

SASKATCHEWAN FOSTER FAMILIES ASSOCIATION, INC.

POLICY MANUAL

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1 MISSION STATEMENT

The Saskatchewan Foster Families Association, Inc. exists to improve the quality of care for all children and youth in care requiring provincial services in Saskatchewan by encouraging, promoting, and assisting the development of healthy foster families.

2 VISION STATEMENT

To empower resilient families for the betterment of all society.

TERMS OF REFERENCE

The following is a list of abbreviations that will be commonly used through out this manual:

Saskatchewan Foster Families Association, Inc.	S.F.F.A.
Board of Directors	Board
Ministry of Social Services	Ministry
Annual General Meeting	A.G.M.
Foster Families Association	F.F.A.

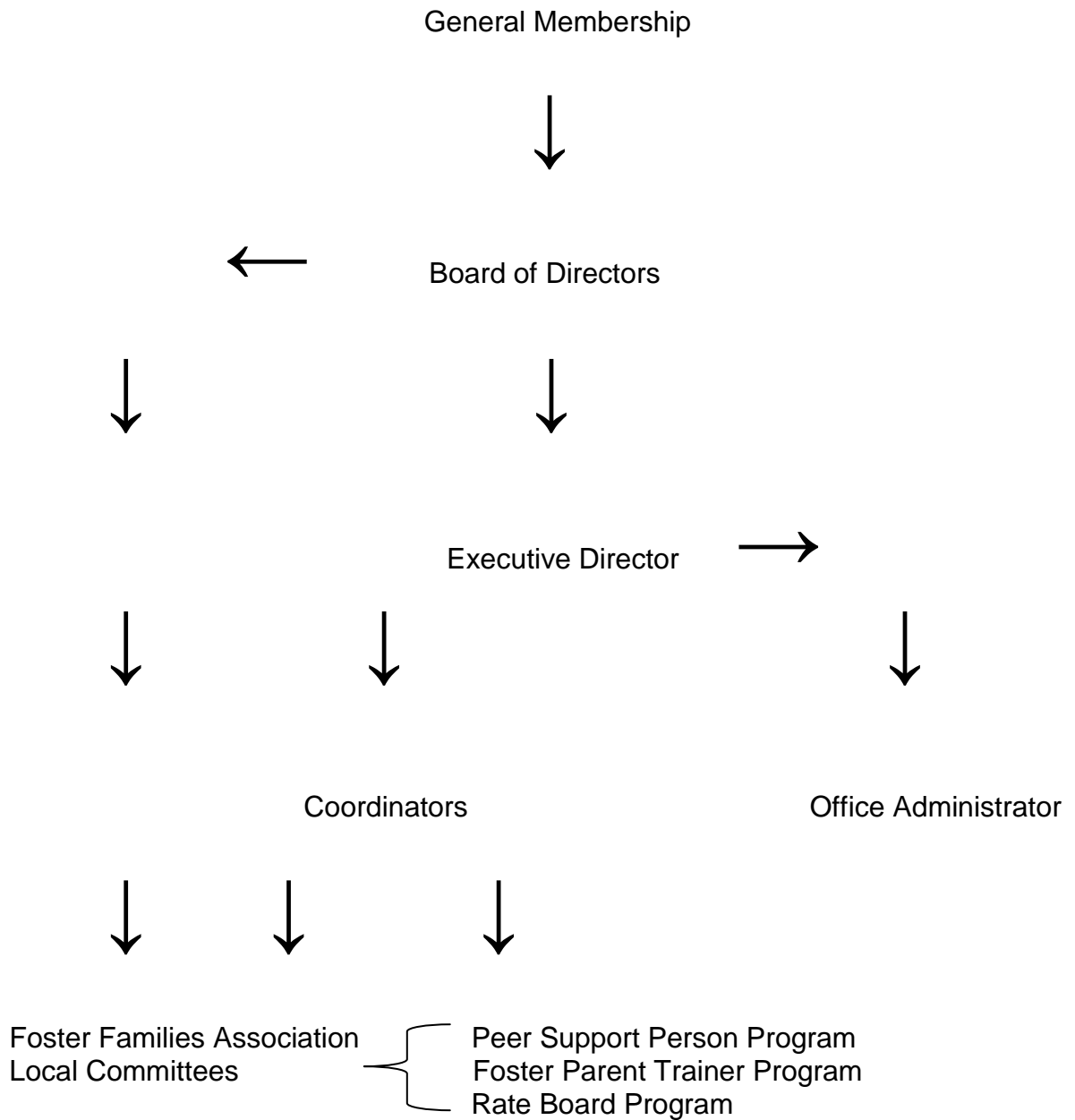
According to the S.F.F.A. the following is a chain of command in regards to Manuals:

