



Policy and Procedure Manual

This living document is to be reviewed biannually and updated as required.

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Review Date: February 4, 2016

ALBERTA POLICE BASED VICTIM SERVICES ASSOCIATION

SECTION 1	FRAMEWORK	Page
	FR-1 APBVSA Mandate	1
	FR-2 APBVSA Membership	2
	FR-3 Code of Conduct	3
	FR-4 Confidentiality	4
	FR-5 Risk Management	5
	FR-6 Membership Administrator	6
	FR-7 Administrative Expectations	7
	FR-8 Emergency List	8
	FR-9 Contractor Positions	9
	FR-10 Safety Considerations	10
SECTION 2	BOARD SELF-GOVERNANCE	
	BG-1 Association Governance	11
	BG-2 Organizational Structure	12
	BG-3 Board Governance	13
	BG-4 Policy Making	14
	BG-5 Executive Officers' Roles	15
	BG-6 Committees	18
	BG-7 Membership Termination/Expulsion	19
	BG-8 Conflict of Interest	20
	BG-9 Executive Officer's Expenses	21
	BG-10 In-Camera Meetings	22
	BG-11 Grievances	23
	BG-12 Privacy	23
SECTION 3	FINANCIAL POLICY	
	FP-1 Insurance	24
	FP-2 Merchandizing	24
	FP-3 Fundraising	25
SECTION 4	TRAINING	
	TR-1 Orientation	27
	TR-2 Training	28

SECTION 5 ADVOCACY

AV-1	Position Statements	29
AV-2	Authorized Spokesperson	29

SECTION 6 ASSETS/PROPERTY

PR-1	Use of Logos, Symbols and Products	30
PR-2	Website	31

SECTION 1 - FRAMEWORK POLICY

FR-1 APBVSA MANDATE

The Alberta Police Based Victim Services Association is a non-profit organization supporting all police-based victim service programs throughout the Province of Alberta. APBVSA promotes leadership, education, professional development and mentorship within and between all members of the Association.

As an Association we:

- Provide professional development for Association Members;
- Provide, promote and develop educational opportunities and resources;
- Increase public awareness;
- Liaise and partner with government ministries and police agencies;
- Foster mentoring and information sharing;
- Provide a collective unified voice for Member Programs.

Date Effective: October 4, 2013
Date Amended: January 15, 2015

SECTION 1 - FRAMEWORK POLICY

FR-2 APBVSA MEMBERSHIP

Program Membership shall be limited to APBVSA Programs housed in a Police facility. Their services shall be directed to all victims of all crimes and tragedies.

PROCEDURES:

- All new program membership applications must receive approval from the Board of Directors.
- All programs are subject to payment of annual membership fee.

EXAMPLES OF PROGRAM MEMBERSHIP BENEFITS:

- Access to training opportunities
- Access to the Members only site on the APBVSA / Victim Services Alberta website
- Attend APBVSA Board meetings;
- Vote at Annual General Meeting and Special Meetings
- Access to the Emergency Contact List
- Access to group program liability insurance
- Access to group employee benefits program
- Access to EAP benefits for volunteers
- APBVSA video and any promotional materials
- Networking opportunities
- Notification of new initiatives and funding opportunities
- Participate in Bi-annual Provincial Conference
- Utilize the Victim Services Alberta logo to indicate membership

Date Effective: October 4, 2013

Date Amended: June 6, 2013

SECTION 1 - FRAMEWORK POLICY

FR-3 CODE OF CONDUCT & ETHICS

POLICY

Board Members are expected to conduct themselves in an ethical and professional manner. All Board Members are expected to adhere to the APBVSA Code of Conduct.

PROCEDURES

Board Members will deal with outside entities and individuals, program managers, and with each other in a manner reflecting fair play, ethics and straightforward communication.

They shall fulfill their obligations and responsibilities in alignment with the values as outlined in the Operational Framework of this manual.

They shall serve in a conscientious, diligent and efficient manner.

They shall treat their colleagues with respect and work cooperatively with them.

They shall treat APBVSA, its services and programs with dignity and respect. They shall conduct themselves in a manner conducive to the wellbeing of the Association and its members.

All Board Members are expected to work within the boundaries of the APBVSA Code of Conduct and Ethics.

