

REMUNERATION OF NBCGSS BOARD MEMBERS

PREAMBLE

Members of the Board receive remuneration for their work on behalf of the Northern British Columbia Graduate Students' Society as per Bylaw V. This policy will summarize the remuneration, known as honoraria, provided to members of the Board and the mechanisms by which Board members are accountable for funds received.

PURPOSE

The purpose of this policy is to provide compensation for lost wages and/or funding for those who dedicate work, study and extra-curricular time to serve the student body. The number of hours provided to each position on the Board is a reflection of the time associated with fulfilling the responsibilities of these positions.

1. REMUNERATION OF DIRECTORS

All directors except those listed in 1.a and 1.b are required to serve a minimum of 20 hours per month.

- a. The Regional Students' Representative is required to serve a minimum of 10 hours per month; and
- b. Directors-at-Large are required to serve a minimum of 5 hours per month.

2. COMPENSATION RATES AND PAYMENT SCHEDULE

a. Base Rate of Compensation

- i. The base rate of compensation for all directors shall be \$300.00 per month except the Regional Students' Representative, which will be \$150.00 per month, and Directors-at-Large, which will be \$75.00 each per month.
- ii. On April 1 of each year, the remuneration amounts will be increased by the rate of change in the consumer price index (CPI) for Vancouver in the preceding 12 months. Such increases shall not be less than 1% and not be more than 5%.

b. Payment

Board members shall be paid upon the approval of their work reports by the Budget and Operations Committee.

3. REPORTING

a. Written Reports

Each Board member must submit a written report summarizing their work in each reporting period in order to qualify for their honoraria. Reports will conform to a set

template, include details on work completed, hours of service provided, and meetings attended.

b. Submission of Reports

The following rules will apply to the submission of written reports:

- i. Reports must be submitted to the Director of Internal Relations no less than three (3) days prior to the Budget and Operations Committee monthly meeting;
- ii. Reports provided late may result in honoraria being delayed to the following payment cycle; and
- iii. Reports provided more than six weeks following the end of a reporting period will not be considered. A Board member failing to provide a report for a reporting period shall, after six weeks, be deemed to have forfeited any honoraria they may have been owed.

c. Standard Approval of Reports

- i. Board of Directors members' written reports must be approved by Budget and Operations Committee. Notwithstanding the foregoing, no Board of Directors member may approve their own report.
- ii. In cases of conflicts of interest or prolonged absences, another Board member who is a signing officer may approve a report in place of the Director of Internal Relations.
- iii. Standard approval shall be granted provided that a report conforms to the necessary reporting standard, that the report appears accurate, and that there is no reason to believe that the report's author has provided incorrect information.

4. REFERRAL OF REPORTS

- a. Where the Budget and Operations Committee finds that a report is missing necessary information, contains misstatements, attempts to claim hours for work not completed, or other such issues, the Committee may approve or reject the report, or seek clarification from the report author. Should a member of the Committee be the author of a report being considered by the Committee, they shall be deemed in a conflict of interest.
- b. Approved reports shall be presented for information to the Board of Directors each quarter for the preceding three months.
- c. Should a Board member whose report was not approved by the Budget and Operations Committee disagree with the Committee's ruling, they may appeal to a meeting of the Board of Directors, who may overturn the Committee's decision by a vote with 2/3 support of voting members present.

5. SCOPE OF WORK

Work performed shall be consistent with each member's position, portfolio and assigned duties. Not more than 20% of hours per reporting period may be general office work. Work on major projects shall be per the direction of the Board of Directors, the Strategic Plan, or where appropriate, another committee or working group.

Governing Documents Associated with this Policy:

Northern British Columbia Constitution and Bylaws (2020)

Amendment History

Created: March 2020

Effective date: April 2020