S.F.F.A. Constitution
S.F.F.A. Policy Manual

The following is a list of other S.F.F.A. approved manuals:

- F.F.A. Local Committee Policy Manual
- S.F.F.A. Volunteer Programs Manual
- S.F.F.A. Personnel Manual

ORGANIZATION CHART



AIMS AND OBJECTIVES OF THE S.F.F.A.**1 Rights**

We, as a Provincial Association recognize that the foster families of Saskatchewan have certain rights, and the following are these rights:

- 1.1 The right to representation.
- 1.2 The right to be informed.
- 1.3 The right to choice.
- 1.4 The right to be heard.

2 Purpose

Although the Provincial and Foster Families Association Local Committees work in cooperation with the Ministry of Social Services, we are separate from the Ministry, making it possible to advocate for changes at the Government Level when necessary.

- 2.1 To bring together for the purpose of creating better understanding, the Foster Families living in the Province of Saskatchewan.
- 2.2 To provide a forum for exchange of ideas that would be beneficial to Foster Families.
- 2.3 To cultivate an awareness of the role the Ministry of Social Services has in relation to foster families.
- 2.4 To provide the means whereby Foster Families might better propose recommendations to the Ministry.
- 2.5 To develop a better understanding in the community of the place of foster homes, the needs of children and youth in care, so that the community will accept and work with Foster Families to the end that children and youth in care will have unhindered access to all required resources.
- 2.6 To improve the situation of children and youth in care and provide them with status in the home and in the community.

ETHICAL STANDARDS

In recognition of the fact that it is the duty of this Association to respect and protect the Rights of foster families and the Rights of children and youth in care, the following code of Ethical Standards shall apply to all activities of the organization:

1. All statements, information, advice and proposals will be honest and factual.
2. Sufficient disclosure of pertinent facts and information shall be made as may be necessary to enable one to make a fair appraisal of the proposal as related to the requirements to be fulfilled.
3. Public decency and good taste shall be duly regarded.
4. Exploitation in any form shall be avoided.
5. Disclosure of any investigation shall be made to the confidence of the President or appropriate Director of the S.F.F.A. on a need to know basis by the Executive Director.
6. Conflict of Interest Policy – see Appendix “A”
7. Oath or Declaration of Office – see Appendix “B”

MEMBERSHIP

As in the Constitution of the S.F.F.A. Article IV, Point 1.

1 General Members

- 1.1 Membership is open to all Foster Parents in Saskatchewan who have been approved by and remain in good standing with the Ministry of Social Services.
- 1.2 General Members shall have the following rights:
 - a. The right to participate in a general meeting of a Foster Families Association Local Committee
 - b. The right to have a voice at Foster Families Association Local Committee meetings and Provincial levels
 - c. The right to run for an elected position within a Foster Families Association Local Committee
 - d. The right to be nominated as a voting delegate for the S.F.F.A. Provincial A.G.M.
 - e. The right to run for a S.F.F.A.'s Board position if his / her Foster Families Association Local Committee is active and in good standing
 - f. The right to receive the provincial newsletter, the Advisor, and any other material that the S.F.F.A. sends out to its members.
 - g. The right to borrow training materials from the S.F.F.A.
 - h. The right to submit, for consideration of publication, items for the Saskatchewan Foster Families Association's web page or the Advisor.
 - i. The right to receive messages either provincially, regionally, or locally (when applicable) through Talk Mail
 - j. The right to access S.F.F.A. provincial office for the purpose of the supports thereof.
 - k. The right to receive a Foster Families ID card from the S.F.F.A. that enables some special rates at various businesses throughout the province.
 - l. The right to vote on Constitutional Changes at the provincial A.G.M.
 - m. The right to put forth resolutions at the provincial A.G.M.

2 Associate Members

Any interested individuals or group may apply to the S.F.F.A. for an Associate membership.

2.1 The Board has the authority to approve individuals for a five year period for Associate member status upon completion of screening of the applicant by the Executive Director and / or his / her designate.

2.2 The Board may conditionally approve all applications for group memberships.

2.3 All applications for groups must be ratified at the next Provincial A.G.M. of the S.F.F.A. by a clear majority as set out in Article VIII, Point 3 of the S.F.F.A. Constitution.

