

POLICY AND PROCEDURES MANUAL

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SECTION 1 - ORGANIZATION

Vision

The Dauphin & District Chamber of Commerce is recognized as a pride generated, member driven organization including all segments of the community and surrounding district, working together as a cooperative unit to achieve common goals.

Mission

To be a strong voice, to provide leadership in the community and to encourage a progressive business environment through networking, promotion, education programs, tourism, and lobbying on behalf of the membership.

History

The Dauphin Chamber of Commerce was founded in 1903. By-Law revisions were made in 1966, 1995 and in 2000. In the year 1995, the Dauphin Chamber of Commerce became known as the Dauphin and District Chamber of Commerce. Up until 1992, the Chamber of Commerce was operated mainly by volunteers. The area's economic well-being is directly related to the caliber of work that is done by the Chamber. This is why the Chamber has a major impact on business, income, and future growth of the area.

SECTION 2 – OPERATIONS

The Dauphin & District Chamber of Commerce is operated like a business. Besides good financial management and a salable product, a certain amount of success depends on efficiency. Efficiency can be accomplished by ensuring all employees and directors know their positions. All must have a clear understanding of their responsibilities, accountabilities and their knowledge and familiarity with the day-to-day business requirements as conducted within the dictates of this document.

Board of Directors- The Board of Directors is the policy making body of the Chamber of Commerce. The Board consists of a minimum of 13 members. The President presides over all meetings of the board.

Elected Officers/Officials- Consists of a President, 1st Vice President, 2nd Vice President and Treasurer. It exercises the powers of the Board between those times when Board meetings are held.

Appointed Officers/Officials – Consists of the Past President, a City of Dauphin councilor, and a RM of Dauphin councilor.

Committees- Are responsible to the Board of Directors and normally report to the President, and can consist of board members and non-board members.

Financing- “member funding” primarily finances The Chamber of Commerce. The amount of membership fees is determined by the membership committee according to the bylaws.

SECTION 3 – MEMBERSHIP & DUES

Eligibility

Any person age 18 or older, partnership, firm or corporation directly or immediately engaged or interested in trade, commerce or the economic and social welfare of the district shall be eligible for membership in the Chamber, but the voting power of such partnership, firm or corporation memberships shall in each case be assigned to individuals age 18 or older.

Clubs, Unions or other associations located or doing business in Dauphin may become members on approval of the Board of Directors, provided their interests do not conflict with the name and objectives of the Chamber, and upon payment of such dues as the Board should consider equitable

Notice of Payment

By no later than December 1st, a member will receive an invoice for payment of the membership dues, which will represent dues for the immediately following calendar year, with said invoice to be due and payable by January 1st (i.e. 31 days from December 1st).

Categories

There shall be the following classes of membership, namely, Active, Associate, Not in Good Standing and Honorary.

Active Membership- shall consist of individuals, partnerships, firms, corporations or associations

Affiliate Membership – Each additional listing or business owned by the same individual, partnership or corporations may join as an Affiliate at a discount of half the cost of the applicable membership level with the primary membership being the largest of the businesses memberships.

Associate Membership- any individual, partnership, firm or corporation resident having business in the area served by another Chamber of Commerce, and at the same time being a bonafide member of that Chamber, may become a member of the Dauphin Chamber upon payment of such dues as the Boards should consider equitable. They shall have all the privileges of members except the right to vote and hold office

Not in Good Standing Membership – any member that has not paid their membership dues by January 31st of that same year, of which the said invoice would have been received the immediately prior December 1st, shall from February 1st onwards be in this category (Not in Good Standing), and will remain so until the membership is paid in full.

Honorary Membership - may be conferred upon any person who has rendered service recognized by the Chamber as extraordinary. It may be conferred by the Board upon a two-thirds vote by those present at any properly constituted meeting of the Board and such membership shall be for the period of time designated by the Board. Honorary members shall have all the privileges of members except the right to vote and to hold office. They shall be exempt from payment of dues.

Application

Application for membership in all categories, except honorary memberships, shall be placed in the hands of the Membership Chairman or Office Manager and brought before the next regular meeting of the Board. Such applications may be approved by a majority of Board members in session.

Voting

Every individual member or designated representative of a partnership, firm, corporation, or association, except as here in before excluded, shall be entitled to one vote for election of members to the Board and one vote on all questions coming before the members of the Chamber.

