



BC Federation of Foster Parent Associations  
Policies and Procedures Manual  
2011 Revision

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## *Introduction*

The main purpose of the Federation is to provide a support association for foster parents throughout BC. To achieve this purpose the Federation has developed:

1. A provincial association structure,
2. Policy for the maintenance of a working partnership with the Ministry of Children and Family Development, Foster Parent Support Agencies and other professional agencies whose work focuses on child welfare,
3. Education and training programs, and
4. Defined executive responsibilities.

The goal of this handbook is to outline current policies developed by the Federation to achieve its constitutional mandate and is to be used in conjunction with the Constitution and Bylaws, Board of Directors Orientation Manual and Budgeting & Bookkeeping Manual.

5. The official office of the Federation is:

BC FEDERATION OF FOSTER PARENT ASSOCIATIONS  
207-22561 Dewdney Trunk Road,  
Maple Ridge BC, V2X 3K1

6. The Provincial Federation office is supervised by the Executive Director. Official decisions are made by the Board of Directors or its Executive members. All official business and correspondence is conducted through the Federation's Provincial Office.
7. The official spokesperson for the Federation is the President. The Vice President may also speak on behalf of the Federation after consultation with, and approval of the President.
8. No member of the Federation shall correspond with the Minister of Children and Family Development and/or senior staff as a representative of the Federation unless directed to do so by the Board of Directors or Executive Committee.
9. All materials printed for the Federation shall bear the logo of the Federation. In the event that a new logo is developed, said logo will be phased in as material is printed.
10. The BCFFPA Constitution and By-Laws shall be sent to each Local Association.
11. Updating of the Constitution shall be the responsibility of the BC Federation of Foster Parent Associations.
12. All new members will be mailed a copy of the Constitution and Code of Ethics.
13. No one shall be allowed to hold office at Regional or Provincial level in the Federation unless that person is a foster home member in good standing, an associate member chosen by the nominations



committee for specific skills and expertise, or an Honorary Life member.

## *1. Membership*

1. Each local will be responsible for gaining members.
2. Membership fees, as set, are the responsibility of the applicant or Local Association to forward all funds to the Provincial office for processing.
3. Each member shall agree in writing to follow the Federation Constitution and Bylaws and Policy & Procedures and Code of Ethics by signing the membership application.
4. All memberships coming to Federation will be processed by the office staff. Membership cards will be mailed with official receipts to all members no later than 15 days after the date that the membership application is received by the Federation office.
5. Federation office will issue membership cards and official receipts to all members. For identification purposes, the receipt number, Local Association and status will be on each membership card issued.
6. List of members must state type of membership, Foster Parent or Associate.
7. At NO time shall Associate Members exceed Foster Home Members in any Region.
  - a. The annual membership fee shall be set and approved by membership at the Federation's AGM (as stated in Bylaws Section 3e).

### *Honorary Life and Honorary Associate Memberships*

8. These shall be awarded at the discretion of the Federation upon recommendations from its members. They shall be awarded at the Annual General Meeting.

Members recommending persons they feel should receive either an Honorary Life or Honorary Membership may make submissions to the Provincial Board of the Federation.

#### a) Criteria

- I. Length of service - five (5) years or more to the Federation at the local, regional or provincial level
- II. Limit of one couple or person to be recognized in each category in a given year.
- III. This will be in recognition of a long lasting contribution, which has benefited the Provincial organization.

#### b) Procedure

- i. The nomination may be made by any Member in Good Standing, and must be seconded by another Member in Good Standing.
- ii. The nomination, along with a resume of the individual's services or contributions must be submitted to the Federation office by January 31st of each year
- iii. The Executive Committee will verify the membership status of the nominee and nominators.

- iv. Bona fide nominations will go to the Board of Directors meeting two months prior to the Annual General Meeting for selection.
- v. Presentation will be made at the Annual General Meeting.
- vi. Honorary Life and Honorary Associate Members and spouse, will be presented with plasticised card, certificate and a membership pin from the Federation.
- vii. Honorary Life and Honorary Associate Members and spouse shall not be required to pay the annual dues.
- viii. The Federation may subsidize costs for the recipient of the “Honorary Life Member” to attend the presentation at the AGM, subject to financing availability.

### *Honorary Life Members*

Honorary Life Members shall retain their voting privileges for as long as they do not hold a position in conflict with the philosophy, aims, policies and objectives of the Federation. Such decision would be made by the Board of Directors should the situation warrant. They shall receive the Federation newsletter and an invitation to the Annual General Meeting and banquet. They may hold office locally, regionally and provincially.

### *Honorary Associate Members*

Honorary Associate Members are non-foster parents who have provided an outstanding service, which has benefited all foster families in British Columbia. They will not have voting privileges. They shall receive the Federation newsletter and an invitation to the Annual General Meeting and banquet.

Notwithstanding the above, no employee of the Federation or the Ministry of Children and Family Development may hold office or have voting privileges for the duration of their employment.

