

Governance Policy

This policy describes the overall structure and governance of the fmi*igf organization.

1.1 Governance Structure

1.1.1 National Organization Overview

1.1.1.1 Board of Directors

Information about the voting members, the Board's rights and responsibilities, the process for electing the Board members and the process for removal of Board members can be found in the "Board of Directors", "Duties of Directors", "Election of the Board of Directors" and "Dismissal of Directors" sections of the fmi*igf by-laws. Directors must sign an agreement upon their election to the Board of Directors; please refer to Appendix 1 for a copy of the agreement.

1.1.1.2 Councils and Committees

Information about the Board's ability to institute councils and committees and to establish their terms of reference can be found under the "Councils and Committees" section of the fmi*igf by-laws. The three major Board governance groups are the Chapter Advisory Council, the Governance and Nominations Committee and the Financial and Audit Committee:

1.1.1.2.1 The Chapter Advisory Council (CAC)

The CAC is a regional advisory body where duly appointed Chapter representatives come together to provide guidance, strategic direction and regional perspective to the Board. Please refer to Appendix 2 for the terms of reference.

1.1.1.2.2 The Governance and Nominations Committee (GNC)

The GNC exercises general oversight with respect to the governance of the organization and reviews the qualifications of the proposed nominees for election to the Board. The GNC develops and recommends to the Board a set of corporate governance policies and appraises the framework for assessment of Board performance. Please refer to Appendix 2 for the terms of reference.

1.1.1.2.3 The Finance and Audit Committee (FAC)

The FAC acts in an advisory capacity to the Board and ensures the adequacy and effectiveness of financial reporting by reviewing and recommending for approval to the Board all budgets, financial statements, accounting policies, internal and external audits, management plans and information. FAC acts as the liaison between the Board and its auditors. Please refer to Appendix 2 for the terms of reference.

1.1.1.2.4 The President may also create other committees, councils or working groups to address specific strategic priorities. Appendix 2 provides the terms of reference of the groups that have been created in the past.

1.1.1.3 National Office and Infrastructure

These permanent National Office positions have been approved by the National Board:

- Chief Executive Officer
- Marketing & Communications Coordinator
- Financial Officer
- E-learning and Media Coordinator
- National Events Coordinator
- Instructional Designer
- Executive assistant and event planner

Under the Board approved budget and HR Plan of the National Office, the Chief Executive Officer may hire additional staff on a casual or service contract basis.

The Budget and HR Plan are submitted by the CEO for Board approval by January 15 of each year.

1.1.1.4 Partnerships, Affiliations and Associations

fmi*igf partners with various organizations in order to achieve its goals and provide optimum value to the members and event participants. Partnering for individual events can be handled through informal arrangements, including joint organization committees or funding support. However, a more formal affiliation/partnership requires a comprehensive evaluation of the risks and benefits of the possible relationship.

There are eight partnership categories:

- International Organizations with a similar mission- While the organizational structure and specific financial processes may be different in each country, there are many topics of mutual interest where knowledge can be shared. The U.S.-based Association of Government Accountants (AGA) is a fine example of such a partnership.
- Accreditation and Certification Bodies- This group of National and Chapter partners includes the Chartered Professional Accountants of Canada (CPA) and the Association of Chartered Certified Accountants (ACCA) who are dedicated to professional development (PD), research and the sharing of knowledge, standards and best practices which are of paramount importance in Public Sector Financial Management. This group of partners also includes certification bodies from other related fields such as Project Management and Procurement.
- Canadian Non-Profit Organizations- fmi*igf, both at the National and Chapter level, has been approached by a variety of organizations on an informal basis to share information and mutually promote events or hold joint webinars.
- Commercial Sponsorship- Organizations may support one or more fmi*igf activities (PD Week, PSMW or local Chapter events) by purchasing exhibition space or sponsorship opportunities.
- Academia – Partnering with Universities and their affiliated institutes offers a unique opportunity to meet with the next generation of stakeholders while keeping abreast of emerging trends in thought leadership.
- Leadership Groups – fmi*igf has partnered with the DCFO (Deputy Chief Financial Officer) Council and SAFAG (Small Agencies Finance Action Group) to ensure that their concerns and learning priorities are addressed by fmi*igf's PD offerings.
- Public Sector Unions – fmi*igf has partnered with public sector unions in sponsorship agreements or webinar offerings.
- Accounting firms – they may act as sponsors or provide speakers at PD events or webinars.

