

Russell Agricultural Society

Policy Manual



December 2017



The structure and mandate of the Russell Agricultural Society are defined by the legislation under which it is incorporated, any special purposes legislation governing its mandate, the Constitution and By-Laws, and these Governance Policies enacted under the authority of the bylaws. OAS is incorporated under the *Agricultural and Horticultural Organizations Act 1988*.

In addition to the following Terms of Reference and Governance Policies and any appended processes and procedures, RAS has the following documents in place for the organization:

- RAS Constitution and By-Laws (reviewed annually by the Governance Committee or as necessary)
- RAS Crisis Management Plan *(to be completed)*
- RAS Strategic Plan *(to be completed)*
- RAS Emergency Plan *(to be completed)*

Vision

To enrich rural life and showcase agricultural diversity in our community.

Mission

The Russell Agricultural Society cultivates partnerships to provide agricultural awareness and education for our Eastern Ontario communities.

BOARD GOVERNANCE POLICIES, APENDICES, PROCESSES AND PROCEDURES NOTES:

1. Adopted by Resolution of the Board of RAS – Date
2. Reviewed and/or amended by the Board of RAS – Date



Governing Policies and Procedures

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Policy Manual

Policy Manual Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS -
 - Reviewed and/ or amended by the Board of RAS –
-

This Policy Manual has been developed to act as a guide for decisions, give direction to plans (objectives), and set up a framework for decision making by the Board of Directors of the RAS. Policy statements are broad in scope, are a statement of the RAS beliefs, are in writing, are reviewed regularly, and are adopted by the Board of Directors.

These policies are basic, yet comprehensive, and are organized in accordance with the business activities of the RAS. They are to be applied and carried out to clarify the organization's assignments. The Board of Directors is responsible for the general management of the affairs, funds, and records of the RAS.



Board of Directors

Board of Directors Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/ or amended by the Board of RAS –
-

Purpose:

The RAS is committed to ensuring that it achieves best practice in governance and has adopted this policy which describes the duties and expectations of Directors.

Application:

This policy is applicable to all elected and ex officio Directors and is provided to Directors before they are recruited for appointment to the Board.

Duties and Responsibilities:

- Every Director, in exercising his or her powers and discharging his or her duties to the RAS shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- A Director shall apply the level of skill and judgement that may reasonably be expected of a person with his/her knowledge and/or experience.
- A Director shall act and make decisions that are in the best interest of the RAS.
- A Director shall be knowledgeable about the operations of the RAS, the needs of the community, the environment in which the RAS operates, the expectation of directors, the role of the Board, the governance structure and processes, and all governance policies adopted by the Board.
- A Director shall comply with the Board's Code of Conduct & Ethics Policy.
- A Director shall develop and maintain sound relations and work cooperatively and respectfully with the President and administrative members.
- A Director shall represent the Board in the community when asked to do so by the Board or the President.
- A Director shall make a contribution to the governance role of the Board through:
 - Reading materials in advance of meetings and being prepared to contribute to the discussion.
 - Offering constructive contributions to both the Board and Committees on which they serve.
 - Contributing his/her specific skillset.
 - Respecting the opinions of all board members.
 - Voicing conflicting opinions during meetings but always respecting the decision of the majority.
 - Respecting the role of the President.
 - Adhering to the Terms of Reference of the Board and committees.
- A Director shall respect the authority of the President.

Meeting Frequency and Term:

- The Board meets approximately 12 times per year. A Director is expected to adhere to the attendance policy that requires attendance at 75% of Board Meetings. A Director is expected to notify the Executive Assistant in advance of a meeting if they are to be absent. The Board is responsible to ensure active and full participation of Directors and, in the event a Director is absent for consecutive meetings without notice or just cause, the Director's position may become vacant at the discretion of the Board by Special Resolution.



- A director is expected to serve on at least two committees, more if required, acting either as Chair or as a liaison to the Board. Committees generally meet quarterly.
- A Director is elected for a three-year term and may serve for a maximum of nine years. A Director's renewal is dependent on the Directors' performance and is expected to complete the recruitment process for each term renewal. Renewal of a Director's term is not automatic (policy still under development).



Executive Committee

Executive Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/ or amended by the Board of RAS –
-

Application:

This policy is applicable to the President, Vice-President, Second Vice-President and the Homecraft Representative and is provided to Directors before they are recruited for appointment by the Board.

Skills and Qualifications:

Members of the executive must possess the following personal qualities, skills and experience:

- Have all the qualifications required of a board member.
- Be a proven leader.
- Have strategic and facilitation skills and have the ability to achieve consensus.
- Have the ability to act impartially and without bias.
- Show tact and diplomacy.
- Be a good communicator.
- Be committed to building strong relationships between the RAS and the community stakeholders.
- Have the ability to establish and maintain a good working relationship with administration.

Role of the President:

- The President assures the integrity and effectiveness of the Board's governance role and processes.
- Presides at meetings of the Board and of Members with all the commonly accepted powers and responsibilities of that position.
- Represents the Board within the organization and represents the Board to outside parties, including at OAAS district meetings and the OAAS convention.
- Maintains effective relationships with Board members, administration, and the community stakeholders.

Duties and Responsibilities:

- The President is responsible for ensuring the Board meets its obligations and governance responsibilities.
 - Ensuring the Board adopts an annual work plan consistent with the strategic plan.
 - Ensuring that the Committees are aligned with the Board's annual work plan (**work plan still under development**) and ensuring the Board is not replicating the work of the Committees.
 - Ensuring board succession through recruitment processes (**process still under development**), selection and training.
 - Ensuring the Directors have access to continuing education.
 - Ensuring that the governance structures and processes are reviewed annually and in accordance with best practice.
- The President is responsible for chairing Board and Members' meetings. This includes:
 - Setting the agenda (with administrative staff) for meetings to ensure the Board's role and work plan are completed. Content for meetings will be those issues that, according to Board policy, clearly belong to the Board for discussion and decision-making.
 - Ensuring meetings are conducted according to the by-laws, governance policies and Rules of Order.



- Encouraging input and ensuring the Board respectfully hears all sides of the discussion. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly and kept to the point.
- Facilitating consensus.
- Ensuring that relevant materials are provided (with the aid of administrative staff) in a timely manner.
- As the official spokesperson for the Board, the President reports on behalf of the Board to Members, the community and stakeholders.
- The President provides assistance and advice to Committee Chairs by sitting as an ex-officio member on each standing committee.
- The President maintains effective relationships with Board members, administration, and the community stakeholders.
- The authority of the President consists in making decisions that fall within the purview of Board policies on Governance Process and Board-Staff Linkages.
- The President may delegate his/her authority, but shall remain accountable for its use.
- The President performs other duties as the Board determines from time-to-time.

Role of the First Vice-President:

In addition to assuming the duties of the President during his/her absence, the First Vice-President shall chair the Finance and Human Resources standing committees and shall perform other duties prescribed from time to time by the Board or President. The succession of the First Vice-President to the position of President is expected as part of the RAS Board succession planning process.

Role of the Second Vice-President:

In addition to assuming the duties of the President or First Vice-President during his/her absence, the Second Vice-President shall chair the Governance standing committee and shall perform other duties prescribed from time to time by the Board or President. The succession of the Second Vice-President to the position of First Vice-President is expected as part of the RAS Board succession planning process.

Role of the Homecraft Representative:

The Homecraft Representative shall oversee the functions of the homecraft committees for the adult, junior and 4-H divisions of the Agricultural Products, Culinary Arts, Flowers and Handcraft Committees.

Duties and Responsibilities of the Homecraft Representative:

- Ensure that all changes to the Prize List are received by the Executive Assistant by December.
- Provide assistance and advice to homecraft committee chairs by sitting as an ex-officio member on their committees.
- Attend and represent the RAS at the spring and fall District 1 meetings.
- Ensure that entries at the Russell Fair chosen to be judged at the District 1 fall meeting are submitted.
- Attend the annual OAAS Convention.
- Coordinate hospitality for any OAAS functions hosted by the RAS.

Meeting Frequency and Term:

- The President and each Vice shall serve a one-year term, renewal for two additional one-year terms at the discretion of the Board. The Homecraft Representative shall serve a three-year term as a member of the executive, renewal for one additional one-year term at the discretion of the Board.
- The President shall attend and chair all Board meetings and Member meetings.
- Each Vice and the Homecraft Representative is expected to attend all Board meetings and Member meetings.
- The President is encouraged to attend all Standing Committee meetings, in an ex-officio capacity.



- The Homecraft Representative is encouraged to attend all sub-committee meetings of the Homecraft Division, i.e. Agricultural Products, Culinary Arts, Flowers and Handcrafts, in an ex-officio capacity.
- The President shall appoint the First Vice-President or Second Vice-President to Chair meetings on his/her behalf when unable to do so.
- The President, along with the executive consisting of the 1st Vice-President, 2nd Vice-President, Past President, Homecraft Representative, Secretary and Treasurer, shall appoint each director to sit on or chair a minimum of two committees, more if required.

Finance Committee



Finance Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS
- Reviewed and/ or amended by the Board of RAS –

Purpose:

The Russell Agricultural Society (RAS) Finance Committee provides leadership to the Board of Directors and the organization with respect to monitoring the financial activities and responsibilities of the organization.

Duties and Responsibilities:

The RAS Finance Committee will:

- Ensure that the organization has adequate financial systems and controls in place to manage financial risk;
- Facilitate an efficient, cost effective and objective external annual audit or review;
- Develop and oversee the annual budget;
- Review and approve investment instruments purchased by the organization;
- Ensure there are adequate internal management and financial information systems in place within the organization for the timely preparation and review of the interim and year-end statements and other financial information;
- Monitor at least quarterly the organization's revenues and expenses against the approved budget and provide recommendations to RAS staff and the Board to take corrective action if necessary;
- Review accounting procedures with RAS staff and auditors and update and provide recommendations to the Board as necessary; and
- Research potential accountants, hire an accountant with the approval of the general membership at the Annual General Meeting, define the scope of work and meet with the accountant annually prior to Annual General Meeting.

Composition/Membership:

The Finance Committee will be composed of the Treasurer and four (4) members of the Board including the President, First Vice-President, Homecraft Representative and one additional Board member. The First Vice- President will chair this committee and the Treasurer will provide administrative support to this committee.

Accountability:

The Finance Committee is accountable to the Board of Directors of the RAS. The Committee will provide reports to the Board of Directors as necessary and appropriate.

Meeting Frequency:

Committee members serve one (1) year renewable terms and will meet at least quarterly or as necessary, at the call of the Chair and may meet in person or by video/ teleconference.

Conduct:

Recommendations made by the Finance Committee are subject to approval by the Board of Directors of RAS.

Governance Committee



Governance Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/ or amended by the Board of RAS –
-

Purpose:

The Russell Agricultural Society (RAS) Governance Committee provides governance leadership to the Board of Directors.

Duties and Responsibilities:

- Draft Board governance policies and procedures.
- Develop a Board of Directors' governance manual.
- Review, and if required, amend policies and procedures on an annual basis
- Evaluate effectiveness of board governance structures, processes and recommend changes as required.
- Promote governance excellence and high ethical organization standards for the RAS.
- Ensure ongoing Board policy and bylaw review, suggesting any changes/ improvements for discussion/consideration by the Board.
- Monitor compliance with the RAS Code of Conduct and recommend action to the Executive Committee for breach of oath of office and confidentiality issues.
- Identify and recommend Board development education strategies and actions.
- Provide opportunities and tools to regularly evaluate Board and Committee meetings and Director and Chair performance.
- Provide training and resource materials to Board members.
- Ensure regular review of Board standing committees' terms of reference.
- Provide support and orientation to Board members.
- Provide guidance to the Nominating and Recruitment Committee.