Dues - General

It shall be the duty of the Board to apportion and assess as equitably as possible, the annual dues to be paid by all classes of members with the exception of honorary members, which will remain as non-payment due.

Dues-Current Members

Membership dues for all current members shall become due and payable on January 1st, of each year.

Dues- New Members

Membership dues for new members shall become due and payable on the date application for membership is accepted by the Board on a prorated basis for the remainder of the calendar year. Dues for such members shall thereafter become due and payable on January 1st of each year.

Equitable Dues

Should a member of the Chamber consider his dues not equitable, they shall have the right to appeal to the Board whose findings and decisions shall be final.

Cancel, Revoke or Resign Membership

Members may be dropped from membership in the Chamber if delinquent in their dues for a period of sixty days, but only after ten days written notice has been mailed to the member, advising them of their delinquency.

Any member may be expelled for cause by resolution passed by two-thirds of the entire Board. Such members shall be notified in writing of the intention before doing so. Passage of such resolution automatically annuls such membership.

Any member of the Chamber who intends to retire there-from, or resign membership, may do so at any time upon giving the Secretary ten days notice in writing of such intention, and upon discharging any liability which is standing upon the books of the Chamber against them at the time of such notice.

SECTION 4 – DIRECTORS**Board of Directors*****Functions of the Board***

The Board of Directors is responsible for providing direction for the organization and assistance to the Office Manager. The Board must ensure that the objectives and by-laws of the organization are adhered to and reviewed as needed.

The board of directors develops the program of work, approves the budget, reviews and passes on committee reports and directs the general activities of the Chamber. The board assumes responsibility for final decisions except those made by referendum or public meetings

A director as an individual has no authority to commit the Chamber of Commerce to any action or policy. He has a right to exert influence with the board for approval of such actions and policies as he favors but authority does not go beyond his vote; and should abide by the decisions of the board. The director is not authorized to speak for the Chamber except on matters where the Chamber has clearly defined and formed policy.

Members of the board of directors must take an active interest in the Chamber committees as well as in the operation of committees. By accepting the position of director he is a decision maker assuming responsibility for the administration of the Chamber its assets, its liabilities, its contract and its overall policies. A director shall act honestly, in good faith and in the best interest of the membership.

Board of Directors – Job Description***Requirements/Duties:***

1. Be committed to the work of the organization.
2. Be accountable to the Board and to their fellow board members.
3. Prepare for and participate in all discussions and deliberations of the Board and Board Committees.
4. Serve on at least one committee.

5. Report potential conflict of interest possibilities as soon as they are realized.
6. Attend Board meetings.
7. Take active part in all meetings.
8. Attend the Annual General Meeting.
9. Support special events and activities hosted by Dauphin & District Chamber of Commerce.
10. Give a time commitment of approximately 3 hours per month (includes Board preparation time, Board meeting time and committee meeting time).
11. Assist in assessing the performance of the Board of Directors.
12. Act as a resource for staff.
13. Assist in developing and maintaining positive relations among the Board, committees, staff members, and community to enhance the Dauphin & District Chamber of Commerce's mission.

Term:

Board Members are appointed or elected by the membership at the Annual General Meeting. Board Members serve for a one-year term. Board Members may be released at the end of the elected term, by resigning, or according to Dauphin & District Chamber of Commerce by-laws. No officer shall hold office for more than 2 consecutive terms, except by permission of the majority of the membership in attendance at a general meeting.

Expectations of Board Members

1. Read the pre-meeting package.
2. Be prepared to ask questions and take part in discussions.
3. Call someone for clarification if needed.
4. Bring pre-meeting package to the meeting.
5. Arrive on time for the meeting.
6. Take part in all discussions.
7. Volunteer input when requested.
8. Make comments that are non-judgmental.
9. Do not interrupt when someone is talking.
10. Attend to time lines.
11. Maintain confidentiality
12. Inquire when you need more information.
13. Contribute to all decision making.
14. Be positive.

Expectation of Board Members

To represent the importance of Chamber membership to the community and to promote the overall mission of the Chamber

Dauphin & District Chamber of Commerce

DECLARATION OF CONFIDENTIALITY

I, _____
(Name In Full)

do solemnly and sincerely declare that I will faithfully and honestly fulfill the duties which devolve upon me as an officer of the Board of Directors in the service of the Dauphin and District Chamber of Commerce; and that I will not, without due authority in that behalf, disclose or make known any matter or thing which comes to my knowledge by reason of my service with the Dauphin and District Chamber of Commerce.

