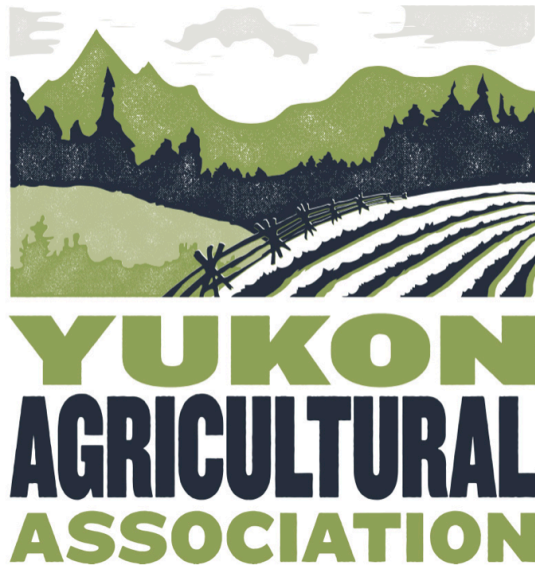


# BOARD POLICY MANUAL



**SEPTEMBER 2019**

#203-302 Steele St  
Whitehorse  
Yukon, Y1A 2C5  
Telephone: (867) 668-6864  
Email: [executivedirector@yukonag.ca](mailto:executivedirector@yukonag.ca)

# Table of Contents

<b>Introduction</b> .....	<b>4</b>
Why is this board policy manual important? .....	4
What is governance?.....	4
When and how do we use this manual to govern?.....	4
<b>YAA Mission Statement</b> .....	<b>4</b>
<b>I. Governance Structure</b> .....	<b>5</b>
1.1. YAA Leadership .....	5
1.1.1. <i>Board Role and Function</i> .....	5
1.1.1.1. Responsibilities of the Board.....	5
1.1.1.2. Requirements of Directors .....	5
1.1.1.3. Eligibility to Serve as a Director.....	6
1.1.1.4. Support to Directors.....	6
1.1.1.5. Code of Conduct.....	6
1.1.1.6. Conflict of Interest.....	6
1.1.1.7. Remuneration.....	6
1.1.1.8. Election of Directors.....	7
1.1.1.9. Dismissal of Directors.....	7
1.1.1.10. Filling Vacant Seats.....	8
1.1.2. <i>Roles and Responsibilities of YAA Executive Officers</i> .....	9
1.1.2.1. President .....	9
1.1.2.2. Vice-President .....	9
1.1.2.3. Secretary-Treasurer.....	10
1.1.3 <i>Directors-At-Large</i> .....	10
1.1.4. <i>Professional Development</i> .....	10
1.2. Schedule of Meetings.....	11
1.3. Decision-Making Processes .....	11
1.3.1. <i>YAA Member Voting</i> .....	11
1.3.2. <i>YAA Board of Directors Meetings</i> .....	11
1.4. Committees of the YAA .....	13
1.4.1 <i>Board Committees</i> .....	13
1.4.1.1. Executive Committee .....	13
1.4.1.2. Finance Committee (Optional) .....	13
1.4.1.3. Nominations Committee .....	14
1.4.1.4. Governance Committee .....	14
1.4.1.5. Ad-Hoc Board Committees.....	14
1.4.1.6. Ad-hoc Advisory Committees .....	15
1.4.2 <i>Operating Committees</i> .....	15
1.4.3. <i>Yukon Young Farmers</i> .....	16
<b>II. Representation and Programming</b> .....	<b>17</b>
2.1 External Representatives .....	17
2.1.1 <i>YAA Representation</i> .....	17
2.1.2. <i>Recruitment and Selection Process</i> .....	17
2.1.3. <i>Terms of Service</i> .....	18
2.1.4. <i>Reporting Requirements</i> .....	18
2.1.5. <i>Board Appointments</i> .....	19
2.1.5.1. GF2 Canadian-Yukon Project Evaluation Committee (CYPEC).....	19

2.1.5.2. Yukon Agricultural Research Committee (YARC).....	19
2.1.5.2. Yukon Agricultural Research Committee (YARC) – CONTINUED.....	20
2.1.5.3. Elk Agriculture Working Group.....	20
2.1.5.4. Yukon Chamber of Commerce Board (ex-officio).....	20
2.1.6. Ministerial Appointments .....	21
2.1.6.1. Agricultural Industry Advisory Committee (AIAC) .....	21
2.2. Privacy Protection Policy.....	22
2.3. Grievance Policy.....	23
2.4. Communications and Public Relations Policy.....	24
2.4.1. Communications .....	24
2.4.2. Public Relations.....	25
2.4.3. Promotions.....	26
2.4.4. Sponsorship.....	26
2.4.5. Letters of Support .....	26
2.5. Partnership Policy .....	28
2.6. Volunteer Policy .....	28
2.7. YAA Equipment Rental Policy.....	29
2.7.1. Caretakers/Custodian .....	29
2.7.2. Insurance.....	29
2.7.3. Equipment Repairs.....	29
2.8. YAA Storage Bin Policy .....	30
2.9. Mayo Road Land Policy .....	30
<b>III. Human Resources and Operations.....</b>	<b>31</b>
3.1. Human Resources .....	31
3.1.1. Personnel Policy .....	31
3.1.2 Roles and Responsibilities .....	31
3.1.2.1. Executive Director .....	31
3.1.2.3. Secretary-Treasurer, Executive Director and the Bookkeeper .....	32
3.1.2.4 Staff Conflict of Interest Policy .....	33
3.1.3. Awarding of Contracts .....	33
3.2. Financial Information .....	34
3.2.1. Fiscal Year .....	34
3.2.2. Spending .....	34
3.2.3 Cheque Signing Authority.....	34
3.3. Per Diem and Travel Expense Claim.....	35
3.3.1. Meals and Incidental Expenses for Travelling Employees or Officers .....	35
3.3.2. Supporting Evidence for Claims to YAA for Expenses.....	35
3.4. Insurance Policy and Protection of Directors, Officers and Others.....	35
3.5 Investment Policy.....	35
<b>IV. Membership .....</b>	<b>36</b>
4.1. Membership Policy.....	36
4.1.1. Membership Categories.....	36
4.1.2. Membership Obligations.....	36
4.1.3. Membership Denial or Termination .....	36
4.1.4. Membership Reinstatement .....	37

## Introduction

### Why is this board policy manual important?

- It creates a consistent and transparent approach to governance.

### What is governance?

The board governs in the interest of its members and has a duty of care to protect the interests of the organization.

We can think about board governance as having three parts:

- **Fiduciary oversight**  
Is everything in order? (Membership representation, assets, staff, programs)
- **Strategic direction**  
How do we move from current circumstances to a preferred state?
- **Generative thinking**  
What are the sector's biggest challenges and how do we adapt?

Source: Leadership as Governance. 2005. R. Chait, W. Ryan and B. Taylor. Board Source.

### When and how do we use this manual to govern?

- Use it when the board is making decisions
- Use it when the board needs to check who can make decisions
- It can be referenced at every meeting if necessary
- It can be modified and updated with input from the governance committee and a motion at a board meeting with quorum
- Pages that contain updated policies should be inserted at a following meeting
- Some parts might be referred to very infrequently but are still important

## YAA Mission Statement

To foster and promote sustainable Yukon agriculture for the benefit of both private and commercial producers and consumers through education, infrastructure development, and liaison with government agencies and with non-governmental organizations.

## I. Governance Structure

This section outlines the structure of the YAA; roles and responsibilities of the board of directors; proceedings at meetings; and the committees of the YAA.