Composition/Membership:

- Minimum of three Board members of the RAS will sit on the Governance Committee.
- The President of the Board will sit in an ex-officio capacity on this committee.
- The Committee will be chaired by the Second Vice-President.
- The Chair may appoint one community member, if required.

Resources:

The Executive Assistant will provide administrative support to this committee.

Accountability:

The Governance Committee is accountable to the Board of Directors of the RAS. The Committee will provide reports to the Board of Directors as necessary and appropriate.

Meeting Frequency:

Governance Committee members serve a 1-year renewable term and will meet a minimum of 10 times per year, or as necessary at the call of the Chair and may meet in person or by video/ teleconference (frequency to be reviewed with each term).

Reporting:

Recommendations made by the Governance Committee are subject to approval by the Board of Directors of the RAS.



Human Resources Committee

Human Resources Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS -



- Reviewed and/ or amended by the Board of RAS –

Purpose:

The Human Resources Committee will assist the Board in fulfilling its obligations relating to human resource and compensation matters and establish a plan of continuity and development of staff.

Functions:

The Human Resources Committee will:

- Provide appropriate supportive supervision and ongoing feedback on employee performance.
- Recommend and carry out a performance evaluation process for RAS staff.
- Recommend the Staff's performance objectives for approval by the Board of Directors and report on these matters at the Annual General Meeting.
- Review and recommend compensation to the Board for approval and to report on this matter at the February monthly meeting.
- Recommend any training and development programs for RAS staff.
- Assist with any recruitment and selection process for new employees.
- Ensure a comprehensive orientation process is in place when new staff is hired.
- Develop, and/or review and change as necessary the written Job Description for each staff position and recommend any necessary changes to the Board for approval.
- Ensure that fair and legally defensible policies and procedures for discipline and termination are established. **Create a policy**
- Ensure an appropriate policy and process for resolving workplace conflicts is established. **Create a policy**
- **Wording for where and who stores documents outlined in the Document Retention Schedule on page 90**

Composition/Membership:

The Past President, President, First Vice-President, Second Vice-President and Homecraft Representative will sit on the Human Resources Committee. The Committee may recruit or add non-Board members, advisors or resource persons as required.

Accountability:

The Human Resources Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors as necessary and appropriate.

Meeting Frequency:

Committee members serve 1 year renewable terms. The Committee will meet a minimum of 3 times per year in person or by teleconference. The First Vice-President will serve as Committee Chair.

Conduct:

Recommendations made by the Human Resources Committee are subject to approval by the Board of Directors of the RAS.

Suggested Annual Schedule:

- | | |
|-------|--------------------------------------------------------------------|
| March | - Staff performance evaluations |
| April | - Present summary of performance evaluations to Board of Directors |



- | | |
|----------|-----------------------------------------------------------------------------------|
| October | - Seek approval for annual objectives |
| November | - Review staff compensation |
| Ongoing | - Make recommendations to Board regarding compensation |
| | - Provide appropriate supportive supervision and feedback on employee performance |



Nominating and Recruitment Committee

Nominating and Recruitment Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS –
 - Reviewed and/ or amended by the Board of RAS –
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Purpose:

Functions:

The Nominating and Recruitment Committee will:

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Composition/Membership:

Accountability:

Meeting Frequency:



Risk Management Committee

Risk Management Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS –
 - Reviewed and/ or amended by the Board of RAS –
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Purpose:

Functions:

The Risk Management Committee will:

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Composition/Membership:

Accountability:

Meeting Frequency:



Grounds Committee

Grounds Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/or amended by the Board of RAS –
-

Purpose:

The Grounds Committee oversees the maintenance of the grounds, flower beds and out buildings.

Functions:

- Ensure all weed trimming is performed on and around the property including fence lines, horse ring and outbuildings - March
- Obtain tender for main gate flower garden and act as liaison between successful bidder and the Society – as required
- Perform building repairs and/or, with board approval, obtain tenders for larger projects – as required
- Maintain the bleachers and ensure they are in safe condition – ongoing, as required
- Ensure all fences are in good repair – ongoing
- Maintain horse ring by ensuring the rails are painted and that there is adequate sand. Order sand, if necessary - ongoing
- Coordinate calendar of events for the horse ring, including the use of the ring by the Shilo Club – as required
- Act as liaison with Township of Russell and property users regarding all property issues, i.e. utilities, complaints, etc. – as required
- Provide access to buildings and equipment during special events – as required
- Be available for general setup and teardown at the Fair

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Grounds Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure that the grounds and outbuildings are in good order.



Security Committee

Security Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/or amended by the Board of RAS –
-

Purpose:

The Security Committee, in consultation with a Security firm, the executive, the gates committee and the entertainment committee, provides a safe and secure environment for patrons and volunteers on the fairgrounds during all RAS sanctioned events

Functions:

- Confirm the engagement of a security firm – June
- Contact the OPP to book appropriate number of police officers to patrol the Fair – July
- Meet with executive, gates committee, entertainment committee and chief security guard to ensure all security needs are being met - August
- Renew security guard license with Service Ontario (online) - August
- Coordinate volunteers to assist with any additional security requirements not covered by hired personnel and OPP - August
- Be available for general setup and teardown at the Fair

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Security Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure security at all RAS sanctioned events is present and adequate to maintain the safety of patrons and to ensure the least amount of liability to the RAS.



Sponsorship & Donations Committee

Sponsorship & Donations Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/or amended by the Board of RAS –
-

Purpose:

The Sponsorship & Donations Committee coordinates the efforts of all committees in collecting sponsorship funds and ensures that all incentives are provided as required.

Functions:

- Prepare applications for potential sponsors - January
- Visit potential sponsors; if not successful in receiving support in the current year, consider the visit an effort in building a relationship - ongoing
- Prepare and mail sponsorship letters requesting last year's sponsors to partner with the RAS for the current year's fair. Include the AssistExpo sponsorship statement in the mailing – March
- Call last year's sponsors in kind to confirm their participation and to confirm the quantities of items being donated – April through June
- As sponsorship funds come in, enter the payment in AssistExpo and ensure the Treasurer enters the payment in Quickbooks. The Treasurer should also provide a receipt to be included in the sponsor's incentive package at time of mailing/delivery – April through August
- Work with the Executive Assistant to make sure all sponsors are listed in the Prize List and on the website – June through August
- Deliver/mail sponsorship packages 2-3 weeks before the fair – late August

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Sponsorship & Donations Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to maximize revenues from sponsorship and donations.



Storage & Rentals Committee

Storage & Rentals Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/or amended by the Board of RAS –
-

Purpose:

The Storage & Rentals Committee establishes policies and procedures regarding the rental of equipment, buildings and land (horse ring) and oversees their implementation and rental coordination. It also oversees the rental of storage space within its buildings.

Functions:

- Coordinate all rentals allowing access to equipment, buildings and land – as required.
- Ensure that policies and procedure for rentals and their returns are completed and that any funds are for the rentals are submitted to the Treasurer – as required
- Oversee the calendar of rental requests – as required
- As per the Rental Policy, notify the board of directors of any rental requests for land and/or buildings – at the earliest meeting
- Keep an inventory of all rental equipment, i.e. tables, chairs, etc., and ensure they are in good repair - annually
- Review rental policies and prices for all equipment and buildings, including the rental policy for barn storage - January
- Oversee the placement of units being stored in the buildings over the winter; collect signed waivers and funds from all renters – October
- Oversee the removal of units that were stored in the buildings - April
- Ensure the board has adequate insurance coverage for winter storage, including coverage for rodent damage - November

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Storage & Grounds Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure that the storage facilities and equipment are well maintained.



Student Volunteer Committee

Student Volunteer Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/or amended by the Board of RAS –
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Purpose:

The Student Volunteer Committee recruits and coordinates the efforts of student volunteers during the Russell Fair.

Functions:

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Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Storage & Grounds Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure volunteers adequate volunteers are recruited and that their hours and efforts at the Russell Fair are effectively coordinated.



Waste Management Committee

Waste Management Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/or amended by the Board of RAS –
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Purpose:

The Waste Management Committee ensures that all waste containers on the grounds are regularly emptied to maintain the cleanliness of the fairgrounds.

Functions:

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Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Waste Management Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure an efficient waste management program is in place.



Bonspiel Committee

Bonspiel Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS –
 - Reviewed and/ or amended by the Board of RAS –
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Purpose:

Functions:

The Bonspiel Committee will:

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Composition/Membership:

Accountability:

Meeting Frequency:



Canada Day Committee

Canada Day Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS –
 - Reviewed and/ or amended by the Board of RAS –
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Purpose:

Functions:

The Canada Day Committee will:

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Composition/Membership:

Accountability:

Meeting Frequency:



Ladies Night Committee

Ladies Night Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS –
 - Reviewed and/ or amended by the Board of RAS –
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Purpose:

Functions:

The Ladies Night Committee will:

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Composition/Membership:

Accountability:

Meeting Frequency:



New Year's Eve Committee

New Year's Eve Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS –
 - Reviewed and/ or amended by the Board of RAS –
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Purpose:

Functions:

The New Year's Eve Committee will:

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Composition/Membership:

Accountability:

Meeting Frequency:



Advertising, Marketing and Social Media Committee

Advertising, Marketing and Social Media Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/ or amended by the Board of RAS –
-

Purpose:

The Advertising Committee oversees the advertising requirements of the Russell Fair.

Functions:

The Advertising, Marketing and Social Media Committee will:

- Update fair information on tourism websites - January
- Update fair sign on grounds – as per board approval for fair dates – February
- Put together a radio advertising plan for the Russell and negotiate the cost – May
- Put together an advertising plan for print and social media advertising – May
- Work with the Executive Assistant in producing a brochure and poster – July
- Supply and install lawn signs and other promotional signs throughout the area – August
- Approve miscellaneous advertising opportunities as seen fit and as determined by the budget – Ongoing

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Advertising, Marketing and Social Media Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure a successful advertising campaign within the approved budget.



Agricultural Products Committee

Agricultural Products Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/ or amended by the Board of RAS –
-

Purpose:

The Agricultural Products Committee provides a venue for the exhibitors to show homegrown fruits and vegetables for the purpose of being judged by qualified judges in exchange for prize money as determined by the Board of Directors and as announced in the Prize List.

Functions:

- Review the entry sections. Ensure the list is current by either deleting and/or adding sections. - November
- Present any changes to the Secretary for inclusion in the Prize List - November
- Review the prize money being awarded to ensure the RAS prize money is comparable to that being awarded by sister fairs - November
- Book two judges, one for each the adult and junior divisions – April
- Confirm with the RAS Secretary that ribbons have been ordered – July
- Contact your committee to ensure you have enough persons to help the judges on judging day and to record results, either on paper or directly into the AssistExpo program - August
- Look for ways to increase the number of exhibitors participating at in the Agricultural Products Division - ongoing
- Be available for general setup and teardown at the Fair – Tuesday week of the Fair and Monday after the Fair.

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Agricultural Products Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure a successful agricultural products exhibit.



Amateur Talent Show Committee

Amateur Talent Show Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/ or amended by the Board of RAS –
-

Purpose:

The Amateur Talent Show Committee provides a venue for young talent to compete and perform publicly. Top competitors are awarded prize money.