Affiliation/Partnership Criteria- In order to determine the most appropriate affiliation or partnership level, a number of criteria need to be considered, including:

- Benefits or opportunities: access new markets for fmi*igf products and services;
- Knowledge gained: enrich the breath and the scope of the organization's knowledge base in order to improve the quality of fmi*igf's programs;
- Risks or threats: to fmi*igf that it is supporting the competition and that members and participants may be lost;
- Level of effort to sustain the affiliation or partnership must result in tangible benefits.

The fmi*igf should periodically evaluate all its partnership agreements to determine whether the benefits continue to outweigh the risks and costs of maintaining the partnership. The evaluation form found in Appendix 3 can be used to evaluate and ensure a visible and equitable approach to partnerships.

1.1.2 Chapters Overview

1.1.2.1 Chapters – List of Current Chapters

The following lists the approved fmi*igf Chapters in all provinces across Canada.

- Victoria
- Vancouver
- Edmonton
- Regina
- Manitoba
- Ontario
- Capital (Ottawa/Gatineau)
- Montreal
- Québec
- Fredericton
- South-East New Brunswick
- Halifax
- Prince Edward Island
- St. John's

1.1.1.2 Chapters – Operational Requirements

- **Chapter Affiliation Agreement**
The modus of operation between fmi*igf and the Chapters is described in the Chapter Affiliation Agreement, please see Appendix 4.

- **Fiscal Year End**
Chapters must have the same fiscal year end as the fmi*igf national organization to facilitate standardized financial and operational reporting.
- **By-laws**
Chapters must submit a copy of their approved bylaws and any amendments thereafter to the fmi*igf National Office.
- **GST/HST**
If a Chapter's worldwide annual GST/HST taxable supplies are less than \$30,000, they are defined as a small supplier by the Canada Revenue Agency and therefore are not required to register to collect GST or HST. Chapters may not use the national business number for invoicing Federal Government departments for membership and/or registration fees.
- **Annual Financial Statements**
fmi*igf does not prepare consolidated financial statements. Chapters are required to maintain their General Ledger on an accrual accounting basis and to provide their individual annual Chapter financial statements to the National Office by the end of September each year. Chapters are encouraged to conduct an audit or review on an annual basis.
- **Registration System**
Chapters may use the national registration system for all their PD events at no charge.
- **Credit Card Service Fees**
fmi*igf has negotiated an agreement with Stripe Inc. to charge an attractive credit card fee of 2.5% per transaction, and no monthly fees, for all Chapters using the National Registration System. For privacy and security reasons, Chapters are discouraged from sharing the credit card information of their members and/or participants with any other organization including fmi*igf National. In addition, all credit card information (name of card holder, number, expiry and CVC) should be destroyed and should not be stored for future use.

1.1.1.3 Chapters – General Statement of Responsibilities

- Each Chapter shall abide by the fmi*igf brand guidelines as described in Appendix 5.
- Each Chapter shall pay annual fees of \$500 by September 30th in accordance with fmi*igf's by-laws, rules and regulations.

- The Chapter should maintain a minimum of 25 members.
- The Chapter shall continue its operations in good standing, respecting all of the fmi*igf organization's by-laws, rules and regulations.
- The Chapter shall manage its affairs with a Board of Directors, which shall include at least five Board members. The names of these Directors shall be communicated to the National Office annually. As a Best Practice, the Vice-President should be included in a succession plan for the Chapter.
- The President of the Chapter's Board of Directors shall participate actively as a member of the fmi*igf Chapter Advisory Council. The President of the Chapter may designate a representative as a member of the Chapter Advisory Council.
- The Chapter shall have an annual audit, review or compilation of their financial statements at their own expense and shall provide a copy of these financial statements to the fmi*igf National Office within three months of the Chapter's financial year end.
- The Chapter should maintain a minimum accumulated surplus or net worth of at least \$5,000 on an ongoing basis.
- The Chapter shall, at all times, conduct its affairs in a manner consistent with the mission, vision, values and objectives of the fmi*igf, as stated in the Chapter Affiliation Agreement and fmi*igf's letters patent, by-laws, rules and regulations, and internal documentation, and shall ensure that its activities do not bring the public name and image of the fmi*igf into disrepute.
- The Chapter may continue its operations under the umbrella of the fmi*igf national organization or may choose to incorporate as a separate, but affiliated organization. Incorporation of the Chapter shall be carried out under the provisions of Part II of the *Canada Corporations Act* (R.S., 1970, c. C-32), and the Chapter shall bear any costs relating to the incorporation of the Chapter.