### 1.1. YAA Leadership

The YAA shall be structured as per the Yukon Agricultural Association by-laws.

#### 1.1.1. Board Role and Function

##### 1.1.1.1. Responsibilities of the Board

The board as a whole has the responsibility to:

- Represent the interests of membership and protect the organization as a whole;
- Create and manage a governance structure;
- Carry out the mandate of the organization;
- Ensure that the organization is being operated in a legal and sustainable manner;
- Oversee the YAA in accordance with the Societies Act of Yukon and YAA by-laws;
- Develop proposed by-law changes where necessary;
- Make decisions in duly convened board meetings;
- Develop general budget and financial reporting parameters for each fiscal year;
- Ensure that strategic and financial plans are current and updated annually;
- Ensure an annual operating plan is developed to execute the strategic plan;
- Review progress of the annual operating plan quarterly;
- Conduct a formal review of the Executive Director on an annual basis; and
- Evaluate the board's effectiveness annually.

##### 1.1.1.2. Requirements of Directors

All directors shall:

- Be YAA member in good standing for at least one year;
- Have skills or knowledge relating to Yukon agriculture;
- Ideally, have knowledge about board governance (e.g. policy, personnel, strategy);
- Maintain an active email account;
- Annually sign the *YAA Director Commitment Document*;
- Participate in board orientation and board training;
- Attend scheduled board meetings, the AGM, and assigned committee meetings;
- Notify the YAA office if unable to attend a board meeting;
- Review meeting minutes in a timely manner to ensure accuracy;
- Be properly prepared for board deliberation;
- Support all board and organizational decisions outside of the boardroom, regardless of personal opinion or voting stance (see *YAA Grievance Policy*);
- Respect the confidentiality of privileged information;
- Participate in strategic and financial planning;
- Serve on committees and/or advisory groups; and
- Attend special YAA events.

#### **1.1.1.3. Eligibility to Serve as a Director**

Only one person from any business (farm or other) or any household (immediate family consisting of parents, children, spouses including in-laws or step) shall serve on the YAA Board at any one time. YAA members who are family members or business colleagues of YAA Directors are encouraged to be active in the Association in other ways and can participate in committees as appointed by the board. Since only one member from a family can serve at one time, only one member from a family may run for office at any one time.

If a current board member has failed to attend a majority of meetings in the previous fiscal year, they will not be eligible for nomination to the board slate at the next Annual General Meeting. (September 2019)

#### **1.1.1.4. Support to Directors**

To enable directors to fulfill their roles with excellence, YAA will provide annually:

- A director manual in a binder format which includes governance documents;
- Board training opportunities; and
- Support for the development of governance skills.

#### **1.1.1.5. Code of Conduct**

Directors shall:

- Uphold the YAA constitution and comply with the YAA by-laws;
- Exercise the duties of their office in the best interest of the organization;
- Conduct themselves in an open and transparent manner
- Be accountable to the YAA board of directors and general membership;
- Not divulge any confidential matters that are brought before the YAA board of directors, recognizing that unauthorized statements can adversely affect YAA;
- Only represent the YAA if specifically asked to do so by the president or the board;
- Only enter into an agreement or sign a contract on behalf of the YAA with prior authorization by the YAA board of directors.

#### **1.1.1.6. Conflict of Interest**

As per the *Director Commitment Forms* signed annually, if a director or their immediate family or their business stands to gain financially (more than an average YAA member) from a board decision being made by the board during a face-to-face or electronic meeting, this director shall leave the meeting (the room, the phone call, the chat room, etc.) room for the duration of discussion and voting related to this decision. If the director who has a conflict is one of the best informed directors on the matter, the remaining directors may ask questions to enhance their understanding of the matter before the director leaves the meeting.

#### **1.1.1.7. Remuneration**

Directors are not remunerated for being or acting as a director, but shall be reimbursed (with acceptable receipts) for expenses previously approved by the board

and incurred while engaged in the affairs of the YAA. Directors shall only receive compensation for services provided to the YAA if the contract with them is approved by the board of directors. Any joint business arrangement that involves a director and the YAA must be approved by the board as a whole.

**1.1.1.8. Election of Directors**

Prospective directors will submit their nomination package (including commitment to the *Requirements of all Directors* and availability for scheduled meetings) to the Nominations Committee. The nominees who meet the requirements in the nomination package will be put on the ballot for consideration by the membership.

Elections will be carried out according to the by-laws. The candidate with the most votes for a position will be deemed elected to that position.

**1.1.1.9. Dismissal of Directors**

Directors may be removed from their board position before expiry of their term under the following circumstances:

*Inadequate Board Meeting Attendance* (September 2019)

Directors are required to attend a majority of scheduled board meetings each year and are required to notify the YAA office if they are unable to attend board meetings. As soon as a director realizes that their schedule has become complicated, it is suggested that they discuss options with the president.

Directors who are unable to attend a meeting are expected to review meeting materials and correspond with the executive director or president prior to the meeting.

If a director misses three meetings (with regrets), the president will contact the director to discuss his/her intended level of commitment to board meeting attendance. The president reports to the board about the discussion.

If a director attends fewer than a majority of meetings in their current term as a board member, they will not be eligible for a nomination to the board at the next Annual General Meeting.

Any director that misses more than two consecutive board meetings in a fiscal year without notifying the YAA office will be automatically removed from the Board. The board will acknowledge, by a motion at a duly convened board meeting, any director whose seat is being forfeited. The President will send him/her a notice that they have been dismissed from the board.

*Lack of Respectful Communication*

Directors who do not adhere to the Respectful Communication section of the *YAA Communication Policy* may be dismissed, effective immediately, from the board by a

simple majority vote of the remaining directors in attendance at a duly convened board meeting. Directors who forfeit their seat for such violation may not be considered to serve on the board again for at least 12 months. Directors who are released from the board for disrespectful communication twice will not be eligible for re-election in the future.

*Failure to Fulfil Director Expectations*

If a director is not satisfactorily fulfilling the *Requirements of all Directors*, they may be dismissed from the board by a 75% vote of the remaining directors present at a duly convened meeting of the board.

*Bankruptcy or Criminal Charges*

Directors who file bankruptcy will be dismissed from their board position effective the date of filing for bankruptcy. Directors convicted of criminal charges will be dismissed from their board position effective the day of their conviction.

**1.1.1.10. Filling Vacant Seats**

When a board vacancy occurs, the board will endeavour to fill the open position within 60 days of the vacancy occurring. If the vacancy occurs less than 60 days prior to the annual election of directors, the vacancy will not be filled by the board.

If a vacancy occurs, the board will nominate and elect a YAA member as a Director-at-Large. If more than one qualified YAA member is nominated to fill the vacancy, the appointment will be decided by majority vote of the board. Nominees will sign the relevant forms and will be invited to attend a board meeting, to present information about the skills and attributes that they bring to the YAA board. The board will vote by secret ballot multiple times if necessary, dropping the candidate with the lowest number of ballots each round, until one candidate receives over 50% of the votes cast.

An existing board member will be appointed to fill an Officer position until the next Annual General Meeting. If an existing board member does not volunteer to fill an Officer position, then the nominating committee will seek a volunteer from YAA committees. If a committee member does not want the position, a call will be put out to all YAA members. (Amendment approved September 2018)



## 1.1.2. Roles and Responsibilities of YAA Executive Officers

Currently, the Executive Officers of the board are the President, Vice-President, Secretary-Treasurer. The YAA bylaws allow for there to be separate Secretary and Treasurer positions.