2.4 For application of Associate status see Appendix "C".

2.5 Individual Associate Members shall have the same rights as those of general members (see Section VI, Point 1.2) except for point "j".

2.6 Applications for Individual Associate membership must be accompanied by a current criminal record check (C.P.I.C.).

2.7 Associate Group Members have the following rights:

- a The right to participate in a general meeting of the Foster Families Association Local Committee
- b. The right to receive the Provincial newsletter, the Advisor, and any other materials that the S.F.F.A. sends out to its' members
- c. The right to borrow training materials from the S.F.F.A.
- d. The right to receive messages either provincially, regionally or locally (when applicable) through talk mail.
- e. The right to submit, for consideration of publication, items for the Saskatchewan Foster Families Association's web page or the Advisor.

GOVERNANCE

1 Provincial Board of Directors

The Board of Directors shall assume responsibility for the operation of the Saskatchewan Foster Families Association, Inc.

- a. As per the Constitution the Board shall consist of:
 - i. President
 - ii. Six (6) Directors
 - iii. Two (2) appointed non-voting Advisors (optional)
- b. No two (2) members on the Board shall be immediate relatives or in a family relationship.

2 Provincial Committees

2.1 Standing Committees

- a. The Standing Committees of the S.F.F.A. are the Strategic Planning Committee, the Personnel Committee, Audit Committee, the Constitution & Policy Committee and the Planning/Negotiation Committee,
- b. Standing Committees are to be chaired by sitting members of the Board, appointed by the Board, except in the case of the Personnel Committee or the Strategic Planning Committee which shall be chaired by the President or his/her designate.
- c. Standing Committee Chairs are to be appointed as soon as possible and practical after each A.G.M.
- d. Each standing committee shall have no less than two (2) and no more than three (3) members unless otherwise defined. Any committee that is made a "committee of the whole" shall be comprised of the entire Board.
- e. The committee chairs are to present a list of committee members for approval by the Board.
- f. Standing committees may consist of:
 - No more than one (1) person without S.F.F.A. membership

2.2 Ad Hoc Committees

- a. The Board may form one or more Ad Hoc committees, as they deem necessary.
- b. All Ad Hoc committees must include at least one (1) elected Board member.
- c. All Ad Hoc committees must include a sunset clause in their formation.

2.3 Provincial Planning/Negotiation Committee

- a. Is made up of members from the S.F.F.A. and the Ministry and is responsible to refine Ministerial Policy and develop procedure to the satisfaction of the S.F.F.A. and the Ministry of Social Services.
- b. The S.F.F.A. part of the Provincial Planning/Negotiation Committee is made up of members as follows:
 - i. The SFFA President or designate;
 - ii. The SFFA Executive Director;
 - iii. A Board member as appointed by the Board as soon as possible and practical after each A.G.M.
- c. An additional member may be utilized if a particular area of expertise is considered necessary.

3 Committee Chairs

- 3.1 The committee chairs are to ensure the quality of committee input while maintaining cost effectiveness.
- 3.2 The Strategic Planning Chair shall:
- chair the Strategic Planning Committee;
 - coordinate the development and implementation of the Saskatchewan Foster Families Association strategic plan;
 - revisit the Strategic plan on at least a 12 month basis.
- 3.3 The Personnel Committee Chair shall:
- chair the personnel committee and maintain the Personnel manual in so far as it pertains to the Executive Director;
 - work with the Personnel Committee on succession planning for the Board of Directors.
- 3.4 The Audit Chair shall:
- chair the Audit Committee and investigate any alleged breach of financial policies as requested by the President or the Board;
 - oversee internal financial audits as the Audit Committee or Board deem necessary;
 - work with the Audit Committee and the Executive Director on the development of the annual operational budget for Board approval;
 - work with the Audit Committee, external appointed Auditor and the Executive Director in developing and maintaining financial policies and procedures for Board approval;
 - keep the Audit Committee updated on at least a monthly basis;
 - provide for an up to date report at each Board meeting.
- 3.5 The Policy Chair shall:
- chair the Constitution & Policy Committee and investigate any alleged breach of Constitution or Policy as requested by the President or the Board;
 - assume the duties of the President in a case of extreme emergency, when the President is not available to designate otherwise, and only for a period of time long enough to handle the emergency;
 - work with the Policy Committee and the Executive Director in developing and maintaining policies and procedures for Board approval and Constitutional changes for Board and Membership approval;
 - be a resource on conflict of interest issues as per the Conflict of Interest Policy. (Appendix "A")

4 Local Committees

4.1 Active Foster Families Association Local Committee

- Shall consist of an organized group of S.F.F.A. members as approved by the Board of Directors.
- All Foster Families Association Local Committees shall operate under policies approved by the Board of the S.F.F.A.
- See the F.F.A. Local Committee Policy Manual, Article VI, Point I, for further details.