Board Members must act as ambassadors and representatives of APBVSA while performing their duties in accordance with their job descriptions and the Association's policies and procedures.

Board Members shall protect the privacy of victims and hold in confidence all professionally acquired information concerning victims and program managers. Board Members shall disclose such information only when legally or professionally obligated to do so.

Date Effective: October 4, 2013
Date Amended: June 6, 2013

SECTION 1 - FRAMEWORK POLICY

FR-4 CONFIDENTIALITY

POLICY

Respect for confidentiality is the cornerstone of trust and confidence as well as a legislated obligation. Board members must at all times respect the confidentiality of members, all matters dealt with during in-camera meetings and matters related to personnel must be held in strict confidence. Confidentiality of information also extends to all program managers in attendance at Board/ Executive Committee meetings.

Confidentiality means no director or program manager may relate such matters to anyone including immediate family members. The duty of confidentiality continues indefinitely after a Director has left the Board.

PROCEDURES

Executive Officers shall agree to an Oath of Office and Confidentiality upon joining the Executive Committee.

Similarly a Confidentiality Agreement is to be completed by all Board members and regional representatives within the association.

I, insert name, a Director of the Alberta Police Based Victim Services Association, declare that in carrying out my duties as a director, I will:

- *Exercise the powers of my office and fulfill my responsibilities in good faith and in the best interests of the organization.*
- *Exercise these responsibilities at all times, with due diligence, care and skill in a reasonable and prudent manner.*
- *Respect and support the organization's by-laws, policies, Code of Conduct and decisions of the Board and membership.*
- *Keep confidential all information that I learn about clients, personnel and any other matters specifically determined by board motion to be matters of confidence, particularly those matters dealt with during in-camera meetings of the Board.*
- *Conduct myself in a spirit of collegiality and respect for the collective decisions of the Board and subordinate my personal interests to the interests of the organization.*
- *Immediately declare any real or apparent personal conflict of interest that may come to my attention.*
- *Immediately resign my position as director of the organization in the event that I or my colleagues on the Board have concluded that I have breached my "Oath of Office".*

Signature:

Date:

Date Effective: October 4, 2013

Date Amended: June 6, 2013

SECTION 1 - FRAMEWORK POLICY

FR-5 RISK MANAGEMENT

POLICY

In accordance with the by-laws and for the proper management of the organization's risk and care of the organization's assets, the Board of Directors may not risk losses beyond those necessary in the course of daily operations.

PROCEDURES

Accordingly, the Board will:

- Insure against theft, fire and liability losses to a prudent level.
- Provide program managers with relevant training and mentorship.
- Monitor the use of assets. Property will be inventoried and the Board will ensure adequate safeguards to prevent loss, damage or theft of property.
- Ensure the assets of the organization are properly maintained.
- Not allow any one individual to have complete authority over a financial transaction unless agreed to by the Board/Executive Committee.

Date Effective: October 4, 2013

Date Amended: June 6, 2013

SECTION 1 - FRAMEWORK POLICY

FR-6 MEMBERSHIP ADMINISTRATOR

POLICY

APBVSA employs the Member Administrator to carry out the day to day operations of the association.

The Membership Administrator is a telework position responsible and accountable for the overall business administration of APBVSA as outlined in the job description.

PROCEDURE

The Board shall post and advertise this position on the APBVSA website as well as newspapers as appropriate. Interviews will be conducted with the President or designate and other Board Members.

The successful candidate will be notified by telephone.

The successful candidate will complete and sign an Employment Agreement that will include reporting structure, salary/benefits, expenses, grievances and severability.

The job description for this position is attached and forms a part of this overall document.

The President and/or designate will conduct an annual performance review with the Membership Administrator at a time and location acceptable to all parties.

The Membership Administrator reports to the President of the APBVSA and designates.

Date Effective: October 4, 2013

Date Amended: June 6, 2013

SECTION 1 - FRAMEWORK POLICY

FR-7 ADMINISTRATIVE EXPECTATIONS

POLICY

The Board has ultimate responsibility for the operation of the organization. The Board therefore supports the principle of delegation to the Member Administrator of day-to-day operational matters.

PROCEDURES

The Membership Administrator will operate within:

- Written administrative and operational policies and procedures to assure operational continuity and consistency.
- These policies and procedures are to be published and widely available.