Functions:

- Confirm details of the competition with the Executive Assistant - January
- Prepare advertising material for website and Facebook promotions - March
- Book judges for the event - July
- Confirm with the sound company the equipment required for the event - August
- Confirm with the Treasurer amounts being paid to the judges – Late August
- Confirm with the Treasurer prize money amounts being distributed to the contestants – Late August
- Be available for general setup and teardown of the Fair.

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Amateur Talent Show Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure a successful talent show.



Antiques Committee

Antiques Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/ or amended by the Board of RAS –
-

Purpose:

The Antiques Committee provides an area at the Fair to bring awareness of and appreciation for the agricultural community of earlier days by showcasing objects of antiquity for the public to exhibit and admire. Entries are judged by the public and top exhibitors receive prize money as determined by the Board of Directors and as announced in the Prize List.

Functions:

- Decide upon a theme for the current year's fair - January
- Create the current year's theme-related entry sections and forward to the Executive Assistant for inclusion in the Prize List - January
- Coordinate volunteers required to man the display area - August
- Coordinate manpower to help with setup and teardown of the display,

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Antiques Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required ensuring a successful antiques display.



Bar Committee

Bar Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/ or amended by the Board of RAS –
-

Purpose:

The Bar Committee provides refreshments in a licensed area served by volunteers with Smart Serve training.

Functions:

- Provide/confirm the Executive Assistant with the boundaries of the area to be licensed - February
- Review bar prices at a regular meeting of the board of directors – February
- Confirm application for the liquor licence has been submitted - March
- Review bar prices with the board of directors – July
- Coordinate Smart Serve volunteers to work the various bars and sell tickets – August
- Place beverage orders with The Beer Store and LCBO - August
- Confirm with rentals committee that all bar equipment is in good condition and that the correct quantities remain available – August
- Coordinate and confirm security requirements with the Security Committee - August
- Be available for general setup and teardown of Fair
- Sort through and return empties to The Beer Store and LCBO for refund – September

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Bar Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required ensuring profitable bar sales.



Cattle Committee

Cattle Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/ or amended by the Board of RAS –
-

Purpose:

The Cattle Show Committee provides a safe and clean environment for cattle exhibitors to show their livestock. Prize money and ribbons are awarded to the top competitors, as determined by the Board of Directors and as announced in the Prize List.

Functions:

- Review Prize List to ensure the entry sections are correct - January
- Ensure there are adequate hatbands for the exhibitors. Coordinate with Executive Assistant to order more from EastGen - March
- Confirm with Executive Assistant that ribbons/rosettes are ordered for all the shows – July
- Confirm with Executive Assistant that the cattle tent has been booked - July
- Coordinate with the Treasurer there are adequate cash prize envelopes for PeeWee exhibitors - September
- Ensure show catalogue is printed in time for all the shows - September
- Have a volunteer in place to enter placings into AssistExpo during the Holstein and Jersey cattle shows.
- Be available for setup and teardown of Fair

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Cattle Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required ensuring successful cattle shows.



Children's Entertainment Committee

Children's Entertainment Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/ or amended by the Board of RAS –
-

Purpose:

The Children's Entertainment Committee provides age-appropriate entertainment for the Fair's youngest fairgoers.

Functions:

- Book children's entertainment – November through May
- Acquire and forward on to the Executive Assistant promotional material for inclusion on the website, Facebook page, posters and brochure – January to May
- Provide a copy of the contracts to the Treasurer – January to May
- Book rooms at the hotel. (if required) Coordinate booking with entertainment committee chair so that only one person is the contact person at the hotel – May
- Confirm sound requirements with ME Productions – August
- Confirm with the Treasurer the amounts to be paid to the entertainers so that cheques can be prepared in advance – August
- Be available for setup and teardown at the Fair

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Children's Entertainment Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required ensuring quality children's entertainment within the approved budget.



Classic Auto Show Committee

Classic Auto Show Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/ or amended by the Board of RAS –
-

Purpose:

The Classic Auto Show Committee provides a venue for classic car and bike enthusiasts to show their vehicle to the public.

Functions:

- Promote the event with car and bike enthusiasts - ongoing
- Confirm with the Executive Assistant that the information on the website and in the Prize List is accurate - January
- Ensure there is a sufficient quantity of numbered cards - July
- Ensure that prizes are purchased for the winners - July
- Ensure you have adequate volunteers the day of the event - August

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Classic Auto Show Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required ensuring a quality show within the approved budget.



Commercial Features Committee

Commercial Features Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/ or amended by the Board of RAS –
-

Purpose:

The Commercial Features Committee provides a venue that allows exhibitors to show commercial agricultural grains exhibits for the purpose of being judged by qualified judges in exchange for prize money as determined by the Board of Directors and as announced in the Prize List.

Functions:

- Confirm with Executive Assistant any changes to the entry sections – January
- Network with commercial grain growers to encourage them to participate – ongoing
- Contact any of the previous year's sponsors for whom we have not yet received sponsorship money from – June
- Ensure there are adequate grain bags for the exhibitors – July
- Book judges and apprentice judges and inform the Executive Assistant of your choice (s) – July
- Have a volunteer available to enter the placings into AssistExpo during the judging.
- Be available for general setup and teardown of the Fair.

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Commercial Features Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure a successful commercial features exhibit.



Concessions Committee

Concessions Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/ or amended by the Board of RAS –
-

Purpose:

The Concessions Committee manages a venue for both food and non-food vendors to sell their products, either under the roof of the Curling Club or outdoors in various locations on the grounds.

Functions:

- Provide to the Executive Assistant an updated copy of both the Terms & Conditions Form and the Application Form. This information will be used to update the website - February
- Send the previous year's vendors an application form for the current year's fair - March
- Collect application forms along with full payment and the vendors' certificates of insurance naming the RAS an additional insured - ongoing
- Keep a copy of the certificates of insurance and send a copy to the RAS' insurance company prior to exhibitor set up at the fair - August
- Collect the Eastern Ontario Health Unit Special Event Organizer's Notification Form from food vendors and submit it to the Eastern Ontario Health Unit - August
- Ensure that all food vendors meet the fresh and grey water requirements as per the Eastern Ontario Health Unit – at time of setup at the Fair
- Ensure that vendors have the required electrical hookup – at time of setup at the Fair
- Ensure the midway is set up with consideration of where vendors will be setting up – at time of setup at the Fair
- Seek new vendors – ongoing
- Review and ensure that our concession prices are competitive - annually

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Concessions Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure concession spaces are filled to maximum capacity at prices competitive with other Fairs.



Craft Beer Festival Committee

Craft Beer Festival Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/ or amended by the Board of RAS –
-

Purpose:

The Craft Beer Festival Committee operates under the Bar Committee's Saturday Liquor Licence to promote and serve sample beverages from micro-breweries and cider mills.

Functions:

- Solicit the participation of micro-breweries, cider mills and caterers to serve samples - January
- Coordinate with the entertainment committee suitable Saturday afternoon live music that complements the event - January
- Ensure there is an adequate number of tickets (\$20 for 20 tickets), sample beverage cups (Tuque de Broue), ice - July
- Ensure the event details are updated on the website - July
- Collect certificates of insurance from all vendors naming the RAS as an additional insured. Keep a copy for the RAS file and send an electronic copy to the RAS insurance provider – ongoing and prior to set up of breweries on the fairgrounds
- Coordinate volunteers to relocate picnic tables from under the shelter and add high top bar tables – day of the event
- Calculate the earnings each vendor is entitled to and forward this information to the Treasurer for payment – immediately following the event

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Craft Beer Festival Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure a successful event.



Culinary Arts Committee

Culinary Arts Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/ or amended by the Board of RAS –
-

Purpose:

The Culinary Arts Committee provides a venue for members to showcase their baked goods and preserves for the purpose of being judged by qualified judges in exchange for prize money as determined by the Board of Directors and as announced in the Prize List.

Functions:

- Respond to ‘Country Fair Baking Contests’ to make sure we will participate in their contests – (Bill Trought is 2017 contact) william.trought@sympatico.ca
- Review last year’s entries and update them and add updated “Country Fair Baking Contests’ entries. Send to Secretary to upload onto the website and enter in the fair book and AssistExpo - April
- Hire 1-2 judges and apprentice judges (depending previous year’s entries. Forward the name(s) to the Executive Assistant so she can send contracts to judges – April/May
- Make sure all updated entry descriptions are on the website and correctly in the books – June/July
- Confirm ribbon order with Executive Assistant – June/July
- Contact all volunteers to see when they can help at set-up/judging day/during fair hours – see volunteer list in blue binder that is in the Homecraft Director’s hands – 2 weeks before Fair
- Contact judges to confirm their attendance at the Fair – 2 weeks before Fair
- Contact all volunteers to see when they can help at set-up/judging day/during fair hours – see volunteer list in blue binder that is in the Homecraft Director’s hands – 2 weeks before Fair
- Confirm with the Executive Assistant that the “Country Fair Baking Contest” ribbons and prizes have been received from Bill Trought – 2 weeks before Fair
- On setup day, remove Culinary Arts totes containing all event supplies from the red barn.
- Get volunteers to help bring up set-up items from red barn
- Enter Class and Section on approximately yellow cards (from Executive Assistant).
- Set up the arena upstairs with the handcrafts director – see floor plan in blue binder (handcrafts director has this)
- Receive the entries on the Wednesday evening and Thursday morning of Fair week.
- Set up two covered tables per judging station. On each table put the judging counting sheets, yellow cards pertaining to their section, pens, staplers, staples, ribbons, scissors. Each table has a recorder to put the names of the prize winners, someone to staple the ribbon, and someone to put the results on the yellow cards. There should also be 2 volunteers to place items from each section on the table for the judge and to return them to the presentation tables. One must also record the judging results into the AssistExpo program. Reports can later be generated to view number of entries and number of exhibitors. Return judging sheets to Executive Assistant once judging has ended.
- On judging day, receive judge(s) and apprentices and show them to their respective tables.
- On judging day, close doors at 9 am – welcome all volunteers and judges – remind all present to remain silent during judging and to refrain from commenting on the entries.
- As judge(s) complete their sections, volunteers arrange the items on the tables for presentation.
- Once judging is completed, points can be retrieved from the AssistExpo program to determine those earning the highest number of points. Winners are posted on the notice board at the entrance of the exhibit hall



- Ask for volunteers to spend some time as security in the upper hall
- Volunteers are required from Thursday evening to Sunday afternoon to secure the exhibit hall

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Culinary Arts Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure a culinary arts exhibit.

Demolition Derby Committee



Demolition Derby Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
- Reviewed and/ or amended by the Board of RAS –

Purpose:

The Demolition Derby Committee provides a spectator event for owners of vehicles that are not road worthy to compete to be the last car running. Top competitors receive prize money, as determined by the Board of Directors and as announced in the Prize List.

Functions:

- Confirm that the track is in good condition for the following year's event. If it requires repairs, bring issues to the board of directors so repairs can be budgeted for - October
- Confirm with the Executive Assistant any changes to the rules or entry sections in the Prize List – January
- Book "Ontario Demolition Derby" and get the contract signed and delivered with a deposit - March
- Confirm with the grounds committee that the bleachers are in good repair and confirm with the Executive Assistant that additional bleachers have been ordered from Maurice Cayer – June
- Acquire waivers from the Executive Assistant for participants to sign prior to the competition. Keep copies in the office forever – August
- Obtain digital scale stored in Russell Curling Club storage room.
- Be available for setup and tear down at the Fair.

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Demolition Derby Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure a successful demolition derby.

