



Board Director Stipends Policy

Type:	Operational	Created:	February 2021
Adopted by:	Board of Directors	Last Amended:	April 2021 April 2022
Executive Responsibility:	Chairperson, Executive Director	Procedure:	21-02

PREAMBLE:

The members of the Board of Directors receive remuneration for their work on behalf of the Students' Union as per Bylaws X & XI. This policy will describe the level of compensation provided to directors and the mechanisms by which directors are accountable for funds received. The purpose of director remuneration is to provide compensation for lost wages and/or funding for those who dedicate work, study and extra-curricular time to serve the student body.

PORTFOLIO COMPENSATION AND REQUIREMENTS:

1. REMUNERATION FOR DIRECTOR DUTIES

Directors are those individuals described in Bylaw VII. Directors shall be required to attend Board meetings and Committee of the Whole meetings each month, as well as Annual, Semi-Annual and any Special General meeting served during their current term.

2. COMPENSATION RATES AND PAYMENT SCHEDULE

2.1 Base Rate of Compensation

The base rate of compensation for Board of Directors members shall be:

\$65 will be available to attend the meetings of the Board

\$21 per hour, available to a maximum of 20 per month

This rate is based on historical values determined by surveying other student organisations, as well as Living Wage for the regions the Students' Union serves.

Chairperson for a regular business meeting of the Board shall be eligible for a flat rate of \$15 per meeting

2.2 Annual Adjustment

Annually on May 1 of each year, the rate of compensation for Board members shall be increased by the greater of the rate of change in the consumer price index for Vancouver over the preceding twelve months, or 1.5%.

2.3 Payment

Directors shall be paid monthly. The amount of each payment to a director will be determined by the number of meetings attended, portfolio positions held and the hours served by that member in the month (known as the reporting period) subject to the terms and reporting rules in this policy.

2.4 Banking Hours

Directors who work a surplus of hours in any given reporting period will not be compensated for those hours over and above the hours they are required to serve. Up to ten (10) surplus hours served by directors may be banked, with approval from the Executive Director, and used in a reporting period in which a director was unable to perform their duties due to bona fide illness or incapacity, or due to the campus being closed for an extended period (i.e. holiday breaks).

3. REPORTING

3.1 Written Reports

Each director must submit a written report summarizing their work in each reporting period in order to qualify for stipend. Reports will conform to a set template, and include details on work completed, hours of service provided, and meetings attended.

3.2 Submission of Reports

The following rules will apply to the submission of reports:

- Reports are due on the 5th of the month, after the end of the monthly reporting period;
- Reports provided late may result in the stipend payment being delayed to the following payment cycle; and,
- Reports provided more than six weeks following the end of a reporting period will not be considered, and a director failing to provide a report for a reporting period shall, after six weeks, be deemed to have forfeited any stipend they may have been owed.

3.3 Standard Approval of Reports

- a. Directors' reports must be approved by the Internal Relations Director and a NISU staff member. The Internal Relations Director shall have their report approved by the Communications Director and a NISU staff member.
- b. Standard approval shall be granted provided that a report conforms to the necessary reporting standard, that the report appears accurate, and that there is no reason to believe that the report's author has provided incorrect information. Payment shall be issued to directors based on their reports receiving preliminary

approval.

- c. Where the Internal Relations Director and NISU staff member (or Communications Director in the case of the report of the Internal Relations Director) member finds that a report is missing necessary information, contains misstatements, attempts to claim hours for work not completed, or other such issues, said report(s) shall be referred back to the director for clarification or may request the report be amended to satisfy the necessary criteria. The Internal Relations Director and NISU staff member (or Communications Director in the case of the report of the Internal Relations Director) may approve or reject the report as deemed appropriate. In the event of a dispute of report, the report may be referred to the Board of Directors for review, and a final decision based on 2/3 majority vote.

4. ALLOWABLE EXPENSES

4.1 Travel Expenses

The Students' Union shall reimburse those who incur approved travel expenses while performing Students' Union business. Reimbursement rates shall be as follows:

4.2 Use of Personal Vehicle

Those using their personal vehicle to perform Students' Union work shall be compensated at current allowable allowance for vehicle travel with the Canadian Revenue Agency, updated March 1 annually.

4.3 Per Diems

Those who are required to perform duties or attend meetings away from their community/campus shall be reimbursed at the rate set by Select Standing Policy of the BC Federation of Students.

SCHEDULE OF REVIEW

The Board Stipends Policy shall be reviewed on a three (3) year cycle.

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