The Board of Directors and all employees will abide by the Alberta Labor Relations and Human rights legislation.

Date Effective: October 4, 2013

Date Amended: June 6, 2013

SECTION 1 - FRAMEWORK POLICY

FR-8 EMERGENCY LIST

POLICY

The APBVSA will maintain a confidential Emergency Contact List of Program Coordinators.

PROCEDURES:

- Program Coordinators will provide current emergency contact information to the Membership Administrator.
- This is restricted information to be used only in emergency situations, by the membership, and is not to be shared or publicized.

Date Effective: October 4, 2013

Date Amended: June 6, 2013

SECTION 1 - FRAMEWORK POLICY

FR-9 CONTRACTOR POSITIONS

POLICY

Individuals may be contracted for a specific period of time to fulfill a specific function within the Association.

PROCEDURES:

- Contract employees receive direction from the President or designate. The President is authorized to contract with individuals or businesses with the approval of the Executive Officers.
- The Executive Officers will establish contractor expectations and contract terms of reference which include channels of communication.

Date Effective: October 4, 2013

Date Amended: June 6, 2013

SECTION 1 - FRAMEWORK POLICY

FR-10 SAFETY CONSIDERATIONS

POLICY

Workplace Health and Safety Guidelines are in place for the employee.

PROCEDURES

The workplace health and safety guidelines outlined in the employment agreement of the Association employee will be adhered to.

A worker performs the administrative portion of their occupation in their personal dwelling. This includes updating records and files, organizing and maintaining equipment and supplies, and communicating with clients and colleagues.

In the absence of any qualifying statements in the OHS Act to the contrary, the definition of 'occupation' is interpreted broadly to include a worker working for an employer from the worker's own home. The exemption under the definition of 'occupation' therefore applies to a worker working from his or her home and Alberta's OHS legislation does not apply in this situation.

Despite this, an employer may voluntarily choose to apply portions of the OHS legislation to a home office. This then becomes a company policy, not a provincially legislated requirement.

Date Effective: October 4, 2013

Date Amended: June 6, 2013

SECTION 2 - SELF GOVERNANCE POLICY

BG-1 ASSOCIATION GOVERNANCE

The Board of Directors as a whole is responsible for the decision-making and legal authority for the APBVSA. It has ultimate accountability and authority over all activities and resources of the Association. The Board of Directors establishes the Associations' mandate and ensures its continuity, progress and identity.

PROCEDURES

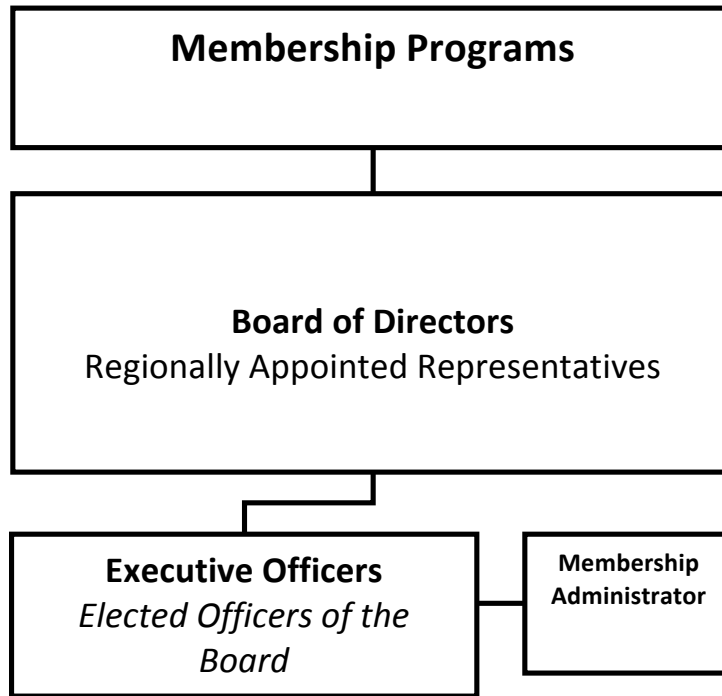
The Board assigns regular management of the Association to the Executive Officers. The Executive Officers manage within the parameters established through Board policies.

Date Effective: October 4, 2013

Date Amended: June 6, 2013

SECTION 2 - SELF-GOVERNANCE POLICY

BG-2 ORGANIZATIONAL STRUCTURE



Date Effective: October 4, 2013
Date Amended: June 6, 2013

SECTION 2 - SELF-GOVERNANCE POLICY

BG-3 BOARD GOVERNANCE

The Board of Directors represents the membership of the Association. It is the legally constituted authority responsible for prudent oversight of the Associations operations. It is responsible directly for the articulation (and/or safeguarding) of the organizational mandate. The Board is responsible for long term planning and direction. It defines the organizational culture, values, operating principles and parameters within which it expects the Membership Administrator to manage the organizations operations.

PROCEDURES

The Executive Officers will work collaboratively with Board and Program Managers in their respective roles to maintain communication and accountability that:

- Emphasizes a shared vision;
- Provides strategic leadership;
- Invites diversity in viewpoints;
- Is based on collective decisions;
- Exemplifies transparent, ethical behavior;
- Maintains accountability to its membership.

Date Effective: October 4, 2013
Date Amended: June 6, 2013

SECTION 2 - SELF GOVERNENCE POLICY

BG-4 POLICY MAKING

The Board develops policies which provide direction for the operation of the organization.

PROCEDURES

- The Board is responsible for coordinating the development of policies.
- The Board may authorize the drafting of new policies at any time.
- The Board may authorize a review of any existing policy at any time.
- The Board may authorize the drafting of amendments to any existing policy at any time.
- All policies shall include name, type, number, original effective date, last date amended and preamble if applicable.

Date Effective: October 4, 2013

Date Amended: June 6, 2013

SECTION 2 - SELF-GOVERNANCE POLICY

BG-5 EXECUTIVE OFFICERS ROLE

The Executive Officers implement the policies and activities established by the Board of Directors.

PROCEDURES:

EXECUTIVE OFFICERS' ROLE

- Report to the board on the regular business of the Association
- Recommend operational policies to the Board
- Annually develop and implement an operating plan and budget that addresses how the Association goals will be achieved

PRESIDENT'S ROLE

The Board President role is to ensure the integrity of the Board's operation. The President or his/her designate are the only people authorized to speak for the Board.

1. The Board President shall
 - Ensure that the conduct of the Board is consistent with its own rules and those legitimately imposed upon it from outside the organization;
 - Chair Board/Executive Committee meetings with all commonly accepted power of that position;
 - Ensure Board discussion will be timely, fair, orderly, and thorough, but also efficient, limited to time, and kept to the point.
2. The Board President shall act in a manner consistent with APBVSA policies.
3. Send or cause to be sent completed grant applications, quarterly reports and final evaluations.
4. The President shall perform the duties as outlined in the by-laws.

SECTION 2 - SELF-GOVERNANCE POLICY

BG-5 EXECUTIVE OFFICERS ROLE (cont'd)

VICE-PRESIDENT'S ROLE

The Vice President shall be a member of the Executive Committee and shall, in the absence or disability of the President, perform the duties and exercise the powers of the President.

The Vice President shall:

- Learn the duties of the President and keep informed on key issues
- Work closely as a consultant and advisor to the President
- Prepare to serve a future term as President
- Act as a signatory for cheques and other documents as required
- The Vice-President shall perform the duties as outlined in the by-laws.

SECRETARY'S ROLE

Responsibilities may include:

- Serves on the Executive Committee;
- Attend all meetings of the Executive Committee and the Board of Directors and all Association Meetings of Members;
- Send or cause to be sent such copies of Minutes and Notices of Meetings to Members and Directors as required by these policy's or as ordered by the Executive Committee;
- Be in custody of the paper, records, correspondence, contracts and other documents belonging to the Association, which shall be delivered only when authorized by the Executive Committee to do so;
- Keep or cause to be kept copies of the organization's bylaws and Board's policy statements;
- Keep or cause to be kept lists of Executive Committee/Board of Directors, committees and General Membership;
- Ensures there is a quorum at the meetings;
- Keeps or cause to be kept copies of committee meetings;
- Files or cause to be filed all annual returns, amendments to the bylaws and other incorporating documents with Corporate Registry;
- Perform such duties as may from time to time be determined by the Board/Executive Committee.
- The Secretary shall perform the duties as outlined in the by-laws.

TREASURER'S ROLE

Responsibilities may include:

- Serves on the Executive Committee;
- Acts as signing officer for cheques and other documents;
- Provide financial support and information to the contracted bookkeeper and the membership administrator as required;
- Ensure that the bookkeeper provides an accounting of all the transactions and a statement of the financial position of APBVSA;
- Review all financial reports generated by the contract bookkeeper;
- Review and sign bank reconciliations produced by the contracted bookkeeper;
- Report quarterly/semi-annually/ annually to the Board of Directors on the status of the Association's financial position;
- Disburse the funds of the Association as ordered by the Board/Executive Committee;
- Review the annual budget submissions;
- Review administrative policies related to financial and budgetary matters and advise the Executive Committee with respect to any proposed changes;
- Renews Board liability insurance annually;
- Perform such duties as may from time to time be determined by the Board/Executive Committee;
- The Treasurer shall perform the duties as outlined in the by-laws.

PAST PRESIDENT'S ROLE

The Past President shall perform the duties as outlined in the by-laws.

DIRECTORS/REGIONAL REPRESENTITIVES

- Are voting members of the Board of Directors
- Shall attend all meetings of the Association
- Report Regional successes, challenges and training opportunities
- Support the Program Managers within the Region in accordance with the Association Mandate

MUNICIPAL/RCMP REPRESENTATIVES' ROLE

The Municipal/RCMP Representative shall perform the duties as outlined in the by-laws.

Date Effective: October 4, 2013

Date Amended: June 6, 2013

SECTION 2 - SELF-GOVERNANCE POLICY

BG-6 COMMITTEES

- The Board of Directors may use committees to conduct the work of the Board.

PROCEDURES:

- Ad Hoc committees may be established as required.
- The President shall appoint the Chair of each committee.
- Committees will report on their activities to the Board of Directors.
- Committees may not speak or act for the Board except when formally given such authority for specific and time limited purposes.

Date Effective: October 4, 2013
Date Amended: June 6, 2013

SECTION 2 - SELF-GOVERNANCE POLICY

BG-7 MEMBERSHIP TERMINATION/EXPULSION

POLICY

Membership in APBVSA may be terminated or expelled as per the bylaws.

PROCEDURES

The Association may, by Special Resolution at a Special General Meeting called for such purpose, expel any member for any cause which is deemed not in the best interests of the Association. The decision is final.

Date Effective: October 4, 2013

Date Amended: June 6, 2013

SECTION 2 - SELF-GOVERNANCE POLICY

BG-8 CONFLICT OF INTEREST

The Board expects of itself and it's the Members, ethical and businesslike conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as directors. A conflict of interest exists wherever an individual could benefit disproportionately from others, directly or indirectly. From access to information or from a decision over which they might have influence or where someone might reasonably perceive there to be such benefit and influence.

The program members must avoid any conflict of interest with respect to their fiduciary responsibility:

- There must be no self-dealing or any conduct of private business or personal services between any Program Member and the organization, except as procedurally controlled to assure openness, competitive opportunity, and equal access to otherwise inside information;
- The Program Members must not use their positions to obtain for themselves, or for their family members, employment within the organization;
- Should a Program Member be considered for employment, he/she must temporarily withdraw from Board deliberation, voting and access to applicable Board information;
- When the Board decides upon an issue, about which a member has an unavoidable conflict of interest, that member shall absent himself/ herself without comment on the issue not only from the vote, but also from the deliberation.
- Program Members must not act or engage in any actions or activities that negatively affect the APBVSA, employee, partnerships and stakeholders.

PROCEDURES:

- When there is a conflict of interest or a potential conflict of interest, it is the responsibility of the individual or program to report the actual or perceived conflict of interest to the Executive Officers.
- In all cases the Executive Officers will make the final decision determining if a potential or actual conflict of interest exists.

Date Effective: October 4, 2013

Date Amended: June 6, 2013

SECTION 2 - SELF-GOVERNANCE POLICY

BG-9 EXECUTIVE OFFICERS' EXPENSES

POLICY

Executive Officers will be compensated for preapproved expenses incurred when fulfilling their Association duties.