1.1.1.4 Chapters – Roles of the National Organization

General Statement of Responsibilities of fmi*igf:

- Recognize and respect the autonomy of the Chapter in the governance of its affairs.

- Recognize and respect the right of the Chapter to set its own annual membership fees.
- Ensure that the members of the Chapter who have opted to become national members receive a copy of the *fmi*igf electronic Journal* on a timely basis.
- Encourage the Chapters to solicit and submit relevant articles to the *fmi*igf electronic Journal* for possible publication, including Chapter activity updates.
- Recognize that only individuals who are members in good standing of a Chapter are eligible for election to serve on the fmi*igf Board of Directors.
- Provide Chapters with assistance in developing and promoting the Public Sector Management Workshop (PSMW) when they have been selected to host such an event.
- Provide communication opportunities for Chapters to share best practices.
- Assist Chapters to promote events.
- Provide marketing materials to Chapters.
- Provide advice and assistance with speakers for local events.

1.1.1.5 Chapters – Director Liability Insurance and General Liability

1.1.1.5.1 There is a Directors and Officers Liability Insurance Policy for the Financial Management Institute and all of the affiliated Chapters and events.

- fmi*igf Insurance Policy premiums are paid by National Office.
- The insurance covers fmi*igf National Board of Directors and all Chapters Board of Directors.
- The aggregate limit of the liability is \$5,000,000 for each Policy year, please see Appendix 6 for more information.

1.1.1.5.2 There is also General Liability Insurance which covers activities and events of the fmi*igf National and Chapters including PD Week, PSMW and the fmi*igf journal; please see Appendix 7 for more information.

1.1.2 Membership Overview

National membership is open to all those who participate in a paid fmi*igf National event and who opt-in to accept membership. Participants at fmi*igf events are mostly financial officers from various levels of government (federal, provincial and municipal) who have an interest in public sector financial management.

Participants at Chapter events may opt-in to the National membership however, they may also remain Chapter members only.

The benefits of a National membership include:

- Subscription to the fmi*igf electronic journal
- Notification of upcoming events
- Dynamic free professional development webinars
- Complimentary social and networking events

1.1.3 Membership Fees Overview

There are no fees for a national membership. National memberships expire on June 30th of each year.

Chapter membership fees vary from Chapter to Chapter.

1.2 Board of Directors Roles and Responsibilities

1.2.1 President

1.2.1.1. Roles and Responsibilities

- As a member of the Board of Directors, provide leadership and direction while promoting the best interests of the fmi*igf at all times;
- Preside at all National Board meetings and Annual General meetings;
- Exercise financial signing authorities;
- Represent the fmi*igf in all matters, unless otherwise delegated, and
- Address matters from the Chapter Advisory Council (CAC) in a timely basis.

1.2.1.2 Key Competencies

- Excellent communication skills, bilingualism an asset

- Leadership skills
- Active listening skills
- Analytical and problem solving skills
- Negotiation / conflict management skills

1.2.1.3 Selection Criteria

- Experience at fmi*igf National level (national Board or national event)
- Alternate between Ottawa and the other regions
- Vice President normally becomes President after two years

1.2.1.4 Term

- Two years

1.2.2 Vice President

1.2.2.1 Roles and Responsibilities

- Member of the Board Directors and assist the President whenever required. Replace the President in his/her absence and exercise any delegated authorities;
- Exercise financial signing authorities;
- Oversee and coordinate the activities of the Regional Directors.

1.2.2.2 Key Competencies

- Excellent communication skills, bilingualism an asset
- Leadership skills
- Active listening skills
- Analytical and problem solving skills
- Negotiation/conflict management skills
- Previous experience serving on Boards in a governance structure.