Signed: _____

Date: _____

Executive Officers (Elected and Appointed)

Function of the Executive

The Executive consists of 5 members, President, 1st Vice President, 2nd Vice President, Treasurer and Past President

These positions are considered as members of the Board of Directors. All but the Past President are elected by the membership in accordance with the Chamber's constitution and bylaws. The Past President joins the Executive by invitation and appointment.

The Executive exercises the power of the Board between those times that Board meetings are held.

President

The President shall preside at all meetings of the Chamber and Board.

The President shall perform all duties incidental to the office, ensuring that policies and procedure of the Chamber are carried out consistent with its purpose

The President shall approve all Committee Chairperson.

The President will be the official spokesperson of the Chamber and will have final approval on all releases regarding Chamber statements to the public or to various outside organizations or levels of government one and other in accordance with the policy directives and guidelines established by the Board of Directors.

As a public relations person the President should present and promote the goal and objectives as established by the membership and the Board of Directors, including short and long term plans for the betterment of the Chamber and the community

On behalf of the Executive/Board of Directors the President will prepare and submit a written report at the monthly Board meetings and to the Annual General Meeting, to be included with the minutes/proceedings. Highlighting the plans and goals of the Chamber and including a general overview of the year's activities and accomplishment on behalf of the membership.

The President is the immediate liaison between the Office Manager and the Board of Directors/Executive, interpreting Board policy when required. In conjunction with the Executive, the President will evaluate the performance of the Office Manager.

The President shall have no vote except in the case of a tie.

The President is a signing officer for the Dauphin & District Chamber of Commerce

1st Vice President

The 1st Vice President shall act in the absence of the President or when requested to do so by the President.

Ensuring that policies and procedures are carried out in accordance with the Chamber's purpose and direction established by the Board, the 1st Vice President is expected to work in unison and support of the President.

The 1st Vice President is a member of the Executive and the Board of Directors and is expected to attend all regular meetings and special meetings as may be called by the President, including the Annual General Meeting.

2nd Vice-President

The 2nd Vice President shall act in the absence of the 1st Vice President and President or when requested to do so by the President.

The 2nd Vice President is a member of the Executive and the Board of Directors and is expected to attend all regular meetings and special meetings as may be called by the President, including the Annual General Meeting.

In the absence or disability of the three officers named above a member of the Board shall be chosen temporarily to so act.

The Treasurer

The Treasurer shall be the chairperson of the Finance Committee.

The Treasurer is responsible for the financial integrity of the Chamber through proper checks and controls and accurate financial reporting. Such funds will be kept on deposit with a financial institution chosen by the Board. Out of such funds, he shall pay accounts approved by the Board and shall keep a regular account of income and expenditures of the Chamber.

The Treasurer will cause a monthly financial statement to be prepared and presented to the Board of Directors and will arrange for an audited Annual Financial report to be presented to the membership at the Annual General Meeting.

He shall perform other financial duties as the Board may direct.

As Chairperson of the Finance Committee, the treasurer will prepare and submit to the Board of Directors a proposed annual budget for the Chamber as close to the new year as possible.

The Treasurer is a member of the Executive and the Board of Directors and is expected to attend all regular meetings and special meetings as may be called by the President, including the Annual General Meeting.

Secretary – Manager

In the event an Office Manager is not employed, a Secretary-Manager shall be appointed by the Board and his appointment shall be continuously subject to the pleasure of the Board.

The Secretary-Manager shall be an executive officer of the Chamber and shall be responsible to the Board for the general conduct and management of business and affairs.

It shall be the responsibility of the Secretary-Manager to conduct the official correspondence, preserve the books, documents and communications, keep books of account, and maintain an accurate record of the proceedings of the Chamber, Board and all Committees.

The Secretary- Manager shall, along with the President, subject to the approval of the Board, appoint and dismiss, fix the remuneration of, and have general supervision over all office employees of the Chamber.

Past President

At the Annual General Meeting the retiring President is invited by the incoming President to rejoin the Executive as the Immediate Past President. If the retiring President is not available the previous Past President may be asked so as to ensure that the Executive/Board includes one Past President.

The Past President provides experience and expertise to guide and assist the President and fellow directors in governing the Chamber of Commerce and its activities.

The Past President may act on behalf of the President if and when requested by the latter.

Unless otherwise determined the Past President chairs the Annual General Meeting.

Signing Officers

The signing officers shall be the Secretary-Manager/Office Manager, the Treasurer, and the President. Two of three signatures must appear on any cheques.

Dauphin & District Chamber of Commerce

DECLARATION OF CONFIDENTIALITY

I, _____
(Name In Full)

do solemnly and sincerely declare that I will faithfully and honestly fulfill the duties which devolve upon me as an officer of the executive in the service of the Dauphin and District Chamber of Commerce; and that I will not, without due authority in that behalf, disclose or make known any matter or thing which comes to my knowledge by reason of my service with the Dauphin and District Chamber of Commerce .

Signed: _____

Date: _____

Committees - General

The Board may from time to time appoint standing and special committees and shall define their powers and duties. A committee shall be known as “standing” when operating continuously, or “special” if of a temporary nature.

All standing and special committees of three or more persons shall have a Chairperson who will be responsible for reporting the actions of that committee.

Committee meetings may be called at any time by the Chairperson of any committee, or by the President.

Reports of permanent and special committees shall be in writing. Such reports shall be presented at all regular meetings of the Chamber or Board upon request of the President.

All standing or special committees shall report and recommend to the Board who shall make the final decision regarding their findings.

Committee chairpersons, with the assistance of the Office Manager, shall provide annually a written report to the office for inclusion in the agenda/minutes of the Annual General Meeting.

No committee shall have authority to speak for the Board and Chamber as a whole, without specific authority of the majority of the Board in session.

The President shall be an ex-officio member of all committees.

Committee Chair- Job Description

Responsible for

- 1) Setting committee meetings, agendas and chairing committee meetings.
- 2) Providing leadership and direction of the committee.
- 3) If a committee’s objective is to organize an event, committee chair is responsible for assignment of all duties required for the coordinating and hosting of that event.
- 4) Ensuring that reports are provided to the Board.

Committee Member- Job Description

- 1) To take part in all discussion and decisions of the committee.
- 2) If a committee’s objective is to organize an event, committee members are responsible for all aspects of coordinating and hosting that event.

MEMBERSHIP DEVELOPMENT DIVISION *(Past President)*

Mission: To create real and perceived value of Chamber membership to all businesses in the Dauphin Area and to perpetuate the long-term success of the Chamber and its member businesses.

Membership Committee-Chairperson

Mission: To retain and attract members to perpetuate the Chamber and enable it to achieve its purpose of advancing the general welfare of the Dauphin area and its business community.

Objectives: Increase membership by heightened awareness of Chamber activities and programs. Increase membership and membership retention. To represent the importance of Chamber membership to the community and to promote the overall mission of the Chamber. Communicate the value of membership, communicate the value of participation, and provide a quality resource guide/Chamber business directory

Programs: Membership Directory, New Member Wine and Cheese, Open House

BUSINESS DEVELOPMENT DIVISION *(1st Vice President)*

Mission: To create, provide and promote benefits and services for chamber members to advance the prosperity of the Dauphin Area business community.

Education/Small Business Week Committee

Objective: Identify needs and concerns of local businesses and provide resources to them, organize activities for Small Business Week.

Programs: Small Business Week

VIP Speakers Committee

Objective: To educate and inform our membership and community on pertinent local, provincial and federal issues

Programs: State of the City Address, Guest speakers at General Meetings

MARKETING DIVISION (2nd Vice President)

Mission: To facilitate business involvement in the community through a variety of events fundraisers and activities

Annual Awards Dinner Committee

Objective: To organize the Annual Awards Dinner.

Summer Street Fair Committee

Objective: To organize the Summer Street Fair held the Thursday prior to Canada's National Ukrainian Festival

Tree Lighting Ceremony Committee

Objective: To organize the Annual Tree Lighting Ceremony Fair held the 1st Friday after Remembrance Day to kick off the Christmas season.

ADMINISTRATION DIVISION (Treasurer)

Mission: Continue to improve the delivery of information to members and the business community. Keep the Chamber growing. Working as a team with our membership, potential new members, the community and other business organizations, we maintain the vitality and strength of our organization.

Constitution/Bylaws Committee-Chairperson

Objective: To review the constitution and by-laws, to recommend amendments that if adopted promote the welfare of the Chamber

Nominating Committee-Chairperson Past President

Objective: To prepare and receive nominations as set out in the constitution and bylaws, to have general charge of the election, to prepare, distribute and count the ballots

Finance Committee- Chairperson Treasurer

Objective: To prepare and supply a proposed budget to the Board of Directors as close to the new year as possible.

SECTION 5 – EMPLOYMENT PROCEDURES

Staff

In the event there is no paid employee known as the Office manager, all duties done by the Office Manager shall be the responsibility of the Secretary/Manager. The reverse is also affected with all duties mention of a Secretary/Manager being assumed by the Office Manager

Hiring

A hiring committee made up of no less than three persons has the responsibility for hiring staff required to conduct the business affairs of the Chamber.

Probation

Employees are hired on a three month probation period during which time the now staff member may evaluate their interest in the position and the Chamber may evaluate the ability of the new employee. At the end of the probation period, and evaluation will be made on employee's attitude, ability and capabilities.

SECTION 6 – PAY & COMPENSATION ISSUES

Salary Policy

The Chamber of Commerce has an annual budgeted salary program. Salaries are based on job content and responsibility and are comparable to those paid for similar work by local area firms

Minimum Wage

As per the Manitoba Labour & Immigration Employment Standards

Equity of Salaries

Salaries in the Chamber shall be periodically compared with those in the industry and geographic area. Salary ranges shall be adjusted as necessary to ensure they are competitive

Evaluation/Performance Review

An evaluation/performance review will occur from time to time and should be at least every 12 months, based on the anniversary date of employment. Employees shall receive individual salary increases to maintain their position in the salary range for the job performed

Frequency of Pay

Wages are paid every other Friday (Bi-weekly).

Employee Pay Statements

At the time of paying wages the employer will provide the employee with a written statement showing regular and overtime hours paid, rate of pay, and deductions made and the reason for each and the net amount paid to the employee

Deductions

By law, the Chamber of Commerce makes the following deductions from the salary of employees:

- a) Federal Income Tax
- b) Employment Insurance and Canada Pension Plan

Any other appropriate deductions according to contract (e.g. bonds or insurance)

Overtime

If required to work beyond the normal working hours are paid time and one half for time worked over forty hours per week (8 hours per day) Prior authorization to work overtime for pay must be obtained from the executive committee.

Paid Time off Instead of Overtime Pay

If required by chamber activities to work overtime hours, employees may receive paid time off during his or her regular hours instead of overtime pay. The paid time off must be a minimum of 1.5 times the number of hours of overtime worked. The regular wage rate is paid for the time off. Such accumulated time may be used at the employee's direction with the approval of the executive committee.

SECTION 7 – VACATION POLICIES***Vacations***

The employee is eligible for two weeks holidays after completion of one full year employment, three weeks holidays after completion of five full years employment and four weeks holidays after completion of ten full years of employment. Vacation time will not be carried beyond the end of each calendar year.

Vacation Allowance Payment

Employees who are entitled to a 2-week paid vacation must be paid a vacation allowance equal to 4 % of gross wages earned during the qualifying year (excluding overtime). For employees who are entitled to a 3-week vacation, the vacation allowance rises to 6 % of gross wages earned during the qualifying year (excluding overtime).

The employer must pay the vacation allowance by the last working day before the employee's annual vacation begins.

Vacation Allowance upon Termination of Employment

If employment terminates before the employee is entitled to take his or her annual vacation, the employer must pay the accrued vacation allowance

Setting Annual Vacation Dates

The Dauphin & District Chamber of Commerce will attempt to grant all employees vacation at the time they desire to take it. However the Chamber must maintain adequate staffing at all times. Therefore, vacation must be scheduled in advance.

Where conflicts develop, they will be resolved as fairly as possible. Preference will be given the more senior employee, the employee who can demonstrate the greater need for the vacation at the conflicting time or the employee who makes the earliest request.

General Holidays

The seven (7) annual general holidays in Manitoba are:

New Years Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day.

The Dauphin & District Chamber of Commerce observes the following holidays as well: Easter Sunday, August Civic Holiday, Remembrance Day and Boxing Day.

General Holidays during Vacations and Weekends

If a holiday occurs during the employee's vacation, the employee's vacation will be extended by the number of holidays falling during the vacation period or an equal number of vacation days will be carried forward for future use.

If any scheduled paid holiday falls on a Saturday, the holiday will usually be observed on the preceding Friday, if the holiday falls on a Sunday, the following Monday will usually be observed as the holiday.