## 10. General

- a. No one shall be allowed to hold office at Regional or Provincial level in the Federation unless that person is a Foster Home Member in good standing, an associate member who is selected by the nominations committee, and has paid their annual dues prior to submitting a nomination form, or an Honorary Life Member.
  - i) To remain a member in good standing, membership must be renewed and received at the Federation office by January 31<sup>st</sup> of each year.
  - ii) Mail containing membership applications and fees postmarked on or by January 31 of each year will be deemed to have been received on January 31 of that year.
  - iii) New appointees to the Board must take a membership at the time of appointment and must remain a member in good standing for the duration of their appointment.
- b. Members may only hold office in one Local Association or regional council within a BCFFPA Region to which they have declared affiliation.

- c. The Executive Committee of the Federation has the right to accept or reject any application for membership.
- d. Anyone wishing to appeal a rejected application may do so at an Annual General Meeting when the majority vote of the assembly will decide.
- e. A member in any class of membership may be expelled for breach of Bylaw, Policy or Code of Ethics, Violation of Oath of Confidentiality or Breach of Harassment Policy towards any staff or fellow member, for a specific period of time, upon a 2/3 majority vote of the Directors. (See By-laws Article II Membership Ceases.)

The following steps must be taken before a member is expelled.

- a. A letter of reminder of policy for the first time
  - b. Second breach a letter stating the member is at risk of expulsion
  - c. Third time the member shall be expelled (02/09)
  - d. See Appendix J1 – Confidentiality
- f. The Board of Directors may (with supported written notice to the Board) revisit a prior discipline action decision of a member, and render a new decision.
  - g. Only foster homes whose applications for membership have been received by the Provincial office 30 days or more prior to the AGM; and who present their valid membership card at the AGM, are eligible to vote at the AGM.
  - h. All members are to receive the BC Federation of Foster Parent Associations' official newsletters quarterly as to provincial activities, and announcement of the Annual General Meeting.

## *II. BCFFPA Association Structure*

1. Robert's Rules of Order Newly Revised is the parliamentary authority of the Federation.
2. The provincial structure of the Federation is traditionally based upon the structure of the Ministry of Children & Family Development. It consists of a Provincial Board of Directors, Macro Regional Councils, Regional/Area Councils and Local Associations.
3. To be recognized as the legal entity of the BCFFPA, each Association must adhere to the Constitution, Bylaws, Policy and Procedures and Code of Ethics of the Federation as passed by the membership.
4. Any person holding office at the Provincial, Regional or Local council level must be:
  - a) a voting member of the BCFFPA; and
  - b) a Foster Home approved by the Ministry of Children and Family Development and/or homes providing in-home care for community agencies authorized by the Ministry of Children and Family Development to contract for in-home services for children; or

- c) (Bylaws Article III, section 2b) an associate member with specific skills and abilities selected by the nominations committee, who has paid their annual membership dues prior to submitting their nomination; or
  - d) an Honorary Life Member.
5. In the event of expulsion from membership of the Federation, the individual is no longer eligible to hold office until such time his/her membership is reinstated.
  6. Foster Parents may contract with the Federation at any level without resigning executive office.

Notwithstanding the above, any foster parent who is employed part-time or full-time by the Federation must resign their executive position for the term of their employment.

#### *Provincial Board of Directors*

7. The Federation and the members of the Board of Directors are ultimately legally responsible for all decisions and contracts entered into by locals, areas and regions.

A board member's position will not be jeopardized should they enter into litigation with the Ministry of Children and Family Development in their role as a Foster Parent.

Provincial Board of Directors shall consist of:

- a) Executive Committee (all elected Directors as listed in the Bylaws, Article IV)
- b) One Delegate from each of the (5) regions

The Executive Committee members will offer suggestions for appointed positions, vote and make recommendations to the Board for acceptance. When it is necessary to appoint someone, first consideration will be given to Board members.

If an elected position becomes vacant before the term of office expires, the position will be filled by appointment, with a 2/3 majority vote of the existing Board, until the next respective AGM. (i.e.) Provincial/Regional/Area/or Local AGM.

The list of Directors as identified in the Constitution and Bylaws shall be the voting members at the Executive table.

A Macro/Regional Council (hereafter referred to as "Regional Council") shall consist of:

- Executive Committee (President/Chairperson, Vice President, Secretary, Treasurer)
- 1 representatives from each Area as defined by region
- a regional Ministry of Children & Family Development Liaison shall be invited to attend all meetings.