Education Day Committee



Education Day Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/ or amended by the Board of RAS –
-

Purpose:

The Russell Agricultural Society (RAS) Education Day Committee provides agricultural awareness to the community with the emphasis on, but not limited to, educating school-aged children.

Functions:

- Develop a theme for the current year's Fair – January
- Contact exhibitors to request/confirm their participation during this event – February/March
- Contact all previous year's volunteers to confirm another year of participation – April
- Confirm participants with the Executive Assistant for inclusion in the Prize List and on the website - May
- Contact all the schools to confirm their participation at Education Day - June
- Confirm with the Executive Assistant that a tent has been booked - June
- Confirm with the Executive Assistant that hand washing station(s) have been ordered - June
- Confirm with the Kitchen Committee the number of volunteers that will be fed on the Friday of the Fair - August
- Confirm with the Kitchen Committee that sufficient water, soft drinks and coffee to be served to the volunteers throughout the day has been ordered - August
- Be available for setup and teardown at the Fair.
- Send thank you cards to all the volunteers – September

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Education Day Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure a successful Education Day event.

Fall Cutting Committee



Fall Cutting Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/ or amended by the Board of RAS –
-

Purpose:

The Fall Cutting Committee oversees the requirements of the Fall Cutting event.

Functions:

- Meet with the provider to discuss needs of the event for the following season - October
- Confirm with the provider that the board has agreed to support the event for the following year's Fair - November
- Maintain a liaison with the provider and report quarterly to the board of directors.
- Obtain a certificate of insurance from the ECCHA naming the RAS as an additional insured - August

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Fall Cutting Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure a successful Education Day event.

Field Crops Committee



Field Crops Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/or amended by the Board of RAS –
-

Purpose:

The Field Crops Committee provides exhibitors an opportunity to have their crops judged by a qualified judge in exchange for prize money as determined by the Board of Directors and as announced in the Prize List.

Functions:

- Confirm with Executive Assistant any changes to the Prize List - January
- Network with commercial grain growers to encourage them to participate - ongoing
- Contact any of the previous year's sponsors for whom we have not yet received sponsorship money - June
- Book a field crops judge – June
- Be available for general setup and teardown of the Fair

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Field Crops Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure a successful Field Crops exhibit.

Flowers Committee



Flowers Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/or amended by the Board of RAS –
-

Purpose:

The Flowers Committee provides a venue for exhibitors to show homegrown floral plant life for the purpose of being judged by qualified judges in exchange for prize money as determined by the Board of Directors and as announced in the Prize List.

Functions:

- Review the entry sections. Ensure the list is current by either deleting and/or adding sections - November
- Present any changes to the Secretary for inclusion in the Prize List – November
- Review the prize money being awarded to ensure the RAS prize money is comparable to that being awarded by sister fairs – November
- Book three judges (3 judges are generally done judging by lunch time) and confirm the judges with the Executive Assistant so that she can provide written confirmation and a prize list – April
- Confirm with the RAS Secretary that ribbons have been ordered – July
- Contact your committee to ensure you have enough persons to help the judges on judging day and to record results, either on paper or directly into the AssistExpo program for immediate results tabulation - August
- Look for ways to increase the number of exhibitors participating in the Flowers Division - ongoing
- Be available for general setup and teardown at the Fair

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Flowers Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure a successful Flowers exhibit.

Garden Tractor Pull Committee



Garden Tractor Pull Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
- Reviewed and/or amended by the Board of RAS –

Purpose:

The Garden Tractor Pull Committee provides an event for owners of garden tractors to compete. Top competitors receive prize money.

Functions:

- Confirm that the track is in good condition for the following year's pull. If it requires repairs, bring issues to the board of directors so repairs can be budgeted for – October
- Contact Michel Vanasse of the Good Time Pullers to book for next year's fair - November
- Confirm with the Executive Assistant any changes to the rules or entry sections in the Prize List - January
- Confirm with the sponsorship committee that Chris Griffith continues to sponsor this event with the use of his grading equipment - April
- Book the announcer, Mark Chartrand, and confirm his fee - April
- Confirm with the grounds committee that the bleachers are in good repair - June
- Confirm the GTP waiver meets the standards of the RAS; if not, acquire waivers from the Executive Assistant for participants to sign prior to the competition. Return signed waivers to the Fair Office - July
- Confirm with the Treasurer the denominations of prize money required for payout - August
- Be available for setup and tear down at the Fair.

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Flowers Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure a successful Garden Tractor Pull event.

Gates Committee



Gates Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/or amended by the Board of RAS –
-

Purpose:

The Gates Committee puts into place policies for the efficient operation of manpower and collection of gate revenues.

Functions:

- Meet in May to discuss the volunteers that will be needed to operate the gates for the fair - March
- Contact all volunteer groups to confirm availability - March
- Hold an information evening to explain the RAS policies and the expectations of working at the fair – Early August
- Order wrist bands - check with truck pull, bar and entertainment committees to see if they require any - August
- Update and replace any gate signs – contact KB Media – anytime, but usually August
- Coordinate and confirm security requirements with the Security Committee - August
- Order corn stalks from local farmers and potted mums from Beyond the House - August
- Decorate the fairgrounds, i.e. main entrance, building entrances, with corn stalks, potted mums, bales of straw and scarecrows stored in Graham Barn - Labour Day Monday as most committee members work on the Tuesday; come back on the Tuesday evening to finish up
- Tear down of decorations at main entrance and building entrances - Sunday evening after the Fair as committee members work on the Monday.
- Meet with committee to calculate volunteer hours provided by the various groups, record what worked at the gates and what didn't; make recommendations for the following year - 1 to 2 weeks after the Fair.

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Gates Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure that all gates are manned effectively and efficiently in order to maximize revenues.

Handcrafts Committee



Handcrafts Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/or amended by the Board of RAS –
-

Purpose:

The Russell Agricultural Society (RAS) Handcrafts Committee provides a venue for the exhibitors to show their entries for the purpose of being judged by qualified judges in exchange for prize money as determined by the Board of Directors and as announced in the Prize List.

Functions:

- Contact a quilter to make a queen size quilt for the draw held on the Sunday of the fair – this is Lois Woolsey – December
- Ask Secretary to apply for Quilt Draw raffle permit - April
- Hire 3 judges and apprentice judges – forward these names to the Executive Assistant so she can send contracts – April/May
- Have Executive Assistant order quilt raffle tickets (Canada Ticket Printing) - May
- Make sure the website, the Prize List and AssistExpo have been updated with changes to entry descriptions – May/June
- Find 3 Volunteers to man monthly Saturday mornings at Metcalfe Farmers Market to sell Quilt tickets – June, July, August
- Confirm with Executive Assistant that flat ribbons and rosettes for Grand and Reserve Champion hand quilt, machine quilt and pillow have been ordered – July
- Contact all volunteers to see when they can help at set-up/judging day/during fair hours – see volunteer list in blue binder that is in the Homecraft Director's hands – two weeks before the Fair
- Contact judges to confirm their participation at the Fair – two weeks before the Fair
- Remove totes that contain all supplies for homecraft set up and judging day – Tuesday before the Fair
- Get volunteers to help bring set-up items from red barn – Tuesday before the Fair
- Enter Class and Section on approximately 210 cards (from Executive Assistant) – week before the Fair

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Handcrafts Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure that there is a successful handcrafts exhibit.

Kitchen Committee



Kitchen Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/or amended by the Board of RAS –
-

Purpose:

The Kitchen Committee oversees the requirements of soft beverages and meals for judges, volunteers and guests throughout the event while maintaining the cleanliness of the kitchen facility.

Functions:

- Tuesday Setup - Order pizza from Russell Restaurant (sponsor) and prepare Caesar salad for Tuesday volunteers. Ask Treasurer to prepare a cheque in advance for payment – week before the Fair
- Opening Ceremonies – Order sandwiches and confirm that sponsorship of \$250 comes off the cost of the order (coordinate sponsorship with sponsorship committee). Arrange to have manpower to prepare coffee, keep food trays full and keep kitchen clean - August
- Judges' Lunch (Thursday) - Make arrangements with Desjardins Catering for sandwich trays (sponsored by Desjardins) and Marion Cochrane for desserts – July
- Education Day (Friday) - Contact volunteers to provide casseroles/desserts to feed the Education Day volunteers. Confirm again in late August / very early September. Must know what the volunteer intends to bring in order to satisfy the Health Unit – late July/early August
- Education Day (Friday) – Complete and submit Eastern Ontario Health Unit Special Event Organizer's Notification Form – at least 30 days before the Fair
<https://secure.eohu.ca/eohu/specialevents/index.php?page=form4>
- Education Day (Friday) – Contact Foodland for soft drinks, coffee, tea and buns required for the lunch. Napkins and paper plates are required for the opening ceremonies; napkins are required for the judges' lunch and Education Day lunch – August
- Cleanup Day (Monday) – Feed the cleanup volunteers. Use leftover ham from Pancake Breakfast and any other leftovers from the weekend; prepare potato and macaroni salads. If there is not enough meat or buns, additional food should be purchased. Ensure there are adequate hot and cold beverages on hand – Monday of the Fair
- Work with the Homecraft Representative to provide meals at board sanctioned events such as occasional district meetings – as required

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Kitchen Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure that all food requirements are met.

Musical Entertainment Committee



Musical Entertainment Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
- Reviewed and/or amended by the Board of RAS –

Purpose:

The Musical Entertainment Committee books live entertainment for Thursday evening, Friday evening, Saturday afternoon and Sunday afternoon. This entertainment takes place under the big tent located near the refreshment area.

Functions:

- Book entertainment for Thursday evening, Friday evening, Saturday and Sunday and get contracts signed – November through January
- Acquire and forward on to the Executive Assistant promotional material for inclusion on the website, Facebook page, posters and brochure – January through February
- Prepare a cost analysis in preparation for a recommendation to the Board of Directors regarding ticket prices – February Board of Directors meeting
- Confirm with the Executive Assistant that the entertainment tent has been booked – April
- Book rooms at the hotel. Coordinate booking with other committee chairs who also require rooms for their entertainers - May
- Order 1,000 tickets from Ticketmaster - July
- Coordinate sound requirements with ME Productions – August
- Coordinate and confirm security requirements with the Security Committee - August
- Confirm with the Treasurer the amounts that need to be paid to the entertainers so that cheques can be prepared in advance of the event – August

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Musical Entertainment Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure that all musical requirements are met.

Outdoor Attractions Committee



Outdoor Attractions Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/or amended by the Board of RAS –
-

Purpose:

The Outside Attractions Committee seeks and hires additional professional family entertainment that provides either an agricultural or educational component to enhance to experience of fair patrons

Functions:

- Book entertainment – November through January
- Confirm the contract held with the Ross McCuaig of the Petting Zoo – January
- Acquire and forward on to the Executive Assistant promotional material for inclusion on the website, Facebook page, posters and brochure – January through February
- Book rooms at the hotel. Coordinate booking with entertainment committee chair so that only one person is the contact person at the hotel – May
- Coordinate sound requirements with ME Productions - August
- Confirm with the Treasurer amounts that need to be paid to the entertainers so that cheques can be prepared in advance - August

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Outdoor Attractions Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure that there is a good variety of outdoor attractions booked within the allocated budget.

Pancake Breakfast Committee



Pancake Breakfast Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/or amended by the Board of RAS –
-

Purpose:

The Pancake Breakfast Committee provides a Sunday morning meal in the arena. The breakfast is free with paid gate admission.

