

Speech and Hearing BC Policy Statement and Procedures

V.15

AREA: Finance

SUBJECT: Work Performed or Service Rendered to Speech and Hearing BC by a Member

POLICY:

As Speech and Hearing BC is a non-profit association, the spirit of volunteerism should be considered before a member performs work or renders a service on behalf of Speech and Hearing BC with the expectation of being paid.

For any services rendered (to members or the general public) or work performed (e.g. publishing, advertising, marketing) that is to be paid for or on behalf of Speech and Hearing BC, Speech and Hearing BC must follow the policy and procedures on Soliciting Tenders.

Before the work is undertaken or the service is performed by a member, it must be ensured that the potential employment opportunity does not overlap with roles and responsibilities of those Speech and Hearing BC employees or Provincial Council members already in existence.

Any member undertaking paid work or service for Speech and Hearing BC must ensure there is no conflict of interest. (see policy on Conflict of Interest for PC members)

PROCEDURE:

- The terms of the employment should be reviewed and passed by a majority of Provincial Council members.
- The employment opportunity should be well advertised in all membership publications and major advertising sources. If advertising results in only one applicant, the employment opportunity should be advertised for one additional occasion. If after two advertising attempts there continues to be a single applicant, that applicant should be interviewed by a hiring committee.
- The work or service must have a fixed time length or deadline.
- The work or service must be directly identified on the Association's strategic plan or is related to a focus clearly identified in the strategic plan, or, if it emerged since the strategic plan was developed, it has Provincial Council approval.

- Funds for work or service must be incorporated into the annual budgeting process or, if it has emerged since the budget was approved, funds for the work or service must have Provincial Council approval.

Monitoring/Reporting Frequency: Every two years. Date Policy Approved: Sept 6, 2003. Date Last Revised:
Dates Reviewed: September 18, 2004, September 28, 2005; Sept. 9, 2006, October 29, 2008, February 3, 2015, June 10,
2018, April 27, 2021.