8. The Federation's Executive Director and the Ministry of Children and Family Development's Provincial liaison will attend Board of Directors' meetings but will have no vote.
9. Any foster parent member may attend the Board of Director's meetings, other than conference call meetings. Non-Board members have no vote and may participate in the meeting only at the invitation of the president.
10. The Board of Directors of the Federation must comply with their outlined responsibilities as written in the Board of Directors Orientation Manual.
11. General Orientation and Training of all Board Members shall occur annually prior to the first Board meeting (at the discretion of the Board of Directors) following the AGM. This will be the specific responsibility of the President and the Executive Director.
12. All Board members must attend the orientation unless excused by the Board for extraordinary reasons.
13. Agenda for the Board of Directors' meeting shall be set to allow maximum time for business and policy. Reports shall be as brief as possible. Copies to be given to the Executive Director.
14. The business of the Federation is entrusted to the Executive Committee between Board Meetings.
18. The distribution of minutes will be according to Robert's Rules of Order. After the office has distributed the minutes of the Board Meeting according to Robert's Rules of Order, Board Members may choose to share the minutes with members of the regional council that they represent. All unadopted minutes shall be marked "Unadopted Minutes: may contain errors and/or omissions."
19. Regional Delegates are elected or appointed by their Regional Council or membership through a mail-in voting process if there is no regional council in place. If a Regional Representative is unable to attend a Board of Directors meeting, the Regional Council may appoint an alternate Regional Representative.

#### *Regional Councils and Local Associations*

20. An official Local Association may be formed with a minimum of five voting members of the BCFFPA, holding the positions of President/Chairperson, Vice-President, Secretary, Treasurer and Representative to Regional/Area Council, provided there is no active local in the community. Membership must be paid prior to forming the said local. The regional/area councils and local foster parents will determine the number of Local Associations in communities with more than one district office.

21. The Federation Constitution, Bylaws, Policy & Procedures and Code of Ethics govern Regional Councils and Locals.
22. Members may only hold office in one Local Association or regional council within a BCFFPA Region to which they have declared affiliation.
23. Regions and Areas are accountable to the Provincial Board for all programs and practices they may develop. Locals are accountable to their Regional Council.
24. The Elected Directors' responsibilities, as outlined in the Provincial Board Orientation Manual, are applicable to regions and locals.
25. All staff and personnel policies of the Federation must be followed by regions and locals, i.e. hiring of staff and payment of trainers.
26. The BCFFPA Board of Directors is entrusted with the responsibility for carrying out the business of the organization via teleconference, fax and e-mail; utilizing fax and telephone votes by the full board for motions arising in conducting said business.
27. There must be not less than three voting Council members present at any Regional or Local Council meeting to constitute a quorum, plus a chairperson.

### *III. Annual General Meeting*

1. The Annual General Meeting should be held outside of the lower mainland area a minimum once every three years unless there are no hosting bids received.
2. A Parliamentarian must be present at the AGM.
3. The AGM shall be combined with an educational program.
4. No children shall be allowed to attend the AGM.
5. All members are entitled to attend the Annual General Meeting and receive the package of materials free of charge.
6. Members who intend to vote at the AGM must present a valid membership card in order to receive a voting paddle.
7. The deadline for receipt at Provincial Office of Special Resolutions is 60 days prior to the AGM.

#### *Nomination Policy*

9. Any BCFFPA member wishing to hold office at the Provincial or Regional level shall be a member in good standing according to Federation membership list by January 31st of that year (except as outlined in Article II, 4 c).
10. A person running for provincial office must be present at the AGM unless excused by the Board for

- extraordinary reasons.
11. Nominations from the floor will not be accepted.
  12. The deadline for nominations for Provincial office must be received at Federation office 60 days prior to the AGM.
    - i. The President and Vice-President shall be elected for a two (2) year term beginning at the Annual General Meeting, in even numbered years.
    - ii. The Treasurer and Secretary shall be elected for a two (2) year term beginning at the Annual General Meeting, in the odd numbered years.
    - iii. Any candidate for a position on the Executive Committee other than President, must have held a BCFFPA membership in good standing for at least three years immediately previous to running, and must have served for at least one year in the previous three years on a local or regional council, or on the BCFFPA Board of Directors.
    - iv. Any candidate for the position of President must have served on the BCFFPA Board of Directors for at least two years immediately prior to his/her nomination (per Bylaw Article V, Section 3 (iv)).
  13. Nominations require a nomination form duly moved and seconded by two members in good standing. The nomination is then forwarded through the provincial office to the nominations committee for recommendation.

#### *Voting Policy*

14. Votes shall be cast by secret ballot.
15. The ballot shall list each position separately.
16. There shall be two sets of ballots available for those in attendance at the AGM.
17. A quorum for transaction of business at an AGM shall be (25) voting members
18. A majority vote is required for the adoption of ordinary resolutions
19. Mail-in votes will be accepted for Special Resolutions and Election of Officers and Directors
20. Ballots for Special Resolutions and Election mail-in votes will be mailed to all members 45 days prior to the Annual General Meeting or Extraordinary General Meeting
21. The ballots will be returned to the Federation/Provincial Office, via mail, ten (10) days prior to the General Meeting.
22. An independent third party with no vested interest in the results, will scrutinize the counting of ballots for Special Resolutions and Elections.

#### *IV. Financial Policy*

Board-approved budgeted expenses for Executive Committee members will be paid by Federation; Council-approved budgeted expenses for Regional Delegates will be paid by the Regional Council.

Prior to being incurred, any expenses not approved in the budget, must be submitted in writing to the Treasurer and President for consideration.

1. Staff financial policies are covered in the personnel policy.
2. All bills and expenses related to the provincial office and executive board must be submitted to the Provincial President or Treasurer for authorization.
3. Membership fees will be collected by the Provincial office with a \$10.00 per year processing fee applied to each membership.
  - a. On a quarterly basis, a portion of the accumulated membership monies will be returned to the BCFFPA Local Associations.
  - b. Macro Regional Councils, with the agreement of their locals will receive \$5.00 per home per year from local memberships in order to operate

Local Associations are required to submit quarterly financial statements to the BCFFPA Provincial office.

Names of local executive members, signing authorities, and bank account and contact information must be received by the Federation office no later than June 30<sup>th</sup> of each year. All membership monies will be held until such time as the information is received.

At the fiscal year end, any unclaimed membership funds will be transferred to the BCFFPA General account.

4. No cheques shall be pre-signed; all cheques shall be signed by two of the minimum three designated signing officers. Cheques must be completed prior to being signed. Any two members of the same household or family may not both be designated signing officers.
5. When an advance is necessary, the President or Treasurer shall have the right to authorize the advancement of expense monies, providing the request is made no less than 14 days prior. Statement of expenses must be turned in no more than 14 days following the event. Any adjustments will be made at that time.
6. The fiscal year is April 1 to March 31 the following year.
7. As per article #6 in Constitution and Bylaws: The said financial statement will be subject to review by audit and accordingly will contain a report to the members signed by an auditor appointed by the Federation.
8. A bookkeeper or accountant appointed by the BCFFPA Provincial Treasurer shall examine the books and records of 6 randomly chosen Local Associations per year. This will include all cancelled cheques, bank statements, signing authorities, or other documents as requested by the Treasurer.

9. All entries and banking to be done by Federation's office.
10. All provincial accounts receivable are due and payable within 30 days from the date of invoice.
11. All accounts become overdue after 30 days. After 60 days the account becomes delinquent and will have credit privileges with the Federation withdrawn.
  - a. Any Accounts Receivable that are 1 year in arrears to be brought forward to the Executive Committee for review and determination for subsequent action to be taken.
12. Expense statements are to be forwarded to the BCFFPA Provincial office within 20 days of the expense being incurred. A 5% per month penalty will be applied to all expenses which remain outstanding after 30 days
13. Board members will receive \$10.00 per month to cover office supplies and printer cartridges.
14. Meal Rates - Maximum of \$55.00 per day, not to include alcoholic beverages.
  - a. Breakfast \$ 15.00                      Lunch \$ 15.00                      Dinner \$ 25.00
  - b. If only claiming one or two meals a day, you are to deduct the individual amount from the \$55.00 per day rate (eg. if you only had lunch and dinner, then subtract \$15.00 from \$55.00 = \$40.00). No meal receipts are required.
  - c. A person in performing his/her duties on behalf of the Federation within his/her headquarters area may claim unusual and/or extraordinary out-of-pocket expenses subject to the approval of the employer and/or Board.
  - d. It is agreed that payment for out-of-pocket expenses is intended to include payment for meals where the situation warrants. It is not the intention to pay meal allowances where the person can be reasonably expected to provide his/her own meals.
15. Accommodation will be shared where possible.

Any Executive member within 25 km of the Executive meeting place, who requires accommodation, must have the approval of the President or Treasurer three days prior to the meeting.

Executive Committee members have the option of single room accommodation when attending Federation business.

The Federation will not be responsible for accommodation expense at a hotel other than arranged by the Federation office, unless 24-hour notice has been received. Upon receiving prior notification, Federation will reimburse cost of accommodation at a hotel other than arranged by the Federation office, which shall be limited to the amount payable as if at the designated hotel arranged by the Federation office.

## 16. Travelling Allowances

The Provincial office will make all travel arrangements for elected directors, travelling on Federation Business. No travel will be authorized using the provincial account numbers unless booked by provincial office staff.

Should a director choose to make their own travel arrangements, they may submit the expense with valid receipts, to the Provincial office for reimbursement, provided the said travel falls within their committee travel budget, and follows the BCFFPA Financial policy

All members are expected to travel by the most economic means, ie. carpool, public transportation, etc., unless otherwise approved.

- a. Mileage of 46 cents per kilometre will be paid for trips to Board meetings or special trips or Federation business purposes approved by the Executive.

## 17. Salary Replacement

- a. Will be reimbursed for attending Board of Directors' Meetings. Special meetings only when a suitable alternate cannot be found. Wages reimbursed will be the actual net up to a maximum of \$10.00 per hour and for actual time lost.

## 18. Babysitting/Child Care

- a. Childcare expenses will be covered at to a maximum of MCFD Caregiver assigned level rate per diem. Claims will not be accepted for both wage loss and childcare. Receipts must be submitted.

## 19. Telephone

- a. Will be reimbursed, up to the maximum allowable, for Executive Committee as follows:
- b. President & Vice President \$ 30.00 per month
- c. Treasurer & Secretary \$ 20.00 per month
- d. Regional Delegates \$20.00 per month

20. Expenses for teleconferences will be charged to the Provincial office

21. Discretionary spending by the Executive Director shall be up to a maximum of \$500.00. Expenditures over \$500.00 must be approved by the President or Treasurer.