4.2 Inactive Foster Families Association Local Committee

- a. The Foster Families Association Local Committee is deemed inactive if it is unable to fill the criteria as set out in the F.F.A. Local Committee Policy Manual.
- b. See the F.F.A. Local Committee Policy Manual, Article VI, Point II, for further details.

4.3 New Foster Families Association Local Committee

- a. A new Foster Families Association Local Committee is one in which a group of S.F.F.A. members want to start a Foster Families Association Local Committee within a defined area where a Foster Families Association Local Committee does not already exist.
- b. See the F.F.A. Local Committee Policy Manual, Article VI, Point III, for further details.

4.4 Foster Families Association Local Committee 'not in good standing'

- a. A Foster Families Association Local Committee 'not in good standing' is one which has been 'declared in breach' of S.F.F.A. Constitution and/or policies two (2) or more times in the same fiscal year. This decision will be made by the Board of Directors. Being 'declared in breach' is as outlined in F.F.A. Local Policy Article VI, Point 1.56.
- b. Exception to the above is any breach of financial policies which may allow only one breach before being determined 'not in good standing'

DUTIES**1 All Members of the Board of Directors**

- 1.1 All members of the Board of Directors must be present at the Provincial A.G.M. and all board meetings unless reasonable excuse is provided.
- 1.2 Any Board member who misses the A.G.M. or two (2) board meetings in a year (A.G.M. to A.G.M.), may be suspended. The President will contact the said member to find out why the said member has missed the meeting(s) and if necessary the remaining Board will make any decision concerning suspension.
- 1.3 All Directors shall have a vote at the Provincial A.G.M. The President shall only have a vote in a tie situation in regards to resolutions. The President does have a ballot vote during election of officers.
- 1.4 Board members shall provide oral reports at the request of the Chair and written reports at the request of the President.
- 1.5 All Directors of the Board shall fulfill their duties in conjunction with a committee when requested.
- 1.6 The Board is charged with encouraging groups such as Youth in Care and Representatives from the First Nations to participate in the S.F.F.A.
- 1.7 The transfer of power to the new Board will take place at the Board transition meeting which shall take place at the conclusion of the Provincial A.G.M.
- 1.8 If there is a formal investigation into a Board member's household, the member must temporarily step out of his/her position until the conclusion of the investigation and the member has been cleared. A formal investigation is known to a member at the point that he/she receives a letter from the Ministry informing them they are under investigation and that the S.F.F.A. Family Support Coordinator for their area may be getting in touch with them.
The member shall immediately notify the S.F.F.A. President or Executive Director he/she is unable to fulfill his/her duties for the next thirty (30) days. This information will be kept in the strictest of confidence. The S.F.F.A. President and Executive Director must share all relevant information on this matter with each other. The remaining Board may, after thirty (30) days, appoint a temporary replacement if the investigation has not concluded. The Board will only be informed that a temporary replacement may be required. The temporary appointment will remain in effect until the member has been cleared or the full term of office naturally expires. The Board shall use Constitution Article VI, Points 1.5, 1.6 and 1.7 as a guide in filling the temporary vacancy and shall review the appointment accordingly should the vacancy become permanent.
- 1.9 Each Board member will be assigned to responsibilities as are required by the needs of the day as defined by the entire Board under the advice of the Strategic Planning Committee.
- 1.10 All Board members will maintain a professional respect for other Board members and staff.

- 1.11 Required manuals will be issued to Board members on request. If replacements are requested the member will be charged for them. The members are required to return all manuals at the end of their terms of office.
- 1.12 Each Board member must sign an Oath or Declaration of Office annually – see Appendix “B”.
- 1.13 Each Board member is entitled to normal travel and meal expenses for meetings as per the Public Service Commission rates and also accommodation for meetings as well as any other expenses normally incurred in the performance of his/her duties. Any unusual expenses must be pre-approved by the provincial office following financial guidelines established jointly by the Audit Committee and the Executive Director.
- 1.14 Board members are to submit their expenses as soon as possible and practical after they are incurred.
- 1.15 Non-Foster Parent Board members must provide a bi-annual criminal record check (C.P.I.C.).**