Functions:

- Confirm with the Sponsorship Committee that the sponsor, Giant Tiger, is still on board for providing the food supplies for the breakfast - March
- Confirm with the Knights of Columbus that they are cooking the breakfast - March
- Confirm quantities of food supplies with the sponsor – early August
- Order supplies, i.e. plates, utensils, napkins, butter cups, coffee & juice cups, rolls of plastic for tablecloths, and any food items not supplied by the sponsor – early August
- Order chafing dishes and warmers from Chez Lili Party Rentals – early August
- Order a ham from Russell Foodland and make arrangements for them to slice the ham – early August
- Confirm with volunteer coordinator that you require volunteers for the setup of tables and chairs late Saturday afternoon – August
- Place leftover ham in the RCC kitchen cooler to feed the Monday cleanup crew – Sunday morning of the Fair

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Pancake Breakfast Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure that the Pancake Breakfast is successful.

Power Wheels Demo Derby Committee



Power Wheels Demo Derby Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/or amended by the Board of RAS –
-

Purpose:

The Russell Agricultural Society (RAS) Power Wheels Committee coordinates the registration, promotion and safety of the event and also works with the Demolition Derby Committee to confirm the requirements of both parties are met.

Functions:

- Liaise with Demolition Derby Committee to ensure that Ontario Demolition Derby is prepared to accommodate the Power Wheels Derby - March
- Confirm with the Demolition Derby Committee that additional insurance has been purchased for the Power Wheels Derby - March
- Review registration forms and ensure it is on the website - July
- Prepare poster/advertising for RAS Facebook page - July
- Liaise with sponsorship committee to confirm and ensure Power Wheels sponsors are recognized - August
- Order trophies/ribbons for distribution at the event - August
- Be available for general setup and teardown of the Fair

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Power Wheels Demo Derby Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure that the Power Wheels Demo Derby is successful.

Sheep Show Committee



Sheep Show Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/or amended by the Board of RAS –
-

Purpose:

The Sheep Show Committee provides a safe and clean environment for sheep exhibitors to show their livestock. Prize money and ribbons are awarded to the top competitors as determined by the Board of Directors and as announced in the Prize List.

Functions:

- Review Prize List to ensure the entry sections are correct - March
- Ensure there are adequate hatbands for the exhibitors. Coordinate with Executive Assistant to order more from EastGen – March
- Confirm with Executive Assistant that ribbons/rosettes are ordered for all the shows – July
- Confirm with Executive Assistant that the livestock tent has been booked - July
- Coordinate with the Treasurer that the cash prize envelopes for junior sheep exhibitors are ready for the show – 1 to 2 weeks before the Fair
- Have a volunteer in place to enter judging results into AssistExpo during the competition.
- Be available for setup and teardown of Fair.

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Sheep Show Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure a successful competition.

Special Needs Day Committee



Special Needs Day Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/or amended by the Board of RAS –
-

Purpose:

The Special Needs Day Committee provides a calm and quiet environment conducive to children of special needs and free from the interaction of the general public. This event takes place on the Thursday afternoon of the fair for the special needs children and their chaperones.

Functions:

- Confirm free rides from Robertson Amusements for children with special needs and provide value of sponsorship to sponsorship committee - June
- Book children's entertainment - June
- Reach out to schools to promote the attendance of special needs children – June
- Confirm and coordinate volunteers to work the main gate to admit special needs children and their chaperone on the Thursday of the Fair - July
- Collect items for and prepare loot bags for the children with special needs – August
- On day of event, supervise all special needs events to ensure that they are running on time and as planned.
- Be available for setup and teardown at the Fair

Super Gymkhana Western Games Committee



Super Gymkhana Western Games Committee Terms of Reference Processes and Procedures

Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/or amended by the Board of RAS –
-

Purpose:

The Super Gymkhana Western Games Committee provides a safe venue for riders to compete. Prize money and buckles are awarded to the top competitors as determined by the Board of Directors and as outlined in the Prize List.

Functions:

- Provide the Executive Assistant with any changes to the Prize List - January
- Book judge(s) and announcers for the event – April
- Order prize buckles for the competitors - May
- Confirm that all necessary equipment is available and in working order – August
- Provide the Treasurer with the denominations of cash required for prize money - August

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Super Gymkhana Western Games Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure a successful Super Gymkhana Western Games event.

Tractor Pull Committee



Tractor Pull Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/or amended by the Board of RAS –
-

Purpose:

The Tractor Pull Committee provides a spectator event whereby tractor owners of different levels of horse power compete for longest distance. Top competitors receive prize money, as determined by the Board of Directors and as announced in the Prize List.

Functions:

- Confirm that the track is in good condition for the following year's pull. If it requires repairs, bring issues to the board of directors so repairs can be budgeted for - October
- Confirm with the Executive Assistant any changes to the rules or entry sections in the Prize List - January
- Confirm with the sponsorship committee that Chris Griffith continues to sponsor this event with the use of his grading equipment and that we have a pull-back tractor – April
- Confirm with the grounds committee that the bleachers are in good repair and confirm with the Executive Assistant that additional bleachers have been ordered from Maurice Cayer - June
- Confirm availability of sled with Navan Agricultural Society and make arrangements to have it picked up from/delivered to the fairgrounds after the Navan Fair in August – July
- Confirm there is an operator to pull the sled – Navan volunteer? - July
- Book the announcer, Mark Chartrand, and confirm a fee of \$250 - July
- Acquire waivers from the Executive Assistant for participants to sign prior to the competition - August
- Confirm with the Treasurer the denominations of prize money required for payout – August
- Be available for setup and tear down at the Fair

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Tractor Pull Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure a successful tractor pulling event.

Truck Pull Committee



Truck Pull Committee Terms of Reference Processes and Procedures Notes:

- Adopted by Resolution of the Board of RAS – March 7, 2017
 - Reviewed and/or amended by the Board of RAS –
-

Purpose:

The Truck Pull Committee provides an event for spectators to see how far truck owners are able to pull the sled. Top competitors receive prize money, as determined by the Board of Directors and as announced in the Prize List.

Functions:

- Confirm that the track is in good condition for the following year's pull. If it requires repairs, bring issues to the board of directors so repairs can be budgeted for - October
- Confirm with the Executive Assistant any changes to the rules or entry sections in the Prize List - January
- Book The Executioner and get the contract signed and delivered with a deposit – March
- Confirm with the sponsorship committee that Chris Griffith continues to sponsor this event with the use of his grading equipment - April
- Confirm with the grounds committee that the bleachers are in good repair and confirm with the Executive Assistant that additional bleachers have been ordered from Maurice Cayer – June
- Acquire waivers from the Executive Assistant for participants to sign prior to the competition. Keep copies in the office forever – August
- Confirm with the Treasurer the denominations of prize money required for payout – August
- Be available for setup and tear down at the Fair

Composition/Membership:

The committee will be composed of a minimum of 3 members consisting of at least one RAS director. Other members of the committee may be non-Board members, advisors or resource persons as required. Committee chairs shall encourage all committee members to abide by the same Code of Conduct as governs the RAS Board of Directors.

Accountability:

The Truck Pull Committee is accountable to the Board of Directors. The Committee will provide reports to the Board of Directors on a quarterly basis.

Meeting Frequency:

Committee members meet as required to ensure a successful truck pulling event.

Ends Policies



Policy Type: Ends Policies

1.1

Policy Title: Vision and Mission

Adopted: July 6, 2016

The purpose of Ends Policies is for the Board to articulate the outcomes that the organization wants to achieve. Ends policies consist of, but are not limited to, the VISION & MISSION and the STRATEGIC DIRECTIONS.

VISION

To enrich rural life and showcase agricultural diversity in our community.

MISSION

The Russell Agricultural Society cultivates partnerships to provide agricultural awareness and education for its Eastern Ontario communities.

OBJECTIVES

(To be completed)

GOALS

(To be completed)

Ends Policies



Policy Type: Ends Policies

1.2

Policy Title: Vision and Mission

Adopted: July 6, 2016

STRATEGIC DIRECTIONS

(To be completed)

Board Operations Policies



Policy Type: Board Operations 2.1

Policy Title: Board Role

Adopted:

The job of the Board is to determine and expect appropriate organizational performance. The primary Board responsibilities fall generally within seven areas:

1. Planning
2. Financial and Program Stewardship
3. Human Resources Stewardship
4. Performance Monitoring and Accountability of Board and staff
5. Risk Management – **Create A Committee**
6. Complaints Review (as may be necessary)

Board Members will become knowledgeable about:

- RAS by-laws, policies and procedures, and the requirements and liabilities of agreements with funders;
- Financial strength and viability of the organization; and
- Legal liability of Board members.

Board Members will:

- review all material in Board agenda packages so they are prepared to make required Board decisions;
- attend and actively participate in the regular and special meetings of the Board;
- be willing to be Chairperson or Liaison Person as may be necessary or required;
- deliberate impartially on issues presented to the Board for consideration;
- observe and comply with governance, **oath of office and code of conduct & ethics policies;** and

Board Operations Policies



Policy Type: Board Operations

Policy Title: Board Role

Adopted:

- exercise the same degree of care, diligence and skill that a reasonably prudent person would show in comparable circumstances.

To accomplish its job outputs with a governance style consistent with RAS policies, the Board will conduct an annual (or as needed)

- self-assessment process which includes a discussion of opportunities to improve its performance; and
- a strategic planning process or update of the strategic plan as necessary.

The Board will be responsible for dealing with staff and stakeholder issues and complaints that have not been or cannot be resolved through the organization's staff and identified complaints process.

Board Operations Policies



Policy Type: Board Operations

2.2

Policy Title: Governing Style

Adopted:

The Board will govern with a style that emphasizes:

- outward vision, rather than an internal preoccupation
- encouragement of diversity in viewpoints
- strategic leadership more than administrative detail
- a clear distinction of Board and staff roles
- collective rather than individual decisions
- future-orientation rather than past or present
- proactivity rather than reactivity

More specifically, the Board will:

1. Be mindful of its obligations to its members, stakeholders, constituents and funders.
2. Direct, control and inspire the organization through the careful establishment of governance policies reflecting the collective values and varied perspectives of Board members, stakeholders, constituents and funders. The Board will focus chiefly on the intended long term impacts of the organization as defined by the Ends Policies, not on the administrative means of attaining those Ends.
3. Govern with excellence and enforce the necessary discipline that is required. Discipline will include, but not necessarily be restricted to matters such as attendance, preparation, respect of roles, speaking with one voice and violations of Code of Conduct.
4. Regularly monitor and discuss its own process and performance. Self-monitoring will include comparison of Board activity and discipline to policies in the Governance Process and Board/Staff Linkage categories.
5. Seek to ensure that all officers, Board members and committee members actively pursue fulfillment of Board commitments.
6. Ensure the continuity of its governance capability by ongoing training, monitoring and development through:
 - (a) Conducting evaluation on a regular basis, including review of Board activity and discipline and comparison to its Board Governance Process and Board-Staff Relationship Policies.
 - (b) Continual board development which will include:
 - (i) orientation of new members to the Board's approved governance process;
 - (ii) periodic Board discussion of process improvement;
 - (iii) formal Board evaluation process to be conducted on an annual basis.

Board Operations Policies



Policy Type:	Board Operations	2.3
Policy Title:	Governance Commitment	
Adopted:	October 22, 2016	

The purpose of governance is that the Board, on behalf of the Society's members, stakeholders, constituents and funders, guarantees the accountability of RAS by assuring that it:

- (a) achieves the outcomes as clarified in the Ends Policies; and
- (b) achieves the outcomes as identified in the agreements with Funding Supporters



Board Operations Policies

Policy Type:	Board Operations	2.4
Policy Title:	Privacy and Protection of Personal Information Commitment	
Adopted:	October 22, 2016	

The Board will follow all guidelines laid out by the *Personal Information Protection and Electronic Documents Act (PIPEDA)* in regards to the *Privacy Act*. These guidelines will be used for all communications by the organization.