22. The Executive has the sole discretion of donations up to \$250. The board must approved donations over that amount.

23. The Executive Committee must approve extraordinary expenses.

24. If not able to attend Board of Directors' meetings, member must phone Federation office or hotel and cancel reservations. Otherwise they will be held responsible for any costs incurred.

## 25. Regions and Locals

- a. All Region Councils and Locals will adhere to “Regional Councils Accounting & Financial Guidelines” document.
  - b. Any financial changes proposed by the BCFFPA which affect contracted programs, become effective in the following fiscal year.
    - i. Locals are responsible for forwarding their required year-end statements to the BCFFPA Provincial office on a quarterly basis.
26. All Region Councils and Local Associations receiving membership monies must submit to Federation office the following information; annually, and as changes occur:
- i. The name of their banking institutions and all account numbers
  - ii. The names and addresses of signing authorities for those accounts.
27. Gifts & Flowers
- a. Gifts & Flowers (sent on behalf of the Board) over \$50.00 must be approved by the Treasurer. Gifts or flowers should be sent on the occasion of a birth/marriage of a Board Member or death in the immediate family. (Spouse or child of a Board Member including chairpersons.)
  - b. Gifts and flowers shall be purchased with non-Ministry funds.
  - c. Messages of condolence or congratulations in other appropriate situations should be encouraged. The Board should be advised of these occasions.
28. The Federation will not incur costs for any invited guest unless prior approval by full board. This approval can be communicated by fax to be ratified at the next Board meeting.

### *Fundraising Committee – Terms of Reference*

To identify sources of funding, developing relationships with potential partners, sponsors, and donors, and growing the non-governmental revenue stream for areas such as advocacy and other special projects as identified by the BCFFPA Fundraising Committee in consultation with the BCFFPA Board of Directors.

### *V. In-Camera Meetings*

The Executive Committee or Board of Directors or Committee may choose to declare a meeting ‘in camera’ only under the following circumstances:

1. Where sensitive/personal information about an individual will be discussed or
2. Where specific behaviour of an individual will be discussed or,
3. Where there are legal opinions or advice to be discussed or,
4. Where a personnel issue is to be discussed or,
5. Where an individual under discussion requests it or,
6. Where MCF has requested that information not be released until a later date or,

7. Where the information to be discussed pertains solely to the business of the Federation.

## *VI. Resolution of Conflict Between Board Members*

The Executive Committee can appoint a three-person panel, comprised of board members to gather information and recommend a resolution in the event of conflicts between Board members.

## *VII. Conflict of Interest (See Appendix I)*

Disclosure of Potential Conflicts of Interest and/or Duality:

1. Any duality of interest or possible conflict of interest on the part of any Director or staff member should be disclosed to the other Directors and made a matter of record, either through an annual procedure or when the matter becomes a matter of Director action.
2. Any Director having a duality of interest or possible conflict of interest on any matter should not vote or use his/her personal influence on the matter, and he/she should not be counted in determining the quorum for the meeting. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting, and the quorum situation.
3. The foregoing requirements should not be construed as preventing the Director from briefly stating his/her position on the matter, nor from answering pertinent questions of other Directors since his/her knowledge may be of great assistance.
4. This policy is to be reviewed annually for the information and guidance of Directors.

Any new Director must be advised of this policy upon entering on the duties of his/her office. This will be the responsibility of the President and the Executive Director.

## *VIII. Accountability*

**PURPOSE:** To establish policy and develop procedural guidelines for elected or appointed officials at all levels of the Federation ensuring that the approved Constitution, Bylaws and Policies and Procedures of the Federation are maintained as passed by the membership.

**PREAMBLE:** To ensure the continuity and to provide objective information, an individual appointed by the Board of Directors, and under direction from the Board of Directors, will be responsible for consultation around the investigation and review of the problem issue. It should be stressed that the investigation and review is concerned only with the internal operations of the organization.

**POLICY:** To be recognized as a legal entity of the Federation, all individuals must adhere to the Constitution, Bylaws and Policy and Procedures of the Federation as passed by the membership.

**GUIDELINES:** Operational concern is brought to the attention of elected/appointed official at appropriate level (Local, Regional or Provincial). A concerned member should make every effort to resolve operational concerns at the organizational level where the problem is perceived to occur (Local, Regional or Provincial).

**Step 1:** The concerned member first attempts to resolve the problem issue with the elected officer. If unsuccessful, he/she should take the following steps.

**Step 2:** Written letter of concern is submitted to the entire local executive with a copy to the Federation's Provincial office and Regional President. Letter should specify concern, steps taken for resolution and a time frame for same. The local executive will review issue according to the following guidelines and attempt resolution. A written response to the concerned member will be supplied within one month's time. Copies to Regional Council and Provincial Federation office.