1.2.2.3 Selection Criteria

- Experience at fmi*igf National level (national Board or national event)
- Alternate between Ottawa and the other regions

1.2.2.4 Term

- Two Years

1.2.3. Director of Governance

1.2.3.1 Role and Responsibilities

- Member of the Board of Directors
- Chair the fmi*igf Award Committees
- Provide advice and guidance on by-law review
- Review and present policies to the Board of Directors
- Represent the fmi*igf to outside organizations
- Chair meetings of the Governance and Nominations Committee
- Ensure the transfer of corporate knowledge to new Board members

1.2.3.2 Key competencies

- Excellent communication and leadership skills
- In-depth knowledge of fmi*igf including its by-laws and policies
- Active listening skills
- Analytical and problem solving skills

1.2.3.3 Selection Criteria

- Preference given to members with previous National Board experience, preferably in the capacity of President

1.2.3.4 Term

- Two years

1.2.4. Secretary-Treasurer

1.2.4.1 Role and Responsibilities

- Member of the Board of Directors and Chair of the Finance and Audit Committee
- Exercise financial signing authorities and responsible for the financial oversight of fmi*igf including all banking and investment matters
- In collaboration with office staff, prepare the annual budget for presentation to the Board
- Maintain the financial management policy
- Present periodic financial reports and budget forecasts

- Oversee the annual audit and the preparation of the annual financial statements
- Ensure that corporate records are maintained
- Ensure that reports to government agencies are prepared, approved and submitted on a timely basis (e.g. GST, source deductions, corporate filings)
- Provide official notification of meetings to the Board and/or members as per the requirements stated in the by-laws as well as other events and deadlines
- Review and approve meeting minutes for distribution
- Assist the President in the preparation of meeting agendas

1.2.4.2 Key Competencies

- Ability to use Excel spreadsheets
- Knowledge of GAAP
- Editing skills to review and correct minutes
- Ability to manage/motivate staff at all levels of the organization

1.2.4.3 Selection Criteria

- Preference given to those with experience in financial management and/or auditing

1.2.4.4 Term

- Two years

1.2.5. Regional Directors (Central, East, West)

1.2.5.1 Role and Responsibilities

- Member of the Board of Directors and the Chapter Advisory Council
- Represent the interests of Chapters at the national level
- Support the Chapters in their operations
- Maintain ongoing contact with all Chapters within their area of responsibility
- Facilitate the sharing of information
- Primary communication link between the Board of Directors and the Chapters
- Advise the Board of Directors of any issues or concerns arising from the Chapter Advisory Council
- Advise the Board of Directors of changes in Chapter Presidents

1.2.5.2 Key Competencies

- Effective communicator with active listening skills, bilingualism an asset in the East and the West, bilingualism a must in the Central region
- Analytical with problem solving and team building skills
- Takes initiative
- Experience at fmi*igf National or fmi*igf chapter level

1.2.5.3 Selection Criteria

- Must be an fmi*igf member in one of the chapters covered by their area of responsibility
- Knowledge of the respective region and of fmi*igf

1.2.5.4 Term

- Two years

1.2.6 Directors, Special Projects (2)

1.2.6.1 Role and Responsibilities

- Member of the Board of Directors
- Responsible for a special project as determined by the Board
- Participate in all National Board meetings and various committees or working groups related to his/her mandate

1.2.6.2 Key Competencies

- To be determined based upon the nature of the mandate

1.2.6.3 Selection Criteria

- To be determined based upon the nature of the mandate

1.2.6.4 Term

- One year

1.2.7 Chief Executive Officer

1.2.7.1 Role and Responsibilities

- Staff position reporting to the President
- Non-voting member of the Board of Directors
- Develops the organizational strategies that support the strategic objectives defined by the Board and oversees their implementation
- Prepares the annual operational plan
- Has the authority to staff positions and terminate employment as required
- Manages all national programs and publications like PD Week, PSMW, the electronic Journal and online courses.
- Supports the Board of Directors by providing reports and information to ensure the achievement of the strategic goals of the organization
- Supports the Chapters by providing products, training, and assistance
- Promotes the fmi*igf brand with key stakeholders
- Provide a product mix that supports Chapters and is innovative

1.2.7.2 Key Competencies

- Excellent communication skills, preferably bilingