



A partnership of the City of Dawson, Dawson City Chamber of Commerce, Klondike Institute of Art & Culture, Klondike Visitors Association, and Chief Isaac Incorporated

## **Policy #1**

### **General Administration & Record Keeping**

Created: March 2014

Last Reviewed:

Amended:

#### **OBJECTIVE:**

To ensure that roles and responsibilities are defined in order to optimize day-to-day operations of the KDO

#### **SCOPE:**

This policy applies to Board members and the Management Contractor involved in the general administration of the KDO

#### **PRINCIPLES:**

1. Clear roles of the board versus roles of contractors will enable efficient operations.
2. A framework for day-to-day operations will enable improved KDO administration.

#### **GUIDELINES:**

##### **Meetings:**

1. KDO shall hold regular quarterly business meetings for which:
  - Dates are scheduled at the outset of the KDO fiscal year
  - Decision-making is conducted formally through the approval of resolutions
  - Minutes are recorded and approved at the following regular business meeting.
2. KDO may hold planning and discussion meetings in addition to quarterly business meetings as necessary. For these less formal meetings:
  - Scheduling will be arranged by a designated Board member
  - Minutes need not be recorded
3. KDO shall hold an annual review meeting to evaluate programs, projects and services.

##### **Communications:**

4. All formal written correspondence from KDO to other organizations or to government that communicates a position, policy or decision of the Board will be circulated to the full Board by email a minimum of three business days prior to sending, for any amendments and approval. Approval of the final correspondence will entail a majority of the Board in agreement with the letter as presented. Board members who have not responded during the three-day circulation period will be considered to have given their assent.



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5. Day to day communications activity necessary to fulfill the approved work plan and mandate will be the responsibility of the Management Contractor. This will include telephone, email, and in-person communications with service clients, project partners, etc. This will also include updates to the KDO website and Facebook page and other promotional activities that relate to KDO activities.

6. Written media communications (such as press releases and advertisements) directly related to the implementation of projects outlined in the approved KDO work plan and mandate will be the responsibility of the Management Contractor. Verbal interviews with news media will be dealt with on a case-by-case basis, with opportunities directed first to the Board, and second to the Management Contractor in the absence of an available Board member.

#### **Relationship of KDO to Partner Organizations:**

7. KDO Board members shall act as the primary conduit of two-way communication between their nominating partner organization and the KDO.

8. The Management Contractor shall submit quarterly written activity update reports to the partner organizations, and shall be available to make in-person reports as required.

9. Two months prior to a Board member's term of membership ending, they will notify their nominating partner organization of the upcoming membership term end. The Board member will indicate whether they intend to serve for another 2-year term, and inform the partner organization that if it does not support their membership, it must notify the KDO prior to the term end (December 31 of that year). Should the partner organization not support their renewed membership, the KDO President will facilitate discussions between the partner organization and the Board to achieve a consensual resolution. KDO will encourage continuity of membership wherever possible to foster stability.

#### **Record Keeping:**

10. Bookkeeping shall be undertaken by a professional bookkeeper (to be appointed at each AGM) working in collaboration with the KDO Treasurer. The Treasurer retains the KDO chequebook and is responsible for making payments on invoices.

11. KDO correspondence and financial records shall be kept accessible to KDO Board members at the office registered with Corporations Canada.

#### **Audits:**

12. KDO shall undertake an annual Review Engagement to be conducted by a certified accountant (to be appointed at each AGM).