2 President

- 2.1 Shall coordinate the activities of the S.F.F.A. as set out in the S.F.F.A. Constitution, Article VII Point 1.
- 2.2 Shall set date, time and place of all Board meetings.
- 2.3 Shall chair, or designate chair, for Board meetings, the Personnel Committee, the Strategic Planning Committee and the Provincial A.G.M.
- 2.4 Shall follow rules of meetings as set out in the S.F.F.A. Constitution Article VIII, Point 4 or following a Board adopted, clearly defined, protocol.
- 2.5 Shall ensure that agendas for Board meetings are sent to Board members, in due time, prior to the meetings.
- 2.6 Shall have the power to vote in a tie situation.
- 2.7 Shall be a member of the Negotiation Committee.
- 2.8 Shall give direct supervision to the Executive Director of the S.F.F.A.
- 2.9 Unless otherwise directed by the Board., the President shall:
 - a. Serve as liaison between the S.F.F.A. and the Ministry.
 - b. Serve as liaison between the S.F.F.A. and the Legislature of Saskatchewan.
 - c. Serve as spokesperson for all media events.
 - d. Has the power to enter into any agreement or contract on behalf of the S.F.F.A. under the direction of the Board.
- 2.10 Shall designate the Executive Director or any Director of the Board to act on his/her behalf at his/her discretion.

3 Past President

- 3.1 The Past President’s chair may be filled by the immediate Past President at his/her discretion at the completion of his/her term as President. When the chair is filled, the immediate Past President becomes a full voting Director of the Board. This would reduce the available Advisor positions to one (1).

4 Directors and Advisors

- 4.1 Shall perform all duties as set out in the S.F.F.A. Constitution Article VII, Points 2 and 3 and as assigned by the President and / or Board.
- 4.2 Shall familiarize themselves with the Constitution and Policies of the S.F.F.A.
- 4.3 Shall stay up to date on all matters pertaining to the operation and planning of the S.F.F.A. Board of Directors.
- 4.4 Shall be prepared to give an oral or written report upon request.
- 4.5 See “New Board Member Information Sheet” (Appendix “E”)

MEETINGS**1 Provincial – A.G.M.**

- 1.1 A Provincial A.G.M. shall be held once per fiscal year.
- 1.2 Each Active Foster Families Association Local Committee in the S.F.F.A. may name four (4) voting delegates to the Provincial A.G.M.
- 1.3 Only voting delegates and Board members in attendance shall have a vote at the Provincial A.G.M., except for Constitutional changes as per Article X, Point 1.1 of the S.F.F.A. Constitution.
- 1.4 Standing Rules of Order will be followed. See Appendix “D”.

2 Board of Directors Meetings

- 2.1 As per the constitution, regular meetings of the Board shall be held no less than once every six (6) months during the fiscal year.
- 2.2 Duly called Conference Calls of the Board of Directors shall be recognized as Special Meetings of the Board.
- 2.3 Any Board member, with the President’s approval, may invite a guest to speak or sit in at a Board meeting.

3 Meeting of Local Presidents

- 3.1 As funds allow, a meeting of all Local Presidents shall be held two (2) times per year. One shall be in the fall (normally November) and the other immediately before the provincial A.G.M. in June.
- 3.2 The meetings shall be in joint session with the Board of Directors and, as time allows, in separate session with only the Local Presidents.
- 3.3 These meetings are advisory and informational in nature and are meant to further good communications. Recommendations made are not binding on the Board.
- 3.4 A Local President may appoint a designate to attend in his/her place.

4 Quorums

- 4.1 Board of Directors
As outlined in the S.F.F.A. Constitution Manual, Article VIII, Point 2.3.
(Two-thirds (2/3) of its members).
- 4.2 Provincial Committees
 - a. Committees shall require at least half of the committee members to form a quorum.
 - b. A majority of the committee quorum shall be members of the S.F.F.A.
- 4.3 Foster Families Association Local Committees
For information regarding Foster Families Association Local Committee A.G.M., committees and quorums, refer to the F.F.A. Local Committee Policy Manual.

5 Rules

Unless otherwise stated in the S.F.F.A. Constitution or S.F.F.A. Policy Manual, Robert’s Rules of Order will be followed at all meetings of the provincial S.F.F.A.

ELECTION PROCESS

1 Provincial – Elections

- a. All Board positions will be elected as set out in the S.F.F.A. Constitution, Article VI.
- b. The S.F.F.A. Executive Director shall notify all Active Foster Families Association Local Committees of known positions to be voted on at the Provincial A.G.M. by April 1 of each year.
- c. Time and place of the Board election shall be posted during the Provincial A.G.M. and / or form part of the agenda.
- d. A Foster Families Association Local Committee may endorse only one (1) candidate for each of the following positions:
 - President
 - Director
- e. A sitting member of the Board of Directors must resign from his/her position effective at the time of accepting the nomination for a different position.

2 Provincial Election Procedure

- a. Returning Officer calls for the vote.
- b. Ballots shall be distributed to all voting delegates and to all Board members who have an appropriate voting paddle or flag.
- c. Doors are posted – no one in or out during the voting process.
- d. First and last names must correctly appear on the ballot. If both names do not appear on the ballot – it is a spoiled ballot.
- e. Ballots to be marked with either an X or check mark. Any other mark on the ballot denotes a spoiled ballot.
- f. Once the Returning Officer calls for the vote, you have five (5) minutes to deposit your ballot into the ballot box.
- g. You must come up and put your own ballot in the ballot box.
- h. Each candidate may appoint one (1) scrutiner.
- i. Ballots are counted by the Returning Officer along with the appointed scrutiners observing and assisting.
- j. Returning Officer announces the results.
- k. In the case of a run off, a simple majority is needed to win the election (51%).
- l. An acclamation must be ratified by a clear majority (2/3).
- m. If there is no clear winner through the simple majority process, then the person with the least number of votes is dropped from the ballot and the voting procedure is repeated.
- n. Ballots are destroyed upon a motion duly made and passed by the voting delegates.

3 Provincial Returning Officer

- a. The Board shall appoint a Returning Officer when the time and location of the next Provincial A.G.M. is finalized.
- b. The Returning Officer shall chair all elections at the Provincial A.G.M.
- c. The Returning Officer and Executive Director shall verify who is eligible to run for each position.
- d. The Returning Officer shall not be an existing Board member or an existing delegate at the A.G.M.
- e. The Returning Officer is responsible for the ballot count.
- f. In the case of a disagreement on an election procedure or a vote count, the Returning Officer's decision shall be final.

4 Foster Families Association Local Committee – Elections

Please refer to the F.F.A. Local Committee Policy Manual Article VII, Points 1 & 2, for details around elections at a Foster Families Association Local Committee's A.G.M.

APPEAL PROCESS

All members of the S.F.F.A. have the right to an appeal process. The process is as follows:

1. A Written letter of concern must be submitted to the provincial Board stating what the appeal is about – supporting documentation must be attached.
2. The Board will refer it to one of its committees to investigate it.
3. The information will be brought back to the entire Board to make a decision.
4. The Board will respond in writing to the individual member or Foster Families Association Local Committee within thirty (30) days of receiving the appeal.
5. If the appeal is unsolved at the Board level, the said individual or Foster Families Association Local Committee will be given the opportunity to present an appeal at the next provincial A.G.M. to the membership present.

SIGNING APPROVAL & AUTHORITY

1. The Executive Director has signing approval for running the operations of the S.F.F.A. as per the monies allocated in the operating budget of the S.F.F.A. to a maximum of 3% of the operating budget as per: Motion #06-09-12 recorded in the minutes of the Board of Directors meeting of September 8th & 9th, 2006.
2. The Board of Directors, under the advice of the Audit Committee, must approve any larger amount or any unusual expenses, including those not in the operating budget.
3. Signing Authorities shall be as outlined in the Constitution, Article XI. They are currently any one of the President or Executive Director, together with the Audit Committee Chair or Office Administrator as per: Motion #07-07-05 recorded in the minutes of the Board of Directors meeting of July 7th, 2007.

MEDIA

Any information regarding issues that affect all members or incidents must come from the President of the S.F.F.A. or designate and / or the Executive Director of the S.F.F.A. or designate. This includes information around the following:

- Allegations and investigations
- New programs or developments
- Training Packages
- Child Deaths
- Rate changes

Conflict of Interest Policy

A. Scope

This policy is intended to apply to the following persons:

- paid employees at all levels
- persons elected or appointed to or within the Saskatchewan Foster Families Association, Inc.
- persons from other organizations or individuals who are employed by the Saskatchewan Foster Families Association, Inc. for specific tasks or services.

B. Definitions

1. A conflict of interest is a situation in which the personal interests of an individual, or a close associate of such a person, are in conflict with the best interests of the Saskatchewan Foster Families Association, Inc. or the membership it serves. What needs to be assured is that all the individuals are treated equally on the basis of criteria established for all members to the particular segment of the public to which a given activity or benefit may apply.
2. A conflict of interest arises when a person (or the person's immediate family, including spouse, parents, siblings, or children) may benefit or appear to benefit from that position financially, or in some other inappropriate ways.
3. The intent is to prevent employees, individuals from organizations employed by the Saskatchewan Foster Families Association, Inc. for specific tasks, or persons holding elected or appointed positions from using, or appearing to use, their position for private gain for themselves, their family members or for their organizations.

C. Philosophy

The guidelines aim at creating a context in which all persons in the Saskatchewan Foster Families Association, Inc. can work with integrity and in freedom.

1. The guidelines have the intent of safeguarding the interest of the Saskatchewan Foster Families Association, Inc. and are subject to the understanding and interpretation of the Saskatchewan Foster Families Association, Inc.
2. The purpose of the guidelines is to provide guidance to individuals as to when certain involvements are considered appropriate and when they may not be appropriate.
3. The guidelines serve as a preventative measure so that individuals do not inadvertently place themselves in a position of conflict of interest.
4. Individuals will use their best judgment in considering their rights, interests, and responsibilities toward the Saskatchewan Foster Families Association, Inc.
5. The guidelines are not to interfere needlessly with legitimate personal activities of individuals.
6. The Saskatchewan Foster Families Association, Inc. employees, and others when appropriate, should be aware of the Standards of Conduct outlined in the Saskatchewan Foster Families Association, Inc. Constitution and Personnel Manuals.

D. General Guidelines

Individuals shall not:

1. Place themselves in a position where they are under obligation to any person, business or organization that might benefit or appear to benefit from improper consideration or favour on their part in the discharge of their official duties and responsibilities.
2. Divulge confidential information pertaining to the Saskatchewan Foster Families Association, Inc. to any person, business or organization or use that information for any purpose other than that required to carry out their duties.
3. Have direct or indirect personal business or financial activities that conflict with their official the Saskatchewan Foster Families Association, Inc. duties and responsibilities.

Disclosure

1. Individuals are responsible to immediately inform the SFFA Policy Chair and/or Executive Director, of any situation or matter where they have a conflict of interest, the foreseeable potential for a conflict of interest or the appearance of a conflict of interest.
2. Persons who wish to obtain clarification when a situation arises that may appear to conflict with this policy may request such clarification from the Policy Chair and/or the Executive Director, of the Saskatchewan Foster Families Association, Inc.

Resolution

1. The initial action to resolve the conflict of interest at issue will be through discussion with the SFFA Policy Chair and the Executive Director.
2. If that fails, it is the responsibility of the SFFA Policy Chair and the Executive Director to bring the matter before the Board of Directors.
3. If all attempts at resolving the conflict of interest fail, the ultimate resolution could be discipline up to and including discharge of the individual from employment or from the appointed or elected position or from the assigned or contracted task.

Appeals

After a determination regarding conflict of interest has been completed, the employee or individual may choose to exercise the grievance procedures as listed in the SFFA Personnel Manual or appeal process in the SFFA and Local Policy Manuals.

Application upon hiring or appointment

All individuals are to be made aware of this policy upon employment, election or appointment, and covenants or letters of offer of employment to successful candidates should include reference to the conflict of interest policy and requirement for disclosure of potential conflicts of interest as related to the job being offered.



Saskatchewan
Foster Families
Association, Inc.

Oath or Declaration of Office

I, _____, do solemnly and sincerely swear (or solemnly affirm):

- 1. That I will faithfully and honestly fulfill the duties that devolve on me as a board member of the Saskatchewan Foster Families Association, Inc.
- 2. That I will not use or disclose any matter or information that comes to my knowledge by reason of my elected office to the Saskatchewan Foster Families Association, Inc., including personal information about any individual, unless:
 - (a) that use or disclosure is permitted by *The Freedom of Information and Protection of Privacy Act*; and
 - (b) I have authorization from the SFFA Board of Directors to make that use or disclosure.
- 3. That I will not discuss or share of any information with third parties upon leaving the Board of Directors of the Saskatchewan Foster Families Association, Inc.

Sworn/Affirmed before me at the _____
of _____ in the
Province of Saskatchewan this _____
day of _____, 20_____

} _____
Board Member's Signature

Board Member's Position

*A Commissioner for Oaths in and for Saskatchewan
or a Notary Public*

My appointment expires _____

**SASKATCHEWAN FOSTER FAMILIES ASSOCIATION, INC.
Associate Member Application Form**

Date: _____, 20 _____.

Name of Individual and / or Organization:

Explanation of why membership in S.F.F.A. is important to you or your organization.