### 1.1.2.1. President

The President will:

- Fulfil the duties of the office outlined in the by-laws: *The President is the chief executive officer of the Society and shall supervise the other officers in the execution of their duties;*
- Preferably have been a director for at least one year prior to being elected;
- Act as a spokesperson for the association which includes speaking to the media and signing official YAA correspondence;
- Attend official meetings on behalf of YAA;
- Be an officio member of committees, chairing the Nominations Committee;
- Ensure that the board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization;
- Preside at board meetings according to the board's policy on managing the board meeting process. He/she may appoint an alternate to serve in this capacity as needed;
- Prepare the draft agenda in consultation with other directors and the Executive Director – See Section 1.3.2.;
- Between board meetings make reasonable interpretations of board policy on behalf of the board, but not make or allow others to think he/she has made a policy decision on behalf of the board;
- Work within board policy when making any necessary clarifications or detailed decisions between board meetings, except where the board specifically delegates portions of its authority to the President;
- Confer with the Vice-President to ensure that the Vice-President is familiar with and informed about the issues well enough to assist and replace the President if necessary; and
- Not exercise independent supervisory authority over the Executive Director, but will communicate with the Executive Director between board meetings to ensure the Executive Director understands decisions made by the board as a whole and is working accordingly towards achieving the strategic goals and the annual operating plan.

### 1.1.2.2. Vice-President

The Vice-President of the board will:

- Fulfil the duties of the office outlined in the by-laws; *“The Vice-President shall carry out the duties of the President during the President's absence.”*
- Liaise with each YAA Committee and Advisory Group chair at least quarterly to hold the Committee or Advisory Group accountable to fulfilling its mandate; and
- Chair the Governance Committee.

### **1.1.2.3. Secretary-Treasurer**

The Secretary-Treasurer of the board will:

- Ensure the duties of the Secretary as outlined in the by-laws (correspondence, issuing meeting notices, keeping minutes of meetings, maintaining custody of records and a registry of members) are fulfilled;
- Ensure the duties of the Treasurer outlined in the by-laws (maintaining a book of accounts, financial records and financial reports) are fulfilled;
- Ensure monthly income and expense reports are distributed to the board with actual-to-date versus budget-to-date versus last-year-to-date figures;
- Excerpt from YAA Bylaws #45. *The YAA Officers may hire a paid Executive Director to perform some of the duties of the Secretary and Treasurer and other administrative functions.*
- See Section 3.1 which details the division of duties between the Secretary-Treasurer, the Executive Director and the paid Bookkeeper.

(Amendment approved September 2018)

### **1.1.3 Directors-At-Large**

Directors-At-Large have the responsibility to represent and liaise with diverse YAA members throughout the Yukon and report on their perspectives during relevant YAA board discussions.

### **1.1.4. Professional Development**

The YAA may seek, from time to time, to undertake training for its Board of Directors or staff. This training will be issued at no cost to the Directors or staff, however Directors are expected to donate their time to attend the training.

## **1.2. Schedule of Meetings**

As per YAA's bylaws, the board is required to meet a minimum of 5 times per year. The board will establish a schedule of regular meeting times at the first meeting after the annual meeting. The President or a majority of directors may call for a special meeting to deal with urgent issues.

YAA members in good standing or other guests are welcome to participate as an invited guest for a specific portion of the meeting. If members wish to bring a topic to a board of directors' meetings, they need to be an invited guest and included as such in the agenda. See additional information about board meeting agendas in Section 1.3.2.

## **1.3. Decision-Making Processes**

### **1.3.1. YAA Member Voting**

All YAA members in good standing have one vote at a meeting of members (one current paid membership equals one vote). YAA membership follows the fiscal calendar, that is April 1 to March 31 in the following year.

See Section IV "Membership" for more information on members.

### **1.3.2. YAA Board of Directors Meetings**

#### **1.3.2.1. Board Meeting Agenda**

The President and Executive Director will draft the agenda for board meetings. Every director will receive a draft agenda in advance of each meeting, and:

- Anyone wishing an item be added to the agenda of a future meeting will preferably notify the President or Executive Director at least 10 days prior to the meeting;
- The draft agenda will be circulated so all directors receive it at least 7 days in advance of the meeting;
- Approval of the agenda by the board will be one of the first items of business at every meeting;
- The President has discretion to allow or disallow agenda additions on the date of the meeting. However, the board may insist that an item be added if that is the preference of a two-thirds majority of directors present;
- Any items added to the agenda will not have decisions made at that meeting to allow time for discussion and consideration by directors. A future date will be set for voting on the issue; and
- Within reason directors will be provided with background information on every agenda item at least 7 days in advance of the meeting.

### **1.3.2.2. Board Meeting Process**

Meetings will follow a customized process for our board:

- The preference is to build consensus leading to decision making, however decisions will be made or formalized by a vote on a motion duly moved;
- The President has the responsibility to manage the discussion and discern when the group is ready to make a decision;
- The will of the majority must be carried out while hearing the minority and protecting their rights;
- All directors are expected to participate in the meetings. Each director is to be regarded as having rights and power equal to every other director and is expected to voice an opinion;
- Only one topic or motion will be considered at a time; and
- On meeting matters not specifically covered by bylaws or policies, Robert's Rules of Order will be followed.

Board decisions can be made via email with written record where quorum responds. A printed copy of all email votes on the decision shall be placed with the minutes of the next meeting of directors. Issues that will significantly impact the operation or future direction of the organization shall be discussed at an in-person board meeting before a decision is made.

### **1.3.2.3. Board Meeting Records**

Motions are recorded in the minutes as "passed" or "defeated" without details of the preceding discussion except for impersonal bullet points as background information for the given decision. No record shall be made of who proposes, seconds or votes on a motion except where dissenters wish to have their position officially recorded as such.

Discussions at board meetings may be recorded and kept on file for 6 months or until the next AGM, whichever is later. Recording will be announced at the meetings and can be requested by any director at any time.

### **1.3.2.4. Director Dissent with a Board Decision**

In the event that a director has a dissenting opinion on a minuted board decision, there are three options available to the director:

- Vote against the motion but publicly embrace and uphold the board's decision;
- Ask for their dissenting vote to be recorded in the minutes of the meeting and follow up by submitting a written letter outlining the reasons for their dissension to be included with the meeting minutes. This letter is also to be filed with the Registrar of Societies;
- Resign from being a director and publicly communicate their dissent with the decision as they see fit.

## **1.4. Committees of the YAA**

As per the by-laws, a Committee shall conform to any rules imposed upon it by the YAA board of directors. New committees shall be formed as necessary by minuted board decisions with duly approved committee membership start and end dates and terms of reference. Committees shall report to the board and/or the Executive Director as indicated in their terms of reference. Membership in committees will be determined annually by the Board of Directors. The Executive Director and President of the YAA are ex- officio members of all YAA committees.

### **1.4.1 Board Committees**

Board Committees are to help the board do its job, not to help staff do their jobs. Committees ordinarily will assist the board by preparing policy alternatives and implications for board deliberation. Board committees:

- Will comply with all relevant by-laws;
- May not speak or act for the board except when formally given such authority for specific and time-limited purposes;
- Will endeavour to submit any reports to the YAA office with enough time so that directors receive relevant agenda information a week prior to the board meeting;
- Board committee reports will summarize the work completed by the committee;
- When various options have been considered by the committee, the report will indicate the pros and cons of each option; and,
- The committee will not make decisions for the organization nor bring a recommendation to the board.

#### **1.4.1.1. Executive Committee**

The officers (President, Vice President, Secretary-Treasurer) of the organization will form the executive committee. The role of the executive committee will be to:

- Support the President as requested in meeting planning and meeting management; and
- Address urgent board business which the board has specifically delegated to the executive for decision or action.
- If it is not active, manage all of the tasks of the Finance Committee.