Board Operations Policies

Policy Type:	Board Operations	2.5
Policy Title:	President's Role	
Adopted:	October 22, 2016	

Role of the President:

- The President assures the integrity and effectiveness of the Board's governance role and processes.
- Presides at meetings of the Board and of Members with all the commonly accepted powers and responsibilities of that position.
- Represents the Board within the organization and represents the Board to outside parties, including at OAAS district meetings and the OAAS convention.
- Maintains effective relationships with Board members, administration, and the community stakeholders.

Duties and Responsibilities:

- The President is responsible for ensuring the Board meets its obligations and governance responsibilities.
 - Ensuring the Board adopts an annual work plan consistent with the strategic plan.
 - Ensuring that the Committees are aligned with the Board's annual work plan (work plan still under development) and ensuring the Board is not replicating the work of the Committees.
 - Ensuring board succession through recruitment processes (process still under development), selection and training.
 - Ensuring the Directors have access to continuing education.
 - Ensuring that the governance structures and processes are reviewed annually and in accordance with best practice.
- The President is responsible for chairing Board and Members' meetings. This includes:
 - Setting the agenda (with administrative staff) for meetings to ensure the Board's role and work plan are completed. Content for meetings will be those issues that, according to Board policy, clearly belong to the Board for discussion and decision-making.
 - Ensuring meetings are conducted according to the by-laws, governance policies and Rules of Order.
 - Encouraging input and ensuring the Board respectfully hears all sides of the discussion. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly and kept to the point.
 - Facilitating consensus.
 - Ensuring that relevant materials are provided (with the aid of administrative staff) in a timely manner.
- As the official spokesperson for the Board, the President reports on behalf of the Board to Members, the community and stakeholders.
- The President provides assistance and advice to Committee Chairs by sitting as an ex-officio member on each standing committee.
- The President maintains effective relationships with Board members, administration, and the community stakeholders.



- The authority of the President consists in making decisions that fall within the purview of Board policies on Governance Process and Board-Staff Linkages.
- The President may delegate his/her authority, but shall remain accountable for its use.
- The President performs other duties as the Board determines from time-to-time.



Board Operations Policies

Policy Type:	Board Operations	2.6
Policy Title:	Vice-Presidents' Role	
Adopted:	October 22, 2016	

First Vice-President:

In addition to assuming the duties of the President during his/her absence, the First Vice-President shall chair the Finance and Human Resources standing committees and shall perform other duties prescribed from time to time by the Board or President. The succession of the First Vice-President to the position of President is expected as part of the RAS Board succession planning process.

Second Vice-President:

In addition to assuming the duties of the President or First Vice-President during his/her absence, the Second Vice-President shall chair the Governance standing committee and shall perform other duties prescribed from time to time by the Board or President. The succession of the Second Vice-President to the position of First Vice-President is expected as part of the RAS Board succession planning process.



Board Operations Policies

Policy Type:	Board Operations	2.7
Policy Title:	Homecraft Representative's Role	
Adopted:	October 22, 2016	

The Homecraft Representative shall oversee the functions of the homecraft committees for the adult, junior and 4-H divisions of the Agricultural Products, Culinary Arts, Flowers and Handcraft Committees.

Duties and Responsibilities of the Homecraft Representative:

- Ensure that all changes to the Prize List are received by the Executive Assistant by December.
- Provide assistance and advice to homecraft committee chairs by sitting as an ex-officio member on their committees.
- Attend and represent the RAS at the spring and fall District 1 meetings.
- Ensure that entries at the Russell Fair chosen to be judged at the District 1 fall meeting are submitted.
- Attend the annual OAAS Convention.
- Coordinate hospitality for any OAAS functions hosted by the RAS.

Board Operations Policies



Policy Type:	Board Operations	2.8
Policy Title:	Board Members' Code of Conduct & Ethics Policy	
Adopted:	October 22, 2016	

The Board commits itself to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. Board members are expected to comply with the prescribed Code of Conduct that encourages the development of a spirit of collective decision-making, shared objectives and shared ownership of and respect for Board decisions.

Accordingly, Board members will at all times conduct themselves in a manner that:

- Supports the objectives of the RAS;
- Serves the overall best interests of the RAS rather than any particular constituency;
- Brings credibility and good will to the RAS;
- Respects principles of fair play and due process;
- Demonstrates respect for individuals in all manifestations of their cultural and linguistic diversity and life circumstances;
- Respects and gives fair consideration to diverse and opposing viewpoints;
- Demonstrates due diligence and dedication in preparation for and attendance at meetings, special events and in all other activities on behalf of the RAS;
- Demonstrates good faith, prudent judgment, honesty, transparency and openness in their activities on behalf of the RAS;
- Ensures that the financial affairs of the RAS are conducted in a responsible and transparent manner with due regard for their fiduciary responsibilities (*An individual in whom another has placed the utmost trust and confidence to manage and protect property or money*) and public trusteeship. One person did not like the word fiduciary. Definition is attached for further discussion and a final decision on whether word should remain in the text (as it is in the OAAS Manual).
- Avoids real or perceived conflicts of interest; (declare them)
- Conforms with the Bylaws and policies approved by the Board, in particular this Code of Conduct, the Oath of Office and Confidentiality and Conflict of Interest policies;
- Avoids subjecting the organization and/ or Board to charges of libel and/ or slander;
- Publicly demonstrates acceptance, respect and support for decisions legitimately taken in transaction of the RAS's business.

Board members shall agree to and sign an Oath of Office (look into getting these words added to the signed agreement) and Confidentiality Agreement upon joining the Board of Directors. Alternative – "Board members shall agree to the Oath of Office as outlined on page 76"

Furthermore, Board members will not attempt to exercise individual authority over the Board except as explicitly set forth in Board policies including:

- (a) Board members' interaction with Staff must recognize the lack of authority vested in individuals except when explicitly Board authorized.



- (b) Board members' interaction with the public and the media must recognize the same limitation and the inability of any member to speak for the Board except to support Board decisions.
- (c) Board members' individual judgments of Staff performance.



Board Operations Policies

Policy Type:	Board Operations	2.9
Policy Title:	Board Meetings	
Adopted:	October 22, 2016	

Board meetings are for the single task of getting the Board’s job done.

1. Meetings will be open to the public except when an “In-camera” (closed) session is officially announced by the President. The purpose of In-camera (closed) sessions, which should be noted in the minutes, is to deal with matters related to litigation, personnel or property. Any Board member can request an In-camera session but moving In-camera requires a board vote.
2. The Board has sole authority over its own meeting agenda. The President will exercise this control on behalf of the Board, though any Board member can have agenda items added or deleted from the meeting agenda with a motion supported by the Board.
3. Only those issues which are within the Board’s area of responsibility as defined in its Governance Policies shall be discussed and/ or acted upon.



Board Operations Policies

Policy Type:	Board Operations	2.10
Policy Title:	Board Committee Principles and Structure	
Adopted:	October 22, 2016	

The right and responsibility for the creation of committees related to the activities of the RAS Board rests solely with the Board of Directors. Board Standing Committees will be created (or reappointed) each year so as to reinforce the Board's role and not to interfere with delegation from Board to the Staff. In addition to Board Standing Committees, ad hoc and time limited working groups may be created from time to time. Unless otherwise stated, an ad hoc committee or work group ceases to exist as soon as the Board determines that its task is complete. The Board of Directors also reserves the right, at its discretion, to intercede with and/or terminate the activities of any committee. Accordingly,

1. Board committees are to help the Board do its job, not to help or advise the Staff. Committees will assist the Board by preparing policy alternatives and implications and recommendations for Board deliberation.
2. All committees created by the Board of Directors shall have Terms of Reference (TOR) outlining the conduct of the committee and be approved by the Board. Terms of Reference shall include at a minimum the following sections:
 - Purpose
 - Functions
 - Composition/ Membership
 - Accountability
 - Meeting Frequency
3. Board committees or committee members may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the Staff.
4. Board committees cannot exercise authority over Staff. Because the Staff works for the full Board, he or she will not be required to obtain approval of a Board committee before an executive action.
5. All committee members shall agree, sign and abide by the same Code of Conduct as governs the Board.

The following will be Standing Committees of the Board.

- Executive
- Finance
- Governance
- Human Resources
- Nominating and Recruitment
- Risk Management

This policy also applies to any working group which is formed by Board decision.



Board Operations Policies

Policy Type:	Board Operations	2.11
Policy Title:	Financial Management	
Adopted:	October 22, 2016	

The accumulated surplus of the organization should be sufficient to carry it through an extended period of revenue shortfall. It is recommended that the desired target for accumulated surplus of the organization be established at the equivalent of one (1) year of operating expenses, and that the minimum accumulated surplus be established at the equivalent of six (6) months operating expenses.

On an annual basis Staff will prepare capital purchases and operational budgets for consideration by the Finance Committee and presentation to the Board during the annual budget deliberation process.

RAS affiliation / membership fees are recommended by the Finance Committee annually and subsequently approved by the Board as part of the budget.

All cheques and financial instruments of the RAS will require the signatures of two (2) signing officers. The signing authorities, by title, will be established as follows:

- Past President
- President
- First Vice-President
- Treasurer

Directors may incur expenses in the course of discharging their responsibilities on behalf of the RAS. When board members travel to conferences and approved Board business on behalf of the organization, RAS shall reimburse the costs of such travel as well as accommodation and meals. It is also the intent that anyone attending such events, and being reimbursed for such costs, has the responsibility to fully participate while keeping in mind the best financial interests of the organization.

Travel Allowances

- While on RAS business, a flat rate of a \$40 allowance per day for meals, with no receipts required, will be paid. (Breakfast = \$10; Mid-day = \$10; Evening = \$20)
- All room reimbursement for RAS Directors will be paid at the regular room rate (two persons per room or ½ of the rate). Any extra charges will be the responsibility of each Director.
- Mileage will be paid at the rate of \$0.40 per kilometer for Directors. When travelling by air or rail, it is expected that Directors will travel using the most economical form of transportation available.



Board Operations Policies

Policy Type:	Board Operations	2.12
Policy Title:	Oath of Office and Confidentiality	
Adopted:	October 22, 2016	

Respect for confidentiality is the cornerstone of trust and confidence as well as a legislated obligation. Board members must at all times respect the confidentiality of any client names and/or circumstances that might identify clients. Similarly, all matters dealt with by the Board during in-camera meetings and matters related to personnel must be held in strictest confidence. Confidentiality means Directors may not relate such matters to anyone including immediate family members. The duty of confidentiality continues indefinitely after a Director has left the Board.



Board Operations Policies

Policy Type:	Board Operations	2.13
Policy Title:	Conflict of Interest	
Adopted:	October 22, 2016	

Board members are considered to be in a “conflict of interest” whenever they themselves, or members of their family, business partners or close personal associates, may personally benefit either directly or indirectly, financially or otherwise, from their position on the Board.

A conflict of interest may be “real”, “potential” or “perceived”; but the same duty to disclose applies to each.

Full disclosure in itself, does not remove a conflict of interest.

It is in the best interest of the RAS Board of Directors to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest.