- Eligible expenses are:
- Hotel costs when representing the APBVSA
- Travel costs when representing the APBVSA
- Meal costs when representing the APBVSA
- Long distance telephone and postage costs
- Other expenses as approved by the executive

PROCEDURES:

- An expense form will be used and submitted to the Treasurer for payment. Receipts shall be attached to all claims for re-imbursement with the exception of mileage which will be based on the current provincial government rate.

Date Effective: October 4, 2013

Date Amended: June 6, 2013

SECTION 2 - SELF-GOVERNANCE POLICY

BG-10 IN-CAMERA MEETINGS

POLICY

From time to time as the Board may determine, its meeting may be held in-camera, and all ex-officio persons shall be excluded from such deliberations.

PROCEDURES

The following items may be considered in-camera upon an approved motion of the Board:

- Personal matters about an identifiable individual (i.e. client or employee)
- Employee negotiations;
- Litigation or potential litigation;
- Receiving advice that is subject to solicitor-client privilege;
- Matters falling under the Freedom of Information and Protection of Privacy Act;
- Matters of personal conflict between members of the Board as outlined in these governance policies.

Date Effective: October 4, 2013

Date Amended: June 6, 2013

SECTION 2 - SELF-GOVERNANCE POLICY

BG-11 GRIEVANCES

POLICY

In the event that any member of the Board of APBVSA has a complaint or concern regarding any aspect of the association, they are to address the situation calmly, respectfully and be open to other points of view.

PROCEDURE

- All board members report and are directly accountable to the Executive Committee.
- All concerns should be raised directly with the Executive Committee.
- Concerns will not be discussed with other members of the APBVSA.
- The Executive Committee will submit a written report to the complainant, with recommendations regarding the issue.

BG-12 PRIVACY

POLICY

Personal information regarding all members of the APBVSA and the paid Member Administrator shall not without written consent of the individual to whom it relates, be disclosed by any member of the Association except for the purpose of which the information was obtained or for the use consistent with the Association Business.

PROCEDURES

Breach of the privacy policy will be reported to the executive in writing for review and action will be taken in accordance with the APBVSA policies and procedures. In accordance with federal and provincial privacy acts, breach of personal information may result in possible termination from the APBVSA board of directors.

Date Effective: October 4, 2013
Date Amended: February 4, 2016

SECTION 3 - FINANCIAL POLICY

FP-1 INSURANCE

The APBVSA will have board liability insurance.

PROCEDURE:

- Directors and Executive Officers liability insurance is renewed by the treasurer on an annual basis.

FP-2 MERCHANDIZING

Select products may be purchased by APBVSA and offered to the membership for purchase.

PROCEDURES:

- All proceeds from merchandizing will be submitted to the Treasurer for deposit in the APBVSA bank account.
- Proceeds to be reflected in the financial statements.

Date Effective: October 4, 2013

Date Amended: June 6, 2013

SECTION 3 - FINANCIAL POLICY

FP- 3 FUNDRAISING

Fundraising activities will be constant with the mandate of the APBVSA and conducted in a responsible manner consistent with the ethical obligation of stewardship, the legal requirements of provincial and federal regulators and adhere with the provisions of the *Ethical Fundraising and Financial Accountability Code*.

FP-3.1 Personal information and anonymity of the Associations donors will be respected and will not be rented, sold or shared with other organizations.

FP-3.2 APBVSA will limit contact with donors and prospective donors through telephone or other technology, printed materials regarding the Association and will discontinue contact upon request.

FP-3.3 An official Income tax receipt will be provided to all donors. The only time an income tax receipt may not be provided is when a donor wishes to remain anonymous.

FP-3.4 If the APBVSA believes that a donor's gift may impact their financial position, taxable income or family relationships the Association will suggest the donor seek independent advice.

FP-3.5 All fundraising activities conducted by or on behalf of the APBVSA will: reflect the Associations name, be truthful, accurately describe the mission and strategic goals and disclose upon request the individual who is seeking donations.

