

 <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): November 2020	

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 November 2020) club members doing contract work for COKC include:

- Accounting
- Registration for classes

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 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 every two years in the fall. (This timing is suggested so that the contractor is not dealing with a new Executive.)
3. 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.
4. If no concerns are brought forward by either party, contract to be renewed for another year.
5. 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 two years. 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.

*See attachments sample for Accounting/Registration Clerk contracts.

Accounting Contract

This contract is made between Crocus Obedience and Kennel Club (COKC) and the accounting contract person, _____. COKC accounting services, described below, to be performed on a regular basis.

1. COKC shall provide the computer and programs necessary to perform the accounting duties.
2. COKC shall pay the contractor _____ per hour upon the submission of the monthly financial reports to the treasurer.
3. The contractor is responsible to input all bills, cheques, and deposits into computer, reconcile the bank statement, and produce monthly reports.
4. The contractor is responsible for preparing GST quarterly; the Treasurer will be responsible for remittance of the GST.
5. Auditing of the COKC books will be done annually by an outside agency.
6. The Contract will be reviewed every two years with COKC executive.
7. Either party may terminate this agreement with two weeks written notice to the other party. Any payment for services rendered owed by COKC shall be due and payable at the time this agreement is terminated.

In witness to their agreement to these terms, COKC and the contractor affix their signatures below:

Contractor

Date

President – COKC

Date

Registration Clerk Contract

This contract is made between Crocus Obedience and Kennel Club (COKC) and the Registration clerk, _____ . COKC needs registration services, described below, to be performed on a regular basis.

8. COKC shall pay the contractor _____ upon the submission of the monthly invoice.
9. Photocopying will be reimbursed by COKC to the contractor.
10. "Registration duties" shall include the items on the attached list and others that either party may deem necessary.
11. Contract to be reviewed every two years with COKC executive.
12. Either party may terminate this agreement with two weeks written notice to the other party. Any payment for services rendered owed by COKC shall be due and payable at the time this agreement is terminated.

In witness to their agreement to these terms, COKC and the contractor affix their signatures below:

_____	_____
Contractor	Date
_____	_____
President – COKC	Date

Duties of Registration Clerk

- Respond to all telephone and email messages every 24-48 hours
- Register participants in classes and make sure registrants have all the information they require for registration night and the first night of classes
- Keep detailed computerized records for each session including names/complete addresses/home numbers/email addresses of all registrants
- Photocopy class homework sheets and ensure adequate copies are available for all classes
- Organize treasurer sheets and instructor sheets which are to be at the club for the first class slot of the week
- Attend registration nights
- Communicate with the training committee on an ongoing basis, and provide reports as requested