Accordingly:

- Members of the Board of Directors shall act at all times in the best interests of the RAS rather than particular interests or constituencies. This means setting aside personal self-interest and performing their duties in transaction of the affairs of the RAS in such a manner that promotes public confidence and trust in the integrity, objectivity and impartiality of the Board.
- Directors shall serve without remuneration. No Director shall directly or indirectly receive any profit from his/her position as such, provided that directors may be paid reasonable expenses incurred by them in the performance of their duties.
- The pecuniary interests of immediate family members or close personal or business associates of a Director are considered to also be the pecuniary interests of the Director.

Principles for Dealing with Conflict of Interest:

- The Board member must openly disclose a potential, real or perceived conflict of interest as soon as the issue arises and before the Board or its Committees deal with the matter at issue.
- If the Board member is not certain he/she is in a conflict of interest position, the matter may be brought before the President, Executive Committee or Board for advice and guidance.
- If there is any question or doubt about the existence of a real or perceived conflict, the Board will determine by vote if a conflict exists. The person potentially in conflict shall be absent from the discussion and vote.



- It is the responsibility of other Board members who are aware of a real, potential or perceived conflict of interest on the part of a fellow Board member to raise the issue for clarification, first with the Board member and, if still unresolved, with the Board President.
- The Board member must abstain from participation in any discussion on the matter, shall not attempt to personally influence the outcome, shall refrain from voting on the matter and unless otherwise decided by the Board, must leave the meeting room for the duration of any such discussion or vote.
- The disclosure and decision as to whether a conflict exists shall be duly recorded in the minutes of the meeting. The time the person left and returned to the meeting shall also be recorded.



Board Operations Policies

Policy Type:	Board Operations	2.14
Policy Title:	Disposition of Complaints and Disputes Involving Directors	
Adopted:	October 22, 2016	

The Executive Committee, in a meeting duly called for the purpose of reviewing complaints, shall review any complaints that a Director has violated any provision of the RAS's Bylaws, Governance Policies, Code of Conduct, and/or Oath of Office and Confidentiality Agreement.

The review of such complaints or disputes shall include an opportunity for the members concerned to present their positions. Executive Committee members who originate or are the subject of such complaints or disputes must declare their conflict and absent themselves from such meetings.

Allegations of illegal activity shall be immediately referred to appropriate authorities for investigation. Any Director against whom such allegations are made shall take a leave of absence from the Board pending completion of the investigation.

The Executive Committee shall similarly review disputes between members of the Board that interfere with the ability of the Board to carry on its business.

Unresolved complaints may be referred by the Board to an independent arbiter.

Every attempt should be made to resolve such matters expeditiously and fairly.

The recommendations regarding resolution of such matters shall be brought to the Board for approval. This should coincide with the reference to 2/3 in the bylaws.

The ruling of the Board shall be final. Should the member refuse to abide by the ruling the Board may table the matter pending determination of disciplinary action. Such action may include formal or informal censure by the Chair or the Board, suspension or a request for the Director's resignation.



Board/Staff Limitations Policies

Policy Type:	Board/Staff Limitations	3.1
Policy Title:	Global Executive Constraint	
Adopted:	October 22, 2016	

Staff shall not cause or allow any practice, activity, decision or organizational circumstance which is either illegal, imprudent, in violation of commonly accepted business and professional ethics, or in violation of established RAS policies or by-laws, and other contractual agreements.



Board - Staff Limitations Policies

Policy Type:	Board - Staff Limitations	3.2
Policy Title:	Financial Condition and Activities	
Adopted:	October 22, 2016	

Staff, in budgeting for any fiscal period or the remaining part of any fiscal period, shall not deviate materially from RAS's Ends Policies, risk financial jeopardy, or fail to show a generally acceptable level of foresight.

Accordingly, he or she shall not cause or allow budgeting which:

1. Expends more funds than have been received in the fiscal year to date
2. Fails to meet payroll obligations in a timely manner.
3. Fails to settle debts in a timely manner.
4. Allows tax payments or other government ordered payments or filings to be overdue or inaccurately filed.
5. Acquires, encumbers or disposes of real property without Board approval.



Board/Staff Limitations Policies

Policy Type:	Board/Staff Limitations	3.3
Policy Title:	Financial Planning/Budgeting	
Adopted:	October 22, 2016	

Financial planning for any fiscal year, or the remaining part of any fiscal year, shall not adversely affect the strategic outcomes, risk fiscal jeopardy, or fail to be based on sound budgeting principles.

Accordingly, Staff may not cause or allow budgeting that:

1. Contains too little information to enable credible projection of revenues and expenses, separation of capital and operational items and disclosure of planning assumptions.
2. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.
3. Fails to estimate revenues conservatively and expenses realistically
4. Endangers the fiscal soundness of future years or ignores the building or organizational capability sufficient to achieve ends in future years.

This should be added to the Treasurer job description.



Board/Staff Limitations Policies

Policy Type:	Board/Staff Limitations	3.4
Policy Title:	Asset Protection	
Adopted:	October 22, 2016	

The Executive Assistant may not allow assets to be unprotected, inadequately maintained, or unnecessarily at risk.

Accordingly, he or she may not:

1. Fail to insure against theft, fire and casualty losses to at least 80% replacement value and against liability losses to RAS's Board, membership or Staff in any amount greater than the average for comparable organizations.
2. Indemnify against liability losses to the Board and Staff.
3. Unnecessarily expose RAS's Board or its Staff to claims of liability.
4. Fail to protect intellectual property, information and files from loss or significant damage or maintain appropriate confidentiality.
5. Receive, process or disburse funds under controls, which are insufficient to meet the Board's appointed auditor's standards.
6. Invest or hold operating capital in insecure instruments, investment accounts, including uninsured chequing accounts and bonds of less than AA rating at any time, or in non-interest-bearing accounts except where necessary to facilitate ease in operational transactions.
7. Enter into any capital lease having a total value in excess of \$1000.00 or of a term greater than three years without Board approval.
8. Jeopardize RAS's public image or credibility.
9. Allow personal loans to either Staff or Board members.



Board/Staff Limitations Policies

Policy Type:	Board/Staff Limitations	3.5
Policy Title:	Communication and Counsel to the Board	
Adopted:	October 22, 2016	

Staff shall not permit the Board to be uninformed or unsupported in its work.

Accordingly he or she may not:

1. Neglect to submit monitoring data required by the Board in a timely, accurate and understandable fashion.
2. Let the Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, and particularly changes in the assumptions upon which any Board policy has been previously established.
3. Fail to report in a timely manner an actual or anticipated non-compliance with any policy of the Board.
4. Fail to advise the Board if, in the Staff's opinion, the Board is not in compliance with its own policies, particularly in the case of Board behavior which is detrimental to the working relationship between the Board and Staff.
5. Fail to marshal for the Board as many staff and external points of view, issues, and range of options as needed for fully informed Board decisions.
6. Present information in unnecessarily complex or lengthy form.
7. Fail to provide a mechanism for official Board or committee communications.
8. Fail to deal with the Board as a whole except when:
 - fulfilling individual requests for information;
 - responding to Officers or Committees duly charged by the Board.
9. Fail to provide the necessary support to meet the needs of the President or the Board.



Board/Staff Limitations Policies

Policy Type:	Board/Staff Limitations	3.6
Policy Title:	Emergency Office Manager & Treasurer Succession	
Adopted:	October 22, 2016	

In order to protect RAS from the sudden loss of Staff services, the Executive Assistant and the Treasurer shall not fail to keep up-to-date, in partnership with the Board, an Emergency Leadership Plan for the organization.



Board/Staff Linkages Policies

Policy Type:	Board/Staff Linkages	4.1
Policy Title:	Unity of Control	
Adopted:	October 22, 2016	

Only decisions of the Board acting as a body are binding on the Staff.

The Board will instruct the Staff through written governance policies and/ or board approved motions.

Decisions or instructions of individual Board Members, Officers or Committees are not binding on the Staff.

Requests from Board Members or Committees for information or assistance that have not had Board authorization can be refused by the Staff, if in the Staff's opinion, they are disruptive, not pertinent, or an inappropriate use of organization resources.



Board/Staff Linkages Policies

Policy Type:	Board/Staff Linkages	4.2
Policy Title:	Accountability of the Executive Assistant and Treasurer	
Adopted:	October 22, 2016	

The Executive Assistant the Treasurer's performance shall be evaluated by the Board, through the President and/or Executive and/or Human Resources Committee in relationship to:

- (a) achievement of strategic outcomes defined by Board Policy (Ends); and
- (b) organizational operation within the boundaries of prudence and ethics established in Board policies on Executive Limitations.

A written Executive Assistant and Treasurer evaluation shall be performed annually.

Concerns regarding Executive Assistant and Treasurer's performance shall be evaluated on the basis of existing policies and the Board of Directors shall determine what action, if any, is required.



Board/Staff Linkages Policies

Policy Type:	Board/Staff Linkages	4.3
Policy Title:	Delegation to the Staff	
Adopted:	October 22, 2016	

The Board will instruct the Executive Assistant and Treasurer through written policies which prescribe the organizational Ends to be achieved and describe organizational situations and actions to be avoided allowing the Staff to use appropriate and reasonable interpretation of these policies.

Accordingly:

- The Board will develop policies instructing the Staff to achieve identified results. These policies will be developed and reviewed systematically and will be called Ends policies.
- The Board has developed Staff Limitation policies. These policies limit the latitude the Staff may exercise in choosing the organizational means to the Ends.
- The Staff is authorized to establish all operational policies, make all decisions, take all actions, establish all practices and develop all activities using appropriate and reasonable interpretation of the Board’s Ends and Executive Limitations policies.
- The Board’s Ends and Staff Limitations policies are subject to change by the Board. Should such a change occur, the Board could potentially change the latitude of decision-making choice available to the Staff. During the tenure of any particular delegation of authority, the Board shall respect and support the Staff’s decisions.



Board/Staff Linkages Policies

Policy Type:	Board/Staff Linkages	4.4
Policy Title:	Executive Assistant or Treasurer Replacement	
Adopted:	October 22, 2016	

In the event that the Executive Assistant or Treasurer retires, dies, resigns or is removed from office, the Board will follow the replacement process as outlined below:

1. Confirm current and/ or establish new qualifications and selection criteria for the position;
2. Review of contractual parameters;
3. Set up an interviewing/selection process;
4. Advertise the position;
5. Determine the successful candidate; and
6. Negotiate terms and conditions of contract.



Other Policies

Policy Type:	Other Policies	5.1
Policy Title:	Records Retention and Destruction	
Adopted:	October 22, 2016	

To ensure proper care, retention and destruction of all RAS documents, this policy sets out guidelines and responsibility for document storage and retention. Records are retained for the following purposes:

- To facilitate the continuity and provision of service
- To minimize risk to the organization
- To comply with legal requirements
- To provide historical data for future identification or verification of facts
- To provide material for statistical analysis or research

Records will be retained only as long as they are required by the organization to meet the above purposes. Records containing personal information or confidential organizational information will be destroyed by shredding.

This policy applies to all corporate, financial, human resource and client records in electronic and/ or hard copy formats.