- i) The designated official will attempt to investigate the operational concern. Procedures may include personal interview, telephone contact, review of any relevant documentation maintained by Association (ie. correspondence, minutes of meetings, financial records, etc.) to determine:
  - o validity,
  - o cause of concern
  - o who is affected
  - o possible solutions
  - o consequences of solutions
- ii) Consult with the Federation office regarding the outcomes of the investigation.
- iii) The designated official will bring back their formulated recommendations to their executive body for approval.
- iv) Every effort should be made to guide and assist the individual or group to voluntarily adhere to the Federation's Constitution, Bylaws and Policy & Procedures. An educational focus rather than a disciplinary attitude should be maintained.

**Step 3:** If the issue remains unresolved at the local level, the concerned member provides a written request for assistance to resolve the issue to the entire Regional Council, copies to Federation and local executive.

Request should specify same as outlined in Step 1 and the Regional Council will review issue according to the guidelines in Step 1 and attempt resolution. A written response to the concerned member will be supplied within one month's time. Copy to Federation.

Should disciplinary procedures be necessary, the following steps are suggested (with copies to Federation):

- i) Letter of expectation,
- ii) Following non-compliance of a letter of expectation, a cautionary letter outlining

consequences should be sent by registered mail,

- iii) Letter to Provincial Directors outlining investigation, review, recommendations and steps taken.

Step 4: If the issue remains unresolved the Regional Council provides a written request for assistance to resolve the issue to the Board of Directors. Copies to local executives. The request should specify all documentation pertaining to the case.

Provincial Board of Directors will review the facts. Should action be required, the following steps are suggested:

- i) Telephone contact to the Local/Regional President, by a designated provincial board member within one (1) week,
- ii) If no response to i) above, a cautionary letter outlining consequences should be sent by registered mail within one month,
- iii) If no response, personal contact will be made within one month to provide assistance if required,
- iv) If no response, the designated board member will provide a written report and the recommendations to the provincial board at the next meeting.
- v) Local/Regional executives are to be notified of the Board's decision by mail within two (2) weeks.

Any individual or group will have the opportunity to appeal, following the procedures outlined in the Constitution, Article II, Membership Ceases, b) i), ii), iii).

### *IX. CFFA Delegates*

The Criteria for selecting the delegate for the three-year position to represent the Federation at the Canadian Foster Family Association be:

- a) The individual be a member of the BCFFPA.
- b) The individual be either a current member of the Federation Board, or have served on the Board in the past two years.

### *X. Library*

Use of the Federation Library will be free to Federation members and Ministry of Children and Family Development staff. A user fee of \$25.00 per year for library privileges will be levied for non-foster parent groups and out of province associations.

*APPENDIX "C"*

*PROCEDURE FOR AND INFORMATION TO BE INCLUDED IN AN ANNUAL REGIONAL REPORT*

1. Begin with Regional Business, the most recent first, number your items:
  - a) Regional Workshop
    - where
    - when
    - topics
    - attendance
    - evaluation
  - b) Regional Meeting
    - where
    - when
    - attendance
    - decision relating to Federation
  - c) Special Events
  - d) Election of Officers - names and positions should be stated.
  - e) Meetings with Ministry of Children and Family Development Staff.
2. Next put in Local news, eg. name of each Local Association then include: meetings - when, where, topics and evaluation.

If locals and regions have meetings or programs other than the regular business, name them but it is not necessary to put it in detail.
3. Keep your report brief. You can expand on it while you are telling the Regional Delegates but the written report should be brief.
4. Do not send your newsletters and letters as a substitute for a report. The Executive should see your newsletters and what you are doing but they should not be in place of a well written, concise Local or Regional report.
5. It is not necessary to state Locals funds as this is to be done at the Regional Council Meetings.
6. Elections of Local Associations should be stated as to who was elected and given to the Administrative Assistant for updating the office records.
7. Region Report Forms are available through the Federation office for Regional Delegates.



*APPENDIX "D"*

*REGIONAL DELEGATES REPORT FORM*

Name: \_\_\_\_\_ Date \_\_\_\_\_

Period Covered - From: \_\_\_\_\_ To: \_\_\_\_\_

Region: \_\_\_\_\_ Geographical Area Served: \_\_\_\_\_

REGIONAL

Changes in officers:

REGIONAL MEETINGS:

How Often:

Workshops & Speakers: (provide topic and recommendations if speakers were well received)

Other Events:

Concerns:

*APPENDIX "D" Continued*

LOCAL ASSOCIATIONS

Local Name:

Meet How Often:

Number Attending:

Workshops & Speakers: (provide topic and recommendations if speakers were well received)

Other events:

Concerns:

Comments:

## *APPENDIX "E"*

### *WILLIAM CURTIS MEMORIAL FUND*

The William Curtis Memorial Fund, which is awarded annually, has been established for youth currently and formerly in care who wish to continue their education. The following criteria has been established and sets out the requirements to be met in order to make application:

Who may apply: any individual, presently or formerly under the care of the Ministry of Children and Family Development, who currently resides in BC, and will be continuing their education in BC by attending high school, a vocational training institute, a community college, or a university. The highest marks, although considered, will not be the only determining factor in the awarding of the bursary.