#### **1.4.1.2. Finance Committee (Optional)**

This optional committee can be formed if the Executive Committee is not in a position to take on these tasks. The committee is comprised of the President, Secretary-Treasurer, Executive Director and one qualified YAA member. The role of the finance committee is to:

- Oversee the auditor and review the draft audit before it is presented to the board or the membership;
- Ensure the board develops budget parameters for the next year at least 3 months before year end;

- Ensure that a budget that is aligned with board-approved budget parameters is developed and approved by the board at least 1 month before year end;
- Review the year-to-date financial reports at least quarterly with the Treasurer;
- Oversee the management of savings and investment accounts; and
- In coordination with the work of Adhoc committees, oversee the long-term financial planning for the Association's sustainable administration and growth.

(Amendment approved September 2018)

#### **1.4.1.3. Nominations Committee**

This committee deals with nominations for board elections (including Executive Officers). The Nominations Committee shall consist of the current YAA President, the past YAA President, and the current Yukon Young Farmers President and shall report to the YAA Board. An alternate to the committee can be appointed at the time as required.

The Nominations Committee shall receive all nominations for board positions and verify whether candidates are willing to meet the *Requirements of all Directors*. It will ensure all verified candidates are put on the ballot for consideration by the membership. The committee will present a slate of candidates to the board for its consideration.

The Nominations Committee is also responsible for the recruitment of representatives to external committees. The final selection of representatives will be made by the board (Section 2.1).

#### **1.4.1.4. Governance Committee**

The Governance Committee ensures annual director evaluation and holds directors accountable as necessary for healthy board dynamics. This Committee also deals with policy and bylaw reviews; and the annual review of committee members and external representatives. The Committee will be composed of the Vice-President, a second board member, the Executive Director, and up to one board-approved YAA member with related expertise (other than the President) as determined by the board annually.

#### **1.4.1.5. Ad-Hoc Board Committees**

The board may establish other board committees to help the board investigate, consider, and understand matters related to the board's duties. (Reasons to form an Adhoc board committee might involve: strategic planning, Mayo Road land development, and long-term equipment management decisions, lease negotiations). These committees are composed of at least two directors and other YAA members with expertise helpful to the mandate of the Ad-Hoc Committee. The Board President is an ex-officio member of these committees. Such committees report directly to the board. The ad hoc committees have defined terms of reference for their assignment and when formed are given a specific time frame to complete the assignment.

#### **1.4.1.6. Ad-hoc Advisory Committees**

When an agricultural issue or opportunity arises that can best be addressed by an industry or regional group, but no appropriate group exists, YAA may establish an Ad Hoc Advisory/Advocacy Committee to explore the issue or opportunity and act on it in a way that furthers the interests of Yukon agriculture.

For example, YAA may be in a position to advocate on behalf of these committees, such as forwarding specific concerns to the Agriculture Industry Advisory Committee. In return, the formation of these committees may help inform YAA board of industrial and regional activities, issues and needs.

An Ad Hoc Advisory/Advocacy Committee may propose short- or long-term projects, which they may proceed with under the auspices of YAA. For a proposal to be approved, it must include the project's purpose, the activities and timelines for the project, a budget including expected funding sources, who will oversee the project and who will do the work required within the project.

Such committees and projects must be approved by the YAA Board and function within YAA policy unless special written considerations or terms of reference are approved by the YAA Board. If a project or event is approved and moves to an implementation phase, the committee will work as an operating committee or with Yukon Young Farmers, see section 1.4.3.

#### **1.4.2 Operating Committees**

Operating Committees shall report to the Executive Director, be advisory to the Executive Director, and fulfil tasks as requested by the Executive Director. Operating Committees support designated YAA projects and programs with approved budgets and funding: such as outreach initiatives, equipment rentals, storage bin management, educational workshops, special events, travel incentives, and the operation of YAA's Mayo Road property.

The board may request that the Executive Director establish Operating Committees consisting of YAA members, including at least one director, and other appropriate individuals. The Executive Director will be an ex-officio member of Operating Committees. Operating Committee information helpful for matters requiring board decision (as expressed in the minuted terms of reference for the Operating Committee) shall be submitted to the board in a written report prepared by the Operating Committee or the Executive Director.

### 1.4.3. Yukon Young Farmers

In 2011, the YAA board of directors established a Yukon chapter of the Canadian Young Farmers' Forum (CYFF), Yukon Young Farmers (YYF). A Young Farmer is defined by the CYFF as a farmer between the ages of 18 and 40. In the Yukon this definition extends to farmers 45 and under.

The purpose of YYF is to bring new people into the industry; to allow young Yukon farmers take advantage of available federal funding; and to provide new industry entrants with an introduction to some of the tools they need to start farming, such as educational workshops about agricultural production, business planning and networking opportunities.

YYF is an operating committee of YAA, therefore it reports to the executive director with additional financial reporting responsibilities to the YAA Board of Directors.

Yet, because of its relationship with CYFF, also has more independence than other YAA committees. YYF has established its own executive consisting of at least a President, Vice-President, Secretary and Treasurer. The YYF executive meets monthly and holds an annual meeting in January of each year.

YYF is not an independent society and therefore relies on YAA's banking services. Yet, YYF can submit independent grant applications to Growing Forward and CYFF. YYF uses YAA's board policy document to guide its governance. YAA's Executive Director works with YYF executive to manage grant applications, projects and events.

YYF representatives sit on the Agricultural Industry Advisory Committee and the Yukon Agricultural Research Committee, both of which are administrated by Government of Yukon's Agriculture Branch.

**At the November 2017 board meeting, YAA directors carried a resolution that identified the Yukon Young Farmer committee as YAA's official events and education committee.**

**With the help of the executive director, the YYF and YAA will work together to develop an annual schedule of events.**

#### **Re-drafting in Progress – 2019-2020**

Topics for consideration:

- Sponsorship framework
- Financial accountability and reporting
- Annual planning
- Membership categories and links to YAA



## II. Representation and Programming

This section presents policies of the Yukon Agricultural Association that outline how interpersonal and intra- and inter-organizational issues are to be handled fairly and uniformly on an on-going basis.

### 2.1 External Representatives

#### 2.1.1 YAA Representation

A YAA director, staff member or member in good standing may attend the meetings of, or represent the YAA to, other agricultural, horticultural, rural, land-use or similar groups on an official basis.

Only if this person is so authorized by the YAA board through a duly approved board meeting motion that this person is the appointed (or elected, in the event there is more than one interested party for a single position) the official representative to the external committee, group or association.

This representative role shall have a duly approved start and end date decided upon by the board at the time of the appointment.

When YAA members, who are not authorized by the YAA board to represent YAA, attend external organization or group meetings, they do so representing only themselves. They will not indicate they represent YAA nor allow others to believe they are representing YAA or its position on any matters.

#### 2.1.2. Recruitment and Selection Process

The Board will develop a job description and a list of the qualifications required for each external representative position. Note that each position listed below should have a *Preferred Skills, Attributes and Availability* section.

The Nominations Committee will:

- Notify the members of open external representative positions and the application process at least 14 days before the deadline for applications;
- Review the applications;
- Consider the fit of the candidates' skills and attributes for each external position;
- Present a ballot of qualified potential candidates to the board one week prior to a meeting or election.

The Board will:

- Review the qualifications of the candidates presented on the ballot;
- Discuss the qualifications of candidates;
- Invite the candidates to answer questions about their application at a board meeting;
- Select external representatives by voting by secret ballot.