Signatures of member or members representing your organization:

FOR OFFICE USE ONLY:

Date Received: _____, 20 _____.

Name of Interested Member of Organization: _____

Minutes Attached: Yes _____ No _____

Referral to provincial A.G.M. for ratification: Yes _____ No _____

Notes:

Signature of the Executive Director of the S.F.F.A.: _____ Date: _____

SASKATCHEWAN FOSTER FAMILIES ASSOCIATION, INC

Provincial Annual General Meeting Standing Rules of Order

The following Rules of Order are designed to facilitate progress at the Saskatchewan Foster Families Association's, Inc. Provincial Annual General Meeting, to include members in orderly debate and to ensure, courtesy, fairness, and equality for all:

1. The meeting will be conducted in accordance with the Non-Profit Corporations Act, the Constitution & Policies of the Saskatchewan Foster Families Association, Inc. and Robert's Rules of Order, Newly Revised – 10th edition.
2. All speakers will practice justice and courtesy at all times.
3. Members who wish to speak will wait to be recognized by the chair and begin by stating their name, each time they rise to speak.
4. Debate shall be limited to three (3) minutes for each speaker, for each question, except in moving a resolution when a member shall be allowed four (4) minutes.
5. Each speaker may speak twice to each question; however, no member may speak a second time, which includes the asking of a follow-up question, unless and until all those who desire to speak a first time have had the opportunity to do so.
6. Comments or questions must be related to the pending motion or report.
7. A majority of members voting will carry or defeat a motion. A two-thirds (2/3) majority vote is required to carry a Special Resolution.
8. A voting member has the right to move the previous question (to ask the assembly to close debate and proceed to vote on the pending motion/s). This motion must be seconded and is not amendable or open to debate and requires a two-thirds (2/3) majority vote to adopt. This motion must be introduced from the floor with the speaker waiting his/her turn in the speaking line.
9. Cell phones and pagers shall be silenced during the business meeting. Video camera and recording equipment, other than that approved by the president, shall not be permitted in the meeting room.
10. No children shall attend the Provincial Annual General Meeting.
11. The Provincial Annual General Meeting is for the purpose of transacting the business of the Saskatchewan Foster Families Association, Inc. Issues of a personal nature will not be debated, but may be referred to the appropriate officers or staff.

SASKATCHEWAN FOSTER FAMILIES ASSOCIATION, INC

NEW BOARD MEMBER INFORMATION SHEET

1. Board Meetings:

- You are expected to attend all board meetings, if at all possible, as well as the provincial A.G.M.
- Input is required, even if you think it is unimportant, please ask or respond.
- Be prepared to give an oral report on your activity on behalf of the Association since the last meeting.
- A written report may be required from you for the provincial A.G.M. or at any time upon request of the President.
- Review all the information that is sent out prior to the meeting (agenda, reports, etc.).
- Read over the past minutes and offer input if needed (errors or omissions).

2. Other Expectations and Obligations:

- It is mandatory that the policy on Ethical Standards is followed, including an Oath or Declaration of Office that is signed annually. Confidentiality is essential.
- All Board members must maintain a professional respect for other Board members and staff at all times.
- Participate in all Board conference calls and committee conference calls if possible.
- Be willing to sit on at least one committee.
- As a committee member, be prepared, if asked, to take minutes of the meeting.
- Be prepared to attend your own Local meetings and answer questions that the general membership may have for you.
- Answers outside your own portfolio should be answered by or referred to the President or Committee Chair responsible or the Executive Director.
- Be prepared to attend various meetings with Central Office as a representative of the S.F.F.A.
- Over the summer months, as a member of the Board, you need to think about what committees you would like to be part of and ask for further information about what will be expected of you. Familiarize yourself with the S.F.F.A. Constitution and Policies.
- At the first meeting in the fall, the Board will receive some training on their roles and responsibilities and it is expected that you will attend.
- If anything interferes with your ability to perform your duties let the President know as soon as possible. Example: Holidays, out of contact, illness, work commitments, etc.

3. Emails:

- Although it is not compulsory that you have a computer, a great amount of Board business is conducted via email. Most email attachments require Word or Excel.
- Check your email on a regular basis – at least every two days for emails from fellow Board members or the S.F.F.A.
- When sending an email, it is a good thing to attach a receipt request to it – that way you know at least that the person received it.
- The President and Executive Director should be cc'd on all emails.
- Even if you do not have comments, you should send an email back to the sender indicating that you received it.

This can be a fun experience. Remember to ask lots of questions and participate.