SECTION 8 – ATTENDANCE & LEAVE POLICIES

Compassionate Leave

Time off with pay, not to exceed five days per annum may be granted to regular full time employees with more than three months service in the event of death or critical illness in their immediate family (spouse, child, step child)

Time off with pay, not to exceed three days per annum may be granted regular full time employees with more than three months service in the event of death or critical illness in their family (brother, brother-in-law, sister, sister-in-law, mother, mother-in-law, father, father-in-law, grandparent)

Time off with pay, not to exceed one day per annum may be granted regular full time employees with more than three months service in the event of death or critical illness in their family (aunt, uncle, niece or nephew)

If you are not eligible for funeral leave with pay, you may be given time off without pay

Leave of Absence

Occasions may arise where it is unavoidable for an employee to be away from the job. Employees with no accrued annual leave may be granted reasonable leave without pay upon approval of the executive committee.

Time allowed for Voting

The time allowed for voting in federal and provincial elections is 3 hours. No time is legislated for municipal and school board elections. Polls are open from 8:00 am to 8:00 pm for provincial elections and 8:30 am to 8:30 pm for federal elections

Maternity and Parental Leave

As per the Manitoba Labour & Immigration Employment Standards

Sick Leave

When employees are ill or have an accident, they should where possible notify the President as early as possible. There should be given an explanation for absence and when possible an expected day of return. All regular full time employees may accrue paid sick leave on the basis of 1-½ days per month up to an ongoing maximum (i.e. an upper limit) of 15 days. Unused sick leave will not be paid upon termination.

SECTION 9 - SEPARATION FROM EMPLOYMENT***Notice of Termination***

The employer or employee must give notice of at least one (1) pay period in advance if either wishes to terminate employment.

Reasons for Termination

Only the Board of Directors may terminate employees for reasons where work or attitude has not proven satisfactory.

SECTION 10 – WORK POLICIES & REGULATIONS***Meal Breaks***

One hour is allowed. Where there is more than one staff person working at the same location, lunch hours should be staggered to allow the office to remain open.

Breaks

A 15-minute break each morning and afternoon is provided. Determining when the break is taken is left up to the individual, with due consideration being given to the urgency of the workload.

Hours of Work

Normal hours of work shall be 8:30am to 4:30pm.

Filing

An adequate and systematic set of files should be maintained. All files should be in accordance with this standard procedure in order to make records readily available

Leaving the Office

When absent from the office a sign must be displayed to notify time of return.

Use of Telephones

When the telephone rings a smile is a must, then answered promptly with: “good morning/afternoon, Dauphin and District Chamber of Commerce (name) speaking” Long distance calls add to the cost of doing business and while necessary should be held to a minimum Never place a long distance call when a letter or email will suffice. No personal calls.

Use of Office Equipment

No personal use of office equipment.

Correspondence

All inquires or requests should be answered within five working days. No correspondence should leave the office unless a duplicate is on file. When correspondence is sent on behalf of an officer or committee chairperson a copy should be sent to the person whose name is used. Prior permission must be obtained unless the correspondence is standard or routine

Suggestions

Suggestions from employees are always welcome

SECTION 11 – SAFETY***Accidents***

Should an employee receive injuries during the performance of his or her duties it should be reported immediately to the President in order to be covered by Worker’s Compensation should this be applicable

SECTION 12 – PURCHASE/PROMOTIONS POLICY***Purchasing of Supplies and Equipment***

The purchasing of all supplies and equipment will be made whenever possible from Chamber members. No purchases will be made for any purpose, which is not authorized in the budget unless prior approval is obtained from the executive committee.

For any substantial purchases or service, the Chamber will send out for tender or by

invitation and will:

- A. Expect top quality at a reasonable price
- B. Wherever possible purchase from Chamber members first
- C. Purchase on a rotating basis where quality and prices are equal with more than one bid
- D. Seek a reasonable price from the Manitoba Chamber affiliates when no members can supply or equip with reasonable quality or price
- E. Upon receiving a price quote from the Manitoba Chamber, local member will be notified so they may have the opportunity to match the price
- F. Deal with local businesses that are not members when there are no Chamber members offering the same deal

The recommendation will be made by the Executive and final decision made by the Board. Not necessarily the lowest price will be accepted.

Petty Cash

Minor miscellaneous purchases may be made by “Petty Cash” and all accounts payable should be kept in good standing as transactions must be recorded and must have receipts or invoices to support the transaction.

