs.</p>	2004/ 2014/ 2016
<p><b>B-BSR-28 – Youth Supervision Ratios</b>  <i>(Passed: March 24, 2017)</i></p> <p>Adult to youth ratios will be reviewed regularly and are determined based on existing</p>	2017



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<p>industry standard. Ratios are adjusted for the activity and level of supervision required based on the risks and the complexities of the activity/program.</p>	
<p><b>B-BSR-29 - Executive Director Succession Action Plan</b>  <i>(Passed: June 17, 2017)</i></p> <p>The Executive Director Succession Action Plan fulfills the important task of ensuring there is a viable plan in place when the Executive Director's position becomes vacant for any reason.</p> <p>The Executive Director Succession Action Plan will be reviewed by the Ontario 4-H Council Executive Committee annually and will report to the Ontario 4-H Council Board of Directors after review.</p>	<p>2017</p>
<p><b>B-BSR-30 – Executive Limitations on Gift Acceptance</b>  <i>(Passed: June 16, 2018)</i></p> <p>The following types of gifts must be reviewed and approved by the board of Directors:</p> <ul style="list-style-type: none"> <li>• Gifts of personal property</li> <li>• Gifts of property whose value is not readily ascertainable, such as securities</li> <li>• Gifts of real estate</li> <li>• Gifts of residuary interests</li> <li>• Requests to return a gift</li> </ul> <p>Before acceptance, relevant information about the gift shall be ascertained, including a copy of any appraisal secured by the donor. 4-H Ontario reserves the right to obtain its own appraisal for gifts. 4-H Ontario reserves the right to decline a gift based upon the following factors and any other factors determined by one of its governing boards from time to time.</p> <p>The following types of gifts will not be accepted:</p> <ul style="list-style-type: none"> <li>• In contradiction of 4-H Ontario ends statement/purpose/values</li> <li>• Possible controversy into which 4-H Ontario may be drawn</li> <li>• Conditions or limitations that a donor seeks to impose</li> <li>• Costs of 4-H Ontario ownership for administration and management</li> <li>• Compliance with laws</li> <li>• Other gifts that contain identified risks to 4-H Ontario deemed by the Executive Director or either board</li> </ul>	<p>2018</p>