If more than two candidates are on the ballot for a vacant position, the board will vote by secret ballot multiple times if necessary, dropping the lowest vote getter from the ballot each round, until one candidate receives over 50% of the votes cast. Remaining candidates have the option of sitting as alternates if the representative is unavailable to attend a meeting.

If a seat is vacated mid-term, alternates can attend meetings as the representative until the recruitment process is repeated and a new representative is elected.

### **2.1.3. Terms of Service**

As noted above, each representative has a start and end date to their appointment.

The Governance Committee will:

- Keep a record of the start and end date of the appointments;
- Annually review the progress of YAA representatives to external groups;
- Discuss with each representative his/her experiences and observations;
- Review with them the responsibilities of the position; and
- Provide a written report to the board.

For all positions, the Board will determine if underperforming multiple-year appointees may continue in that role, and if not, will declare the position open. Government of Yukon's Director of Agriculture is the point of contact if the YAA board wishes to change any of its representatives to government chaired external committees.

The Board will elect YAA members to fill all vacant external positions.

### **2.1.4. Reporting Requirements**

The representative is responsible for reporting to the YAA Executive Director and/or board (written or verbal) any relevant issues of which they become aware while liaising with the external group. To develop confidence about adequately representing YAA membership, representatives can request advice from the YAA board prior to a committee meeting. Representatives may also be required to liaise with the YAA office prior to a committee meeting, as outlined in each position's respective terms of reference.

Within one month of attending any meetings, gatherings or events held by the external group, the YAA representative shall report:

- The work of the external group;
- Its relevance to YAA's work; and

- The YAA representative's role on the matter.

When requested by the YAA board, the YAA representative will report in person at a board meeting and/or at the Annual General Meeting.

### **2.1.5. Board Appointments**

The YAA Board will appoint YAA members to the following:

#### **2.1.5.1. GF2 Canadian-Yukon Project Evaluation Committee (CYPEC)**

Agriculture Branch requests nominations from YAA for this position several months prior to the completion of the current federal-territorial policy framework (e.g. GF2 expires in March of 2018).

##### *Terms of reference*

- As set out by Agriculture Branch (See: *ToR\_GF2\_CYPEC\** – excerpts below)
  - ✓ Members will be active in Yukon's agriculture and agri-food industry
  - ✓ Members will have a good technical knowledge of the conditions, opportunities and challenges facing the Yukon agriculture and agri-food industry
  - ✓ Members will be nominated by their industry group they are representing, and be entrusted to present the views of that group in a balanced manner
- All applications are confidential. Members sign a Disclosure Form.
  - ✓ Once a project is approved for funding and a Transfer Payment Agreement is signed, the details of the agreement that are government funded become accessible to the public
  - ✓ Committee members should not discuss details of applications, but refer questions to the Director, Agriculture Branch or Agriculture and Agri-Food Canada program manager.

##### *Preferred skills, attributes and availability*

- Broad understanding of Yukon's agriculture sector and diverse industry groups
- Current commercial (or extensive hobby) experience in agriculture sector
- Proven experience in evaluation of and assessments of applications
- Experience with the submission of applications to the program
- Broad understanding of the needs of Yukon agriculture sector
- Aware of the range of Yukon farming practitioners in scale and practice
- Committed to reviewing materials in advance of meetings
- Available for mid-day, weekday meetings
- Active email account

#### **2.1.5.2. Yukon Agricultural Research Committee (YARC)**

Agriculture Branch requests nominations for this position several months prior to the completion of the current federal-territorial policy framework (e.g. GF2 expires in March 2018.)

### **2.1.5.2. Yukon Agricultural Research Committee (YARC) – CONTINUED...**

#### *Terms of reference*

- As set out by Agriculture Branch (See: *ToR YARC\_April 2013\** - excerpt below)
  - ✓ Members will be active in Yukon's agriculture and agri-food industry.
  - ✓ Members will have a good technical knowledge of the conditions, opportunities and challenges facing the Yukon agriculture and agri-food industry.

#### *Preferred skills, attributes and availability*

- Proven understanding of research methodology
- Experienced with research projects based in Yukon
- Understands the link between research studies and agricultural production
- Experienced with or interested in developing skills in the assessment of funding applications
- Committed to reviewing materials in advance of meetings
- Available for mid-day, weekday meetings
- Active email account

### **2.1.5.3. Elk Agriculture Working Group**

#### *Terms of Reference (ToR)*

As set out by Government Environment Department (See: *ToR\_Elk Ag\_WG\_2016\**)

#### *Preferred skills, attributes, availability*

- Current experience with elk-agriculture conflict
- Regular communication with others who experience elk-agriculture conflicts
- Familiarity with Yukon agricultural policies and regulations
- Skilled at making verbal contributions in a meeting format
- Committed to reviewing materials in advance of meetings
- Available for mid-day, weekday meetings
- Active email account

### **2.1.5.4. Yukon Chamber of Commerce Board (ex-officio)**

#### *Terms of reference (ToR)*

As per YAA's signed agreement with YCC (See: *YCC\_MOU\_2016\**)

#### *Preferred skills, attributes and availability*

- Experience owning/operating an agricultural business
- Supports business development perspective
- Familiar with Yukon agriculture sector
- Skilled at making verbal contributions in a meeting format
- Available for weekday meetings held over the lunch hour every two months

\* Stored in YAA computer files under Committees: External Representatives

## 2.1.6. Ministerial Appointments

After the YAA board has elected representatives and alternates, a Government of Yukon minister will appoint YAA members as representatives to the following groups.

### 2.1.6.1. Agricultural Industry Advisory Committee (AIAC)

The AIAC was formed to provide advice to the Minister of Energy, Mines and Resources on the implementation of national policy agreements and agriculture programs delivered in the Yukon; and to provide advice on the development and management of the agriculture and agri-food industry in the Yukon and other matters.

#### *Terms of reference (ToR)*

- As set out by Agriculture Branch (See: *ToR\_AIAC\_Appendix A\_April 2014 – excerpt below*)
  - ✓ *Members will be active members of Yukon's agriculture and agri-food industry.*
  - ✓ *Members will have a good technical knowledge of the conditions, opportunities and challenges facing the Yukon agriculture and agri-food industry.*
  - ✓ *Members will be nominated by the industry group it is representing, and be entrusted to present the views of that group in a balanced manner.*
- As set out by Yukon Agricultural Association (See: *ToR AIAC\_Appendix B\_March\_2017*)
- YAA has two representatives on this committee
- YYF has one representative on this committee

#### *Preferred skills, attributes and availability*

- Broad understanding of Yukon's agriculture sector and diverse industry groups
- Current commercial (or extensive hobby) experience in agriculture sector
- Familiarity with Yukon agricultural policies and regulations
- Skilled at making verbal contributions in a meeting format
- Available for preparation and post-meeting de-briefs with YAA
- Proven experience with reporting about key action items from meetings
- Willingness to professionally communicate in a collaborative meeting format
- Aptitude for representing the point of view of others in a fair and unbiased manner
- Knowledgeable of the breadth of YAA membership
- Available for all-day, weekday meetings
- Available for  $\frac{3}{4}$  of scheduled meetings
- Active email account

## 2.2. Privacy Protection Policy

YAA follows privacy procedures that meet current privacy standards. This includes the *Code of Conduct for YAA Directors and Staff* statement on confidential matters.

If a person has a complaint relating to privacy or access to information and is not satisfied with the results of the Executive Director's actions and decisions as Privacy Officer for the YAA regarding privacy or access to information, they may make a request in writing to the address of the Yukon Agricultural Association for a review by the Board of Directors.