PROCEDURES

- Donations will be used to support the Associations mandate as registered with the Alberta Corporate Registry and the Canada Revenue Agency.
- All restricted or designated donations will be used for the purposes for which they are given. If necessary due to program or operational changes, alternative uses will be discussed where possible with the donor or the donor's legal designate.
- All donations will be reported in the annual notice to reader financial statements prepared by the APBVSA external accountant.
- Donations received on line will remain anonymous as requested by a donor unless the donor requests information from the Association and/or requests an official tax receipt from the APBVSA. For example, CanadHelps donations may be anonymous.

- When the APBVSA receives enquiries about donations the Member Administrator will direct the donor to the Victim Services Program that may have provided support and services to the donor, donor's family and or community.
- The APBVSA prefers to direct donors to specific police based victim services programs and will continue this practice.

Date Effective: March 22, 2016
Date Amended: February 27, 2014

SECTION 4 - TRAINING

TR-1 ORIENTATION

POLICY

The purpose of the orientation is to acquaint the Board Member with the organization, the Board and the job of an individual Board Member.

PROCEDURE

A. Orientation to the Organization

Orientation will cover the following:

- The broad general scope of the organization, including the mandate, principles, values, history and services of the organization.
- The roles, relationships and structure of all levels of the organization.
- The legislation affecting the organization, the organization's by-laws.

B. Orientation to the Board

This orientation will be done at the first meeting of new Board members. A discussion of topic items by all Board Members will serve to re-orient existing members as well as introducing new members to these concepts. Supporting documentation such as board governance policies and by-laws will be distributed at the meeting. Discussion will focus on the following areas:

- Role of the Board as a governance unit and the importance of the board and its relationship to its community.
- Review of the Board governance model and governance policies and the basic values underlying the work of the Board.
- Introduction to the Board calendar.
- Board relationship with other boards and organizations.

C. Orientation to the Individual Role of the Board Member

Individual expectations of Board Members should include the following:

- Specific responsibilities, expectations and benefits of the Board of Directors job.
- Level of authority and accountability of individual Board Members.
- Role of committees, resources available to committee members.
- Methods of reporting and communicating
- Performance expectations for individual Directors.

Date Effective: October 4, 2013

Date Amended: June 6, 2013

SECTION 4 - TRAINING

TR-2 TRAINING

The APBVSA will provide training to the membership.

PROCEDURE:

- Through training evaluations in conjunction with the annual survey and other sources, the membership will determine what type of training is required.
- Cancellation Policy is specific to the training course registration form.

Examples:

- Professional Development – PD
- Program Management Training – PMT
- Justice On Line Information Network (JOIN) training

Date Effective: October 4, 2013

Date Amended: June 6, 2013

SECTION 5 - ADVOCACY POLICY

AV-1 POSITION STATEMENTS

The Board of Directors may establish positions on issues pertaining to Victim Services to further the objectives of the Association and actively promote those issues.

PROCEDURES:

- Any response issued by organization personnel or Board members to an issue related to the programs and services will be within the context of the APBVSA mandate.
- In a particular situation that is not clearly defined within these parameters no response will be issued or stance indicated until such time as the Board of Directors can gather a clear majority.
- The Board President or designate is the official spokesperson on behalf of the organization.

AV-2 AUTHORIZED SPOKESPERSON

The President or appointed designate is the official spokesperson for the Association.

PROCEDURE:

- Formal inquiries related to the APBVSA must be made in writing and directed to current President or designate.
- Time sensitive requests are to be referred to the President or designate.

Date Effective: October 4, 2013
Date Amended: June 6, 2013

SECTION 6 - ASSETS/PROPERTY POLICY

PR-1 USE OF LOGOS, BRAND, SYMBOLS AND/OR PRODUCTS OF THE ASSOCIATION

Approval is required to use any logo, brand, symbol and/or products of the Association.

PROCEDURES:

- The use of APBVSA logo is restricted to legal use by the Board of Directors.
- The use of Victim Services Alberta Brand and “Proud Member of” slogan is permitted with submission and approval to the Executive Officers.

Date Effective: October 4, 2013

Date Amended: June 6, 2013

SECTION 6 - ASSETS/PROPERTY POLICY

PR-2 WEBSITE ACCESS

Access to the restricted parts of the Website is limited to Program Managers.

PROCEDURES:

- The Membership Administrator will provide access procedures to be sent out with the welcome package or upon request.

Date Effective: October 4, 2013
Date Amended: June 6, 2013