

 <p style="text-align: center;">Policies and Procedures</p>	Number: 8
	Name: Procedures for Annual Review of Club Members Doing Contract Work for COKC
	Developed by: Executive
	Approved by: Executive
	Approval Date: September 2011
Amendment Date(s):	

From time to time, COKC hires club members to do contract work for the club, and these club members are reimbursed for this work. Because this arrangement is not at “arm’s length” from the club (i.e. workers are club members who could influence the running of the club), it is desirable to have a procedure in place to review the working arrangement and work product between the club and the club member doing the contract work.

Currently (as of September 2011) club members doing contract work for COKC include:

- Accounting
- Registration for classes
- Club cleaning

This list can be changed as determined by the Club Executive.

Procedure:

1. A brief contract be developed and signed by both parties, outlining:
 - the work to be done (including list of tasks and frequency where appropriate)
 - the amount, timing and method of remuneration, including the requirement for submission of invoices by the contract worker
 - the method and timing of annual review
 - method for notice of requested change in the contract by COKC and the contractor (including ending the contract)
2. Unless an alternate method is agreed to in the contract, review to be conducted annually in the fall. (This timing is suggested so that the contractor is not dealing with a new Executive.)
3. Notification to be put in club newsletter noting that review of contract workers is upcoming and requesting input from general membership re any concerns/suggestions related to contract work; this to be sent to designated Executive member.
4. Executive to discuss work of contract workers at a fall Executive meeting, noting any concerns to be addressed. Contract workers to be invited to submit any concerns to the next Executive meeting, and be invited to attend that meeting if they wish.
5. If no concerns are brought forward by either party, contract to be renewed for another year.
6. If concerns are expressed by either party, these concerns to be addressed at a meeting of the contractor and selected members of the Executive*. If these concerns are met to the satisfaction of both parties, contract to be renewed for another year. If not, contract to be terminated.

*Selected members of the Executive would be two or three members who were knowledgeable about the contractor’s work, and who had no conflict of interest related to the contractor’s work.