The board will review the complaint, the action taken and any additional relevant information, and conclude the matter in any of the following ways:

- Confirm and validate the actions and decision taken by the Privacy Officer;
- Direct the Privacy Officer to reconsider the complaint on the basis of specific grounds not previously taken into account;
- Vary the decision of the Privacy Officer; or
- Direct the Privacy Officer to take further action or make changes to administrative processes or procedures as appropriate.

The board of directors will complete a report on the results of its review, with reasons for its decision, and provide a copy to the person making the complaint and to the Privacy Officer. Investigations by the Privacy Officer on a complaint, and any subsequent review by the board of directors will be conducted in a timely manner.

### **2.3. Grievance Policy**

The YAA recognises that grievances may arise in the normal course of operations and is fully committed to ensuring that any such issues that arise can be discussed openly and dealt with satisfactorily and promptly.

All directors, staff, volunteers and other associated individuals are encouraged to directly raise issues in the normal course of their work with their peers. When a problem or issue arises that cannot be dealt with in this manner, the formal grievance procedure may be invoked.

All grievances will be dealt with in a confidential manner and no director, staff, volunteer or other associated individual will be penalised for raising a grievance in good faith. All meetings and outcomes will be documented and a copy given to the parties involved in such discussions. For employees, a copy will be placed on their personnel file. The YAA will endeavour to ensure that grievances are normally heard within 7 working days of being received and that decisions are communicated within 7 working days of being made.

The YAA grievance procedure (see below) provides a mechanism for directors, staff, volunteers and other associated individuals to raise, address and resolve grievances relating to their association with the YAA.

A colleague or legal representative may accompany an individual at any formal grievance meetings that are held. It will be necessary to confirm details of who is accompanying the individual in advance of any meeting.

#### **Steps to Resolve Grievances**

1. If a director, staff, volunteer or other associated individuals is not happy with the response received through the informal stage or wishes to raise a grievance formally in the first instance, the issue shall be raised in writing to the President (when a director or the Executive Director is involved) or Executive Director within 7 days of the incident clearly stating the nature of the incident.
2. The accused party will be notified if appropriate by the President (when a director or the Executive Director is involved) or the Executive Director and an explanation and resolution sought with the aggrieved party. If the best solution involves the aggrieved party being supported to determine how they can address the situation, this approach may be taken. The President or Executive Director shall make note in writing of each communication regarding the incident, sign these documents and file them with the original submission.
3. a) If more than two grievances relating to the same person occur, the YAA board of directors shall be notified in writing and shall contact the individual in question in writing. If the grievance concerns the board of directors and the aggrieved party does not wish to discuss it with the board directly, they may raise it with the Executive Officers excluding any officers directly involved in the grievance.

3. b) A meeting may be arranged with the aggrieved party and the board of directors (or Executive Officers) to discuss the grievance. If necessary, more than one meeting will be held. A decision on the grievance or next steps in the grievance process will be confirmed in writing within 7 working days of the grievance meeting being held.

4. If the aggrieved party is not happy with the outcome of the meetings with the board (or Executive Officers) they may take the issue to an independent mediator. The board (or Executive Officers) is willing to attend meetings with the aggrieved party and the mediator as necessary to address the problem through mediator-led arbitration. The YAA will only cover the costs of a mediator if specifically approved by the board.

## **2.4. Communications and Public Relations Policy**

The following is intended to determine how the Yukon Agricultural Association should act when interacting and communicating with other organizations, including the media. This aims to ensure all requests and situations are considered and handled uniformly pursuant to the best interests of the YAA and its members.

### **2.4.1. Communications**

#### **2.4.1.1. Use of Logo**

All printed material for distribution from the YAA shall contain the Association's logo.

#### **2.4.1.2. Weekly Director Update Email**

Regular email communication shall take place between the Executive Director (or an appointed representative) and the Board of Directors generally weekly, a minimum of twice a month and overall, 45 times per year.

#### **2.4.1.3. Respectful Communication**

Respectful, polite and courteous communication is required of all YAA directors, staff and members. This includes emails, phone calls, conversations or interactions at YAA meetings and activities, and interactions between YAA leaders in the community. Disagreement is a normal and acceptable part of everyday communication, however those with a difference of opinion shall conduct themselves in such a manner where their respect towards the other party is evident (i.e. no use of personal slights, bullying, name-calling or foul language).

When differences of opinion exist, the commitment will be to challenge the issues but never attack or defame the person.

If a disrespectful communication occurs, the aggrieved party or an observer needs to make a written submission to the President or Executive Director within 7 days of the incident clearly stating what was said and the nature of the incident. This letter will be filed for future reference if such incidents continue.



In cases of disrespectful communication that cannot be resolved between the parties, the Grievance Policy shall be followed.

If disrespectful communication from the same individual occurs a third time in any twelve month period, the individual will be removed from the board, employment or YAA membership, as notified by the President in writing.

## **2.4.2. Public Relations**

### **2.4.2.1. Media Spokesperson**

The President of the YAA is the designated spokesperson for the YAA and the YAA board of directors. No other director shall represent the YAA unless specifically asked to do so by the President or the board.

All media enquiries shall be directed to the YAA President for comment. The President shall consult with the YAA board of directors before commenting to the media on a new issue that has not been considered previously by the board.

### **2.4.2.2. Website**

The YAA will provide members and the public with up-to-date relevant information about the Yukon agriculture sector and present a positive and proactive image of the YAA.

### **2.4.2.3. Other Communications**

Diverse communication methods to further the visibility and mandate of the YAA will be undertaken including: ad hoc email updates, monthly e-newsletters as well as regular posts on social media platforms (FaceBook).

### **Re-drafting in Progress – 2019-2020**

Suggested topics for consideration when/if new membership/supporter categories are formed:

- Ad hoc emails
- E-newsletters

Guidelines for commentary about:

- Facebook posts

## **2.4.3. Promotions**

### **2.4.3.1. Donations**

The YAA is a not-for-profit organization and will not consider requests for donations.

### **2.4.3.2. Advertising**

Advertising shall be restricted to notification and/or recognition of YAA, i.e., annual meetings, project announcements, report dissemination, call for applications, etc. Advertising material must recognize any funding partners (i.e. Agriculture and Agri-food Canada (AAFC), Yukon Government (YG), etc.) and their appropriate logos or information.

### **2.4.3.3. Promotions**

The YAA's primary source of promotion shall be the Yukon Agricultural Association's web site (currently at [www.yukonag.ca](http://www.yukonag.ca)), Promotional activities paid for by YAA such as attendance of YAA Directors and/or staff at luncheons, events, tournaments, etc., shall have prior approval by the Board and/or be within Board approved guidelines and within budget.

## **2.4.4. Sponsorship**

Yukon Young Farmers has developed a sponsorship framework that guides the process by which YAA/YYF enter into contractual relationships with private businesses and government agencies. It is reviewed annually.

## **2.4.5. Letters of Support**

From time to time, YAA receives requests for 'letters of support' from YAA members, key partners or associations. These requests are often related to funding proposals that support the continued growth of Yukon's agriculture sector. As Yukon's primary industry association, YAA should find ways to support new ideas and initiatives.

It is important to distinguish the nature of the request. Applicants are asked to clarify that the letter of support is one of the following: an endorsement of a project, a statement of shared interest, or a letter of reference for an individual.