PROCEDURES

1. All records will be appropriately labelled and stored in dry, safe and secure locations for as long as they are required by the organization (refer to document retention schedule below).
2. Regular back up of electronic records are stored/ maintained off-site.
3. The organization shall conduct an annual review to identify documents to be destroyed in accordance with the record retention schedule.
4. Documents containing personal information or confidential organizational information will be shredded.
5. **Financial Documents:** The Executive Assistant shall ensure that all original financial documents will be stored centrally. Examples of financial documents includes: all deposit books with documentation supporting from whom funds were received and to what they relate; record of all cash disbursements; proof of payment (e.g., cancelled cheques); invoices; documents substantiating disbursements; payroll records; donation receipts; and supporting documentation.
6. **Corporate Documents:** The Executive Assistant shall ensure that all original corporate documents will be stored centrally. Examples of corporate documents include: contracts; service agreements; purchase of service agreements; auditor reports; Organization Charter; Bylaws; Letters Patent; Board Minutes and Documentation; Annual Reports; RAS strategic plan; governance documentation; and planning and evaluation documentation.
7. **Insurance Documents:** The Executive Assistant shall ensure that all original insurance documents will be stored centrally.



8. In addition to the above, the Executive Assistant shall ensure that original financial, insurance and human resources records are stored, retained and destroyed according to this policy and the attached document retention schedule.

Document Retention Schedule

Documents will be retained by RAS as follows:

DOCUMENT	LENGTH OF RETENTION
CORPORATE DOCUMENTS	
Organization charter, annual reports, bylaws, letters patent, strategic plans, board minutes, minutes of member’s meetings	Organization’s life span plus two years
Contracts, service agreements and purchase of service agreements	Duration of contract or agreement plus two years
FINANCIAL DOCUMENTS	
Annual audited financial statements, general ledger, annual adjusting journal entries, and duplicate receipts relating to ten-year-gifts to registered charities.	Organization’s lifespan plus two years
Duplicate donation receipts (except related to ten-year-gifts)	End of fiscal period to which they relate plus at least two years
Other financial records (other than those cited above) including payroll information	End of fiscal period to which they relate plus at least six years
Insurance policies	Indefinitely (to minimize risk)
HUMAN RESOURCE RECORDS	
Human resource records	Nine years after termination of employment
Records of Hiring Competitions	Four years after completion of the competition



Other Policies

Policy Type:	Other Policies	5.2
Policy Title:	Risk Assessment and Mitigation	
Adopted:	October 22, 2016	

The safety of participants is of importance to the RAS and to the participants themselves. RAS has a responsibility to manage risks associated with any of its operations. Where an activity entails risks higher than normally encountered in daily life, appropriate advance planning, preparation and training will be carried out so that foreseeable risks are appropriately managed. Where it is concluded that the risks are extreme or high, the activity will not be carried out. This policy covers all activities that are organized and approved by RAS including, but not limited to, seminars, meetings, gatherings, Ladies Night, Curling Bonspiel, Canada Day, New Year' Eve Party, Paint Nites, Judging Schools, etc. and covers both program participants and employees of the organization.

To this end:

RAS will appropriately assess the risks associated with all activities being undertaken in the delivery of its programs and develop mitigation strategies as necessary to deal with the inherent and identified risks.

- When participants are engaged in activities approved by RAS, the organization will take appropriate action(s) to ensure they have the necessary information, orientation, training, support, assistance, and/ or equipment in the event that a situation(s) arises which may pose a threat. RAS Board and staff will take all reasonable steps to ensure everyone's safety. It is also recognized that each individual must also take personal steps to keep themselves safe in all circumstances.



Other Policies

Policy Type:	Other Policies	5.3
Policy Title:	Youth Policy	
Adopted:	October 22, 2016	

The RAS is passionate and committed to ensuring the delivery of safe and educational youth programs through activities delivered at the Russell Fair.

The RAS will strive to ensure the safety, health and well-being of all youth involved in the programs by:

- Considering risks management implications in all youth program activities
- Adhering to all organization goals, responsibilities and missions during programming
- Behaving in a way that will avoid any unnecessary risk of the safety, health and well-being of all involved.
- Treating all people involved in a fair and courteous manner with respect and dignity
- Recognizing the use of vulgar or inappropriate language is not acceptable
- Understanding that a volunteer and youth should never be alone together, unless safety dictates otherwise. If there is a need to speak privately to a youth, ensure the discussion is not out of sight from others, just out of hearing
- Communicating with any youth participants using technology and social media only for the purpose of the program and also copying another adult such as parent or another adult volunteer
- Emotional, physical, verbal, mental or sexual abuse of any individual participating/attending an RAS event/activity will not be tolerated
- Any acts of discrimination and/or harassment on the basis of race, nationality or ethnic origin, colour, age, religion, family status, sexuality or disability is unacceptable.
- Maintaining privacy of youth is important. Respect will be given to the confidential nature of information received regarding youth involved in RAS programming, events and/or activities.



Appendices, Processes, Guidelines and Procedures

Resolutions (to be reviewed and adjusted accordingly to suit RAS Governance Committee)

Resolutions are one method that member societies of the RAS can use to express their thoughts and opinions on a specific issue or issues to others in the organization. Resolutions can recommend changes to bylaws; actions to be taken by the Executive and Board of Directors of RAS, or changes to the organization and its policies.

WHAT IS A RESOLUTION?

A resolution is a formal proposal for action by a legislative body or public meeting. The proposal in a resolution that is placed before a meeting for consideration should be clear and concise. Resolutions should deal with only one subject so as not to cloud or confuse the proposal being considered.

THE FORM OF A RESOLUTION STATEMENT

A resolution has three parts including:

- The **Body**;
- The **Motion** or **Proposal** for consideration or action; and
- **Relevant Background Information** to support the resolution.

The **Body** of the motion being considered is used to describe the circumstances in a clear, concise and factual manner and to establish the needed action on the proposal. The descriptive part of the resolutions should begin with "*WHEREAS...*" and should describe

- What the problem is;
- Why the action is needed; and
- What the possible outcome could be if the problem is not fixed.

The **Motion** or **Proposal** defines the action being called for in a motion. It should define what action is required. Furthermore, it may also describe how and when the action is to be completed and who is to be involved. The motion or proposal is the only part of the resolution that is subject to debate once it is placed before a meeting. The motion or proposal should begin with "*THEREFORE BE IT RESOLVED THAT...*"

Relevant Background Information (or a position paper) should be provided with each resolution to ensure that it receives prompt and effective consideration. Relevant background information should include:

- The source or originator of the resolutions;
- The names of movers and seconders;
- A contact person who can respond to inquiries (include phone numbers and email contact information);
- Background information such as newspaper clippings, relevant legislation or policy and personal examples where available;
- Any action to be taken;
- A statement of action expected from the RAS; and
- How the resolution might change RAS policy.



GUIDELINES FOR WRITING RESOLUTIONS

The resolution:

- Must be submitted in legible format/manner
- Must be structured properly
- Must state the mover and seconder
- Should also be accompanied by background information or a position paper giving additional rationale for the resolution, and the name and addresses of a contact person for correspondence.

IMPROPER RESOLUTION ISSUES

Resolutions submitted to the RAS **SHOULD NOT**:

- Be a forum for airing personal grievances.
- Deal with persons or personalities.
- Address issues that can be better dealt with at the local agricultural society or District levels.

RAS ANNUAL GENERAL MEETING – RESOLUTION PROCESS

Resolutions may originate from Board, District or any Member Society meeting. Resolutions must be received by the RAS no later than November 30th of each year prior to the date of the Annual General Meeting.

The RAS will appoint a Resolutions Committee which will be given the following responsibilities:

- Review submissions for clarity and to determine the appropriateness to the RAS.
- Return resolutions to member societies where additional information or clarification is required/necessary as well as those deemed inappropriate. The committee will individually discuss these issues with the submitting member representative(s).
- Divide submissions into those that give recommendation and direction to the Board of Directors on various aspects of the organization calling them *Resolutions*; and those proposing changes to the Constitution calling them *Proposed Amendments to the Constitution*.
- Post *Resolutions* defined in Bylaw 6 together and separate from those defined in Bylaw 9 and identified as *Proposed Amendments to the Constitution* on the RAS website.
- Circulate all *Resolutions* and *Proposed Amendments to the Constitution* to member societies and the Board of Directors in advance of the Annual General Meeting with notification that these resolutions and proposed amendments will be considered at the RAS Annual General Meeting.
- Oversee the resolutions process at the RAS Annual General Meeting.
- Provide follow-up as necessary to the process at the RAS Board table and notify all member societies after a final decision has been made on all resolutions.

The Resolutions Committee will:

- Appoint scrutineers
- Determine the order of dealing with the resolutions at meeting
- Engage a Parliamentarian if necessary to assist with the Resolution Process
- Arrange for an information session at the Convention, if necessary, in the event of contentious or difficult resolution issues.

The Chair of the Resolutions Committee, at a Board Meeting prior to the Annual General Meeting will:

- Discuss all resolutions with the Board of Directors
- Determine level of Board support for the resolution with reasons
- Identify Director(s) if necessary, to address the resolutions at the Annual General Meeting
- Determine mover /seconder for appointment of scrutineers
- Appoint timekeeper to assist with questions



The Chair of the Resolutions Committee, at the Annual General Meeting will:

- Outline the Resolutions Process and read By-law 6(D) of RAS Constitution
- Clearly state who is eligible to vote and how they are to vote (showing of voting card or by secret ballot as determined at the outset of the process)
- Conduct appointment of scrutineers
- Consider resolutions in the order provided in advance to the membership
- Note that comments from the Board of Directors may be provided either by the Chairperson or a selected member of the Board at the conclusion of the discussion.
- Use scrutineers to count the ballots/ determine the decision of the vote
- Repeat the process for each subsequent motion

The result of the vote on each resolution as defined by Bylaw 6 is non-binding. Following the Annual General Meeting, the Board of Directors of RAS will give careful consideration to all resolutions approved by the membership but has the responsibility to the organization as a whole and may not support a resolution due to specific concerns.

The result of the vote on each Change to the Constitution as defined by Bylaw 9 will be effective immediately unless otherwise specified.

The Board of Directors will notify all member societies with a rationale after final decisions have been made for all resolutions.



Resolutions Process Flowchart

Prior to AGM

Resolution(s)/ proposed changes to the Constitution come from Board, District or Member Society.

Resolution/ proposed change to the Constitution is written according to the guidelines and includes a mover and a seconder, relevant background and contact information.

Resolution/ proposed change to the Constitution is received by the OAAS by November 30th of each year prior to the date of the Annual General Meeting.

OAAS Resolutions Committee reviews all resolutions/ proposed changes to the Constitution for clarity and appropriateness and separates the submissions into *Resolutions* and *Proposed Amendments to the Constitution*.

Resolutions and Proposed Amendments to the Constitution are circulated to member societies & Board of Directors for review, consideration and discussion prior to the Annual General Meeting.

At & After Annual Meeting

Resolutions and Proposed Amendments to the Constitution are presented by the member representative(s) during a specified time on the Annual Meeting Agenda.

Resolutions Committee Chair asks a representative from the submitting member society to read the resolution/ proposed change to the Constitution.

Chair calls for a seconder to the resolution/ proposed change.

Floor is open for all member societies to speak to the resolution/ proposed change. Speakers will alternate for and against the resolution/ proposed change. A member representative can only speak once to a resolution/ proposed change with the exception of the mover, who has the right to give a concluding comment.

At the conclusion the Board of Directors may provide points to consider on the resolution/ proposed change through the Committee Chair or other Board Director.

Voting shall be done by show of hands or secret ballot as determined at the outset of the process and is restricted to voting members at the AGM.

The resolution/ proposed change is either accepted or defeated.

All accepted resolutions will be given careful consideration by the Board of Directors at a future meeting(s) of the OAAS. Amendments to the Constitution take effect immediately unless otherwise specified. Member societies will be notified after a final decision has been made on all resolutions.