\*All establishments must be licensed to provide their services in British Columbia

Amount of Bursary: The bursary amount is based on interest accumulated during the previous fiscal year.

When to Apply: The applicant submits the 'Application for Bursary' in May of each year.

How to Apply: The applicant will complete the "Application for Bursary" form outlining their educational plans and goals, and how they will be accomplished. The application, along with supporting documents is to be forwarded to the BCFFPA, 207-22561 Dewdney Trunk Road, Maple Ridge, BC V2X 3K1.

Supporting documents required, include references from social worker(s), school teacher(s), and last foster parent(s) describing why they support the application.

A 'Letter of Confirmation' from the educational institute must also be submitted when received by the applicant. This document may be sent separately from personal references, but is still required before the Bursary application is complete.

#### Administration

The principle sum is administered by the British Columbia Federation of Foster Parent Associations Executive Committee.

#### The Principle

The Bursary was established in memory of William Curtis, a long time Foster Parent, by his estate. Donations made to the Bursary are added to the principle and are tax deductible. Receipts for that purpose are issued to the donor.

*APPENDIX "F"*

*MERV DAVIS BURSARY FUND*

The Merv Davis Bursary Fund has been established for foster children who have reached the age of majority and wish to continue with their education. The following criteria was established as to what requirements should be met in order to make application.

WHO CAN APPLY: Any child in the care of Superintendent of Child Welfare, residing in Coquitlam, Maple Ridge, Port Coquitlam, Port Moody or Pitt Meadows, and reaching the age of 19 years, who shows an interest in extending his/her education, whether to finish high school, attend business or vocational school, college or university, and where no other funds are available, is eligible to apply for the above bursary. The highest marks, although considered, will not be the only determining factor in the allocation of the bursary.

AMOUNT OF BURSARY: Amount of bursary is commensurate with yearly interest accrued.

WHEN TO APPLY: Applications accepted in May of each year.

HOW TO APPLY: The applicant will complete the "Application For Bursary" outlining their educational plans and where they have been or hope to be attending school, and mail it to the Federation office.

They will submit a "Letter of Confirmation" from the educational institute where they have been accepted. This confirmation may be sent separately if not available at the time their application for the bursary is being submitted.

BURSARY ADMINISTERED BY

BC FEDERATION OF FOSTER PARENT ASSOCIATIONS  
BOARD OF DIRECTORS

DONATIONS MAY BE SENT TO THE BCFFPA OFFICE. If the donation is in memory of someone who has passed away, a memorial card will be sent to the family of the deceased. Receipts are issued for tax purposes.

## *APPENDIX "G"*

### *NATURAL CHILD BURSARY*

The Natural Child Bursary was founded in 1991 by Region 'K' for the natural child of a Foster Parent in British Columbia who has completed Grade 12 and wishes to continue his/her education.

#### WHO CAN APPLY

Any natural or legally adopted child of a Foster Parent who has held a membership in BC Federation of Foster Parent Associations for three consecutive years since 1989, or who is an Honorary Life Member, who resides in British Columbia; has completed Grade 12; who shows an interest in extending his/her education in any field of study including business or vocational school, college or university; is eligible to apply for the above bursary. The highest grades, although considered, will not be the only determining factor in the allocation of the bursary.

#### AMOUNT OF BURSARY

Amount of bursary is commensurate with yearly interest earned. A 'Letter of Credit' will be issued to the successful candidate and may be redeemed by the named educational facility.

#### WHEN TO APPLY

Applications are accepted in May of each year.

#### HOW TO APPLY

The applicant will complete the 'Application for Bursary' outlining their educational plans and where they have been attending school and mail it to the Federation office.

Include references from a counsellor/teacher at their current school and 2 other references from sources other than family. (Friends or employer)

Submit a 750 word essay on 'The Effects On Me of Being a Member of a Foster Family'.

Submit a 'letter of confirmation' from the educational institute where they have been accepted. This confirmation may be sent separately if not available at the time of the application submission.

BURSARY ADMINISTERED BY: BC Federation of Foster Parent Associations

*APPENDIX "I"*

*DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST AND/OR DUALITY*

1. Any duality of interest or possible conflict of interest on the part of any Board Member should be disclosed to the other Board Members and made a matter of record, either through an annual procedure or when the matter becomes a matter of Board action.
2. Any Board Member having a duality of interest or possible conflict of interest on any matter should not vote or use his/her personal influence on the matter, and he/she should not be counted in determining the quorum for the meeting. The minutes of the meeting should reflect that a disclosure was made, the abstention from voting, and the quorum situation.
3. The foregoing requirements should not be construed as preventing the Board Member from briefly stating his/her position on the matter, nor from answering pertinent questions of other Board Members since his/her knowledge may be of great assistance.
4. This policy is to be reviewed annually for the information and guidance of Board Members. Any new Board Member must be advised of this policy upon entering on the duties of his/her office. This will be the responsibility of the President and the Executive Director.