### **2.4.5.1 Endorsement of a Project**

If individuals and organizations are requesting a letter of endorsement for a project, the YAA board must review and approve the request. YAA's president will sign the letters. Applicants are asked to send the following information to the YAA office prior to a monthly meeting so that the board has adequate time to review, discuss and decide how to proceed:

- to whom the letter should be addressed
- date for submission of letter
- name of funding program
- mandate of funding program
- brief details about the project
- start and end dates of the project

- individuals involved in the project
- project's connection to YAA's mission statement or objectives
- project's connection to the needs of a specific segment of YAA membership

#### **2.4.5.2. Statement of Shared Interests**

Requests for a general statement of shared interests often originate from key partners, businesses or organizations with similar or overlapping mandates. For example, TIA Yukon may request a letter of support from YAA related to project funding for an agri-culinary initiative. Requests are to be directed to the YAA office and letters are drafted and signed by the executive director. Applicants are asked to provide the following information, which will be used to draft the letter:

- to whom the letter should be addressed
- date for submission of letter
- name of funding program
- mandate of funding program
- brief details about the project
- start and end dates of the project
- example of overlapping business interests of organizational activities AND/OR
- initiative/project's connection to YAA's mission statement or objectives

#### **2.4.5.3. Letters of Reference**

A request from an individual for a letter of reference should be directed to YAA's executive director, who will draft and sign the letter based on the applicant's involvement in specific YAA/YYF activities. Applicants are asked to provide:

- name of funding program or agency requesting the letter
- date of submission of letter
- reason for requesting a letter of reference
- dates and details about the applicant's involvement in YAA (e.g. leadership positions, term lengths, and relevant information that pertains to project).

Applicants must fully comply with YAA's conflict-of-interest policies is required. The executive director may consult with the executive committee or the governance committee to ensure compliant and transparent decision-making.

## **2.5. Partnership Policy**

The YAA has partnership procedures in place (see *YAA's Office Procedure Manual*) to guide all formal partnerships between the Yukon Agricultural Association, other non-governmental organizations, government agencies, and businesses or individuals.

Formal partnerships include, but are not limited to, joint projects, letters of support, resource sharing, displays of other organizations' branding, and YAA representation on other community boards/groups.

All formal partnerships will be made only with a partner organization, business or individual with a mandate that fits easily into the mission of the YAA and is approved by the board of directors.

## **2.6. Volunteer Policy**

All elected and non-elected volunteers associated with the YAA will comply with YAA's procedures that guide all volunteering agreements between the Yukon Agricultural Association, other non-governmental organizations, government agencies, and businesses or individuals.

## **2.7. YAA Equipment Rental Policy**

The YAA owns farm machinery and tents available for the rental use and benefit of Yukon's agricultural producers.

The YAA has equipment rental procedures that will be reviewed by the board on an annual basis. These procedures are designed to enable clear, fair, efficient and financially transparent rental of the farm machinery and tents.

### **2.7.1. Caretakers/Custodian**

Each piece is located on the farm of a caretaker who commits to housing, maintaining and ensuring appropriate use of the equipment in the local area. Each caretaker will sign the *YAA Equipment Caretaker Memo of Understanding* with the YAA for the oversight, coordination of rentals, care and storage of the machinery. Caretakers will submit end of season reports to the YAA office by Nov 30 annually.

The YAA will advertise for expressions of interest from the YAA membership for caretakers for the coming year annually by Dec 20 with such expressions to be submitted to the office by Jan 31. The board will select the caretakers by majority vote by secret ballot by the end of February. If none of the potential caretakers are deemed appropriate the board may take alternative action for managing the equipment for the year. During the year the board may remove underperforming caretakers and appoint a replacement. A YAA director may be an equipment caretaker.

The board will decide from time-to-time whether the oversight of YAA rental equipment will be done by a volunteer caretaker or a hired custodian. YAA staff will manage the rental schedule, agreements and payments.

### **2.7.2. Insurance**

Each piece of equipment will be insured at a replacement cost or depreciated value determined by the YAA board of directors.

### **2.7.3. Equipment Repairs**

Prior to any approval of purchasing of parts for or repairs of YAA equipment, the board will review the following:

- review two, preferably three, opinions and quotes by experienced mechanics who could complete the repairs
- develop a purchase order system with suppliers
- review quotes for parts at a board meeting
- review potential timesheets for labour expenses

## **2.8. YAA Storage Bin Policy**

The Storage Bin Program was decommissioned in 2019.

## **2.9. Mayo Road Land Policy**

The board will develop policy regarding the use of the Mayo Road land. The board may establish a Land Development Advisory Committee to research and report to the board regarding options for the development of the property. All spending of money, signing of contracts, and authorizing of any use of or work on the property must be approved by the board before the committee may take any action.

### **Re-drafting in Progress – 2019-2020**

Suggested topics for consideration:

- Financial planning – see investment policies
- Updates to conceptual plans
- Liability and use of arena and fairgrounds
- Use of Hinterland Zone: emergency preparedness and evacuation planning

### III. Human Resources and Operations

This section outlines the operation of the Yukon Agricultural Association; human resources policies and guidelines; financial regulation and spending. It also contains documents, or reference to other publications, that relate to the management and finances of the YAA.

#### 3.1. Human Resources

##### 3.1.1. Personnel Policy

- YAA will provide all staff with current job descriptions (see below) that are reviewed annually;
- YAA will provide staff with have a *Conditions of Employment* document that includes information about payment methods, holiday and payroll as well as guidelines about the management of scheduling, timesheets, and overtime;
- New staff members have a probation period of six months and performance reviews at 3 months and 6 months;
- Reviews shall take place annually thereafter;
- Performance reviews are completed by a direct supervisor based on mutually agreed upon expectations and through a goal setting process;
- The board supervises the Executive Director and the Executive Director supervises all other staff;
- Salary increases shall be based on cost of living index and/or performance evaluation and considered annually, and determined by the staff member's direct supervisor within board approved budget parameters;
- All staff shall sign the *Code of Conduct* document and the *YAA Conflict of Interest Policy*.

##### 3.1.2 Roles and Responsibilities

###### 3.1.2.1. Executive Director

The Executive Director shall manage the day-to-day operations of the organization within the constraints of the founding documents, policies and procedures, and minuted board decisions. The Executive Director reports to the board as a whole with his/her primary contact being the board President. The Executive Director will:

- Implement the annual operating plan and budget as approved by the board of directors;
- Oversee all operating committees and their activities, including the Yukon Young Farmers;
- Manage membership administration and services;

- Be a member of board committees and external committees (Section 3.5), as per minuted Board decisions, and as needed to coordinate communications within and on behalf of the Association;
- Sit as an ex-officio member of 4H Yukon's Board and TIA's Agri-Culinary Committee and Yukon Chamber of Commerce Board;
- In collaboration with the president, prepare board meeting agenda materials and minutes;
- In collaboration with the board, prepare agenda materials and presentations for the YAA's Annual General Meetings and coordinate AGM logistics;
- Support the Secretary-Treasurer in the fulfilment of their board responsibilities;
- In collaboration with the bookkeeper, maintain accurate and transparent financial records;
- Maintain regular and proactive communications with Agriculture Branch representatives;
- Prepare and submit quarterly and annual reports to Government of Yukon, as per the current Transfer Payment Agreements;
- Develop grant applications for potential projects and manage successful projects;
- Manage the production of e-newsletters, social media posts and website materials; Act as the organization's Privacy Officer including confidential membership information;
- Respond to inquiries from and manage communications (via social media, online, telephone and in-person platforms) with media, members of YAA, members of the public, government representatives, and other key partners;
- Liaise with various agricultural stakeholders including other agricultural organizations (Fireweed Community Market, Growers of Organic Food Yukon, Yukon Food Network, and Community Garden organizations) for the purpose of communications;
- Represent agricultural interests on various community planning processes in Yukon;
- Supervise all other contractors and staff members, consulting with the board for hiring and firing decisions, and deliver performance reviews to staff;
- Evaluate and review the performance of staff members three and six months after hiring and annually thereafter;
- Delegate project management to staff or volunteers where appropriate while continuing to monitor progress and outcomes;
- Alert the board where founding documents, by-laws and board minutes have conflicts or impede effective operations;
- Oversee and update procedures for the organization and present these to the board for review; and
- Fulfil other duties required to achieve the organization's strategic plan and conduct the work of the organization.