Promotional Items/Giveaways

Promotional items shall be purchased from time to time from member suppliers pending availability and pricing. The nature of these items shall be determined in consultation with the marketing committee for approval of quantities, product type and pricing. Such items shall be distributed at appropriate functions and to appropriate individuals/organizations for recognition of achievements or similar reasons, and the level of item distributed will depend upon the event and/or recipient individual, based upon judgement of the executive and marketing committee.

Activities

In general, board members will endeavour to attend functions in the City and RM that involve a business start or expansion, significant milestones achieved by a business/organization/individuals, be aware of such occurrences to communicate to such businesses/organizations/individuals for the sake of acknowledgement and promote positive messages from the Chamber. The Chamber will take it upon itself to continue to devise initiatives to promote itself and promote the business community in various ways that will enhance the Chamber’s image and visibility, as well as build positive relationships with its members, the business community and the community at large.

SECTION 13 - TRANSPORTATION, EDUCATION & TRAVEL EXPENSES

Education Program

Arrangements must be made with the budget committee prior to enrolment. Upon successful completion and deemed importance to the Chamber of Commerce, employees may receive part or all reimbursement of tuition

Travel

If an employee is required to use his/her own vehicle in the carrying out of duties, they shall be reimbursed monthly in the amount of \$.30/km. An adequate log of mileage must be maintained and presented prior to payment.

Reimbursement of Funds

All travel on behalf of the Chamber must be approved in advance by the executive committee. The chamber will reimburse the employee in full for all direct expenses relating to the trip. An expense voucher must be completed listing detail expenses to be reimbursed. Receipts must accompany the expense voucher and approved by the executive committee.

Request for Advance Funds

A request for the amount required should be approved by the executive committee at least one week in advance of the trip. All advances must be accounted for within two days after returning from the trip.

SECTION 14 - CONFLICT OF INTEREST

Affiliation with other Organizations

An employee may be a member of any organization, which is not in direct conflict with the aims, purposes, and objectives of the Chamber. No public statements should be made which are in conflict to Chamber policy.

Political Activity

Employees may be active politically but no staff member may be a candidate for any political office.

SECTION 15 – PRIVACY POLICY

Adhere to the Privacy legislation in effect as of Jan 1st, 2004.

SECTION 16 - POSITION DESCRIPTION

Office managing administrator

General

Chamber mailing list maintained solely for C of C purposes.

Participate in only C of C fundraisers.

Work in close cooperation with the business community and render such assistance as appropriate within the mandate of the C of C.

Maintain a close liaison and working relationship with the Manitoba C of C.

Hours of work – 8:30am – 4:30pm

Provide support to committees by means of summarizing their minutes, and providing them with information they require that comes to your attention either verbally, by mail, direction of the executive, or other sources. Also, provide or offer to provide, as appropriate, new committee members with historical or relevant data.

Perform duties/provide reports, information, etc. in a timely fashion.

Tourism Related Duties

Direct visitors to various attractions and accommodations

Distribute maps, brochures, and information.

Keep brochure and publication supplies/racks properly stocked, and maintain inventories.

Office Duties

All clerical duties, including filing, typing, maintaining correspondence and Related functions.

Keep the President and board of directors acquainted with your functions.

Attain clearance from an executive member prior to releasing publicity to news media or other third parties

Responsible for the employment, training and supervision of any staff hired from time to time to deliver C of C services.

Finance

Prepare/maintain all of the day-to-day accounting records, including data entry, receiving and depositing C of C funds, receiving all bills/supplier statements and prepare those for payments, all in a timely fashion.

Assist the treasurer to the extent necessary in preparing monthly financial reports. The monthly financial reports are to be prepared within the first 2 weeks of the following month, under appropriate format, which generally would be year-to-date actual, Y-T-D budget. Last year's Y-T-D actual, plus the entire year's budget.

Memberships

Possess a thorough knowledge of memberships (benefits, rates, duration, etc.)

Ensure that membership packages are current and readily available to anyone either in hard copy or electronically.

Encourage non-members to consider membership and re-enforce existing members to retain membership status.

Maintain a membership list on an alphabetical, industry type basis, as well as members in good standing vs. members in default.

Follow-up on membership collection with 1 to 3 letters, phone calls, and then bring concerns to the membership committee.

Provide members with the Manitoba C of C website as it is a valuable source of reference in chamber matters happening at the provincial level.