*APPENDIX "I2"*

*CONFLICT OF INTEREST STATEMENT*

1. I have read and am familiar with the Federation's policy concerning conflicts of interest.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Position

2. During the year\_\_\_\_\_, neither I nor, to the best of my knowledge, any member of my family has had an interest or taken any action which would contravene the policy.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

3. During the year\_\_\_\_\_, neither I nor, to the best of my knowledge, any member of my family has had any interest or taken any action which would contravene the policy, except such interest or action which is fully disclosed below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*APPENDIX 'J1'*

*CONFIDENTIALITY*

**PURPOSE:** To establish policy and develop procedural guidelines for elected or appointed officials at all levels of the Federation ensuring that confidentiality of all in-camera meetings and/or information resulting from those meetings is adhered to.

**PREAMBLE:** To ensure impartiality, a committee will be struck from, and under the direction of the Board of Directors. The committee will be responsible for gathering information pertinent to the investigation and making decisions on disciplinary procedures to be implemented. It should be stressed that the investigation and review is concerned only with the internal operations of the organization.

**POLICY:** Board members have a duty to protect the confidentiality of any information received by the board and to ensure that all such confidential information will only be used as authorized. Upon the first instance of breach of confidentiality regarding in-camera meetings and/or information resulting from those meetings, the individual board member found to be involved, after all processes of investigation have been completed, will be written a letter. This letter will request an explanation for the breach, to be given to the investigating committee within 7 days of receipt.

In the event that no explanation is given within the time frame, the committee may then recommend that the individual involved be removed from participating in any further in-camera meetings, until such time as an explanation is forthcoming.

In the event that an explanation is forthcoming, the committee will look at the said explanation, make a decision/recommendation and forward that decision/recommendation to the entire board of directors.

The board of directors, has the ability, at that point to adhere to one of the following:

1. Bar the individual from attending any in-camera meetings for three consecutive board meetings.
2. Bar the individual from sitting on the board.
3. Remove the membership of the individual for a specific period of time, due to breach of the code of ethics (i.e. actions detrimental to the organization)



*APPENDIX "J2"*

*OATH OF CONFIDENTIALITY*

Subject to the Law of Canada, I \_\_\_\_\_ shall not disclose to anyone not legally entitled, any confidential information obtained during the course of my position as a staff member or volunteer board member with the BC Federation of Foster Parent Associations. All information I have access to shall be deemed to be confidential no matter how it should arise.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Name (Please Print)

Sworn/Affirmed before me

This \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_

A commissioner/Notary for taking Oaths and Affidavits in and for the Province of British Columbia

\_\_\_\_\_  
Signature

*APPENDIX 'J3'*

*STANDARD OF AUTHORIZATION FOR SIGNING OF OATHS*

The designated standard of authorization for the signing of any BCFFPA Oaths of Confidentiality shall be limited to those individuals who are in possession of a Seal of Authorization, in addition to being an authorized commissioner/ notary for taking oaths and affidavits in the province of British Columbia.

*APPENDIX "L"*

*FUNDRAISING*

When it is necessary to raise funds for projects deemed beneficial to our fostering community in consultation with the BCFFPA Executive Committee, the following procedure must be followed.

1. Approval of the Purpose: must be obtained from the appropriate level of the Federation. Locals must discuss their need to fundraise in their community with their Regional Council to
  - a) determine if the purpose is justified, and
  - b) to determine if other methods of fundraising could be found.

The Regional Council shall advise Federation Provincial Treasurer of their decision. Regional and Area Councils who deem that fundraising is necessary in their Region/Area must seek approval from the Provincial Board of Directors. All local, area or regional applications for fund raising to be forwarded to the Federation office.

2. Approval of the Means of Fundraising: must be obtained in the same manner as above, including a Provincial (lottery license) or a Federal application (Charitable tax-exemption number for non-profit Societies). All Fundraising should enhance the concept of fostering and not discredit the Association of Foster Parents or the Ministry for Children and Families.

Each method for fundraising will be treated on its own merit and may be granted approval based on past performances of such fundraising events.

3. Accountability of Funds Raised: accurate records of all funds raised must be kept and copies of these records shall be submitted to elected officers of the Region/Area Council and Federation's Provincial Board of Directors with the first quarterly financial statement following the completion of the fundraising event.

*APPENDIX "M"*

*EXECUTIVE OUTREACH*

This will only be offered if funding is available.

Criteria to be met to qualify for Executive Outreach:

1. Select a topic from those submitted by the Executive Committee, and is not locally available.
2. The Region makes the request (not a Local).
3. Attendance must be at least 25, although smaller groups will be considered on a cost-sharing basis.
4. Topics available to be posted in the newsletter, but no names will be associated with the topic.
5. Councils to be responsible for funding with Federation subsidizing as funds are available.

*APPENDIX "N"*

*TRAINING CERTIFICATES*

Criteria for Issuing:

- 1) workshop sponsored by BCFFPA
- 2) workshop a minimum of 3 hours
- 3) certificate clearly state content/topic/length of workshop
- 4) presenters name on certificate
- 5) Regional Council maintain curriculum vitae of presenters for 3 years
- 6) the entire workshop must be attended and completed.