(Amendments approved September 2018)

### **3.1.2.3. Secretary-Treasurer, Executive Director and the Bookkeeper**

YAA's financial reporting is the result of effective teamwork and transparency between the secretary-treasurer, the executive director and the bookkeeper.

- The secretary-treasurer communicates with the board and executive committee about all matters relating to financial reporting.



- The executive director reviews and prepares all paperwork related to payroll and remittances, accounts receivables and account payables, including all financial matters related to Yukon Young Farmers and special project reporting.
- The bookkeeper manages data entry in the accounting software and generates monthly financial reports, processes payroll and remittance amounts.
- Before sending financial reports to the secretary-treasurer, the bookkeeper and executive director correspond to clarify and discuss any questions about entries, records relating to the chart of accounts and variances.
- In preparation for board meetings or quarterly reporting, the secretary-treasurer, executive director and the bookkeeper meet once or twice each quarter to review the books and financial reports.
- Depending on the experience of the bookkeeper, the YAA may wish to hire an accounting firm to review accounting systems annually or in preparation of the financial year-end.

#### **3.1.2.4 Staff Conflict of Interest Policy**

Staff and immediate family shall not be voting members of the YAA to avoid conflict of interests such as the ability to vote on matters that may relate to the staff themselves. If a staff member (or their immediate family) stands to gain financially beyond the benefit to an average YAA member from a decision being made by the board during a face-to-face or electronic meeting, this staff member shall leave the meeting for the duration of discussion and voting relating to this decision.

#### **3.1.3. Awarding of Contracts**

YAA board of directors can direct award projects of \$15,000 or less. For contracts above this threshold, the YAA board of directors are required to proceed with an invitational competition. If further guidelines are required, consult with Government of Yukon's procurement policies.

## **3.2. Financial Information**

### **3.2.1. Fiscal Year**

The fiscal year of the YAA shall be the period from September 1 in any year to the following August 31 in the year next following.

### **3.2.2. Spending**

The YAA Board of Directors shall designate, by resolution, the officers and other persons authorized to transact the banking business of the YAA with the bank (or other corporation carrying on a banking business that the Board of Directors has designated as the YAA's banker), to have the authority set out in the resolution, including, unless otherwise restricted, the power to:

- operate the YAA's accounts with the banker;
- make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any of the cheques, promissory notes, drafts, acceptances, bills of exchange and orders for payment of money;
- issue receipts for and orders relating to any property of the YAA;
- create spending parameters within budget norms to be reviewed by the Board;
- execute any agreement relating to any banking business and defining the rights and powers of the parties thereof, and;
- authorize any officer of the bank to do any act or things on the YAA's behalf to facilitate the banking business.

All spending is to be within budget. During the third quarter of the fiscal year the board will determine financial parameters for the following fiscal year. During the fourth quarter of the fiscal year a general budget which complies with the board-set financial parameters will be developed and presented to the board.

Even if within budget, financial decisions for spending of amounts over \$5,000 must be approved by the YAA board of directors.

### **3.2.3 Cheque Signing Authority**

The YAA board of directors shall notify the bank each year after board and officer elections of the signing authorities for the coming year.

No blank cheques shall be signed for any bank account.

#### **3.2.3.1. YAA Cheques**

The signing authority for investment and disbursement, including cheques, shall require any two signatures of the YAA's President, Vice-President, Treasurer or Executive Director.

#### **3.2.3.2. Yukon Young Farmers Cheques**

The signing authority for investment and disbursement, including cheques, shall require any two signatures, either YAA's President or Executive Director, and one of YYF's executive members who has signing authority.

### **3.3. Per Diem and Travel Expense Claim**

YAA does not pay per diem to directors or other volunteers working on their behalf.

Directors, officers and employees of the YAA shall be reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the YAA provided they supply adequate supporting evidence (usually receipts) and are within minuted pre-approved purposes and limits. Travel with personal vehicle and standard rate meal claims do not require receipts.

Travel and incidental expenses are paid as per Yukon Government rates.

#### **3.3.1. Meals and Incidental Expenses for Travelling Employees or Officers**

Meals and incidental expenses for travelling employees shall be as for the Yukon Government.

#### **3.3.2. Supporting Evidence for Claims to YAA for Expenses**

All expenses paid by the YAA need to have clear supporting documentation.

### **3.4. Insurance Policy and Protection of Directors, Officers and Others**

The YAA will hold insurance at or slightly above current industry norms for officers and directors, general liability and rental equipment through a sound insurance carrier.

### **3.5 Investment Policy**

#### **Re-drafting in Progress – 2019-2020**

Suggested topics for consideration:

- See motions passed in September 2018 board meeting
- Note 1 on Balance Sheet: Use of funds received through Advancing Canadian Agriculture Program in 2013.
- Note 2 on Balance Sheet: Use of funds received through the sale of the storage bins in 2019.
- Further definitions of restricted/unrestricted funds
- Contingency funds
- Annual reporting and use of interest from investment funds

## IV. Membership

This section presents policies of the Yukon Agricultural Association that relate to membership in the Association. It also contains documents, or reference to other publications, that relate to membership in the YAA.

### 4.1. Membership Policy

Membership in the YAA is open to any individual person directly or indirectly connected with, engaged or interested in the livestock and agriculture industry of the Yukon.

The cost of a membership shall be set annually at the AGM. All YAA members in good standing have one vote at a meeting of members (one current paid membership equals one vote). YAA membership follows the YAA fiscal calendar, that is September 1st to August 31st of the following year. To be a member in good standing the individual's membership fee has to be paid for the current fiscal year. When a meeting to discuss a matter takes place in a different fiscal year than the actions occur, to participate in the discussion and vote, an individual must be a member on the date of the meeting. Individuals must be 18 years of age or older at the time of purchasing a membership.

#### 4.1.1. Membership Categories

There are no junior, family, joint or group membership categories.

#### Re-drafting in Progress – 2019-2020

Suggested topics for consideration:

- Is membership required for use of arena and fairgrounds?
- What categories are entitled to incentive program? How will that be administrated by staff?
- Should there be a non-voting Associate Member category?

#### 4.1.2. Membership Obligations

Members will uphold the YAA constitution and comply with the by-laws, policies, and procedures. Members are subject to the *YAA Privacy Protection Policy*. Their personal information is protected and shall not be released for any purpose other than that for which it was collected. Other information given to the YAA in confidentiality shall be treated as such by YAA Directors and staff based on the conduct of these individuals as per the *YAA Code of Conduct for Directors and Staff*.

#### 4.1.3. Membership Denial or Termination

No person who satisfies the criteria for membership shall be denied an initial membership. However, members may have their membership terminated if they do not abide by the *YAA Communications Policy - Respectful Communication* (page 25).

#### **4.1.4. Membership Reinstatement**

Members not in good standing due to an outstanding financial obligation to YAA can rectify this by paying their annual membership fee, or any other subscription or debt due and owing to the Association. Members not in good standing due to having had their membership terminated due to violating YAA by-laws, policies, or procedures, may apply for reinstatement of their membership one year following the termination of their membership. After members have been revoked membership twice, reinstatement of their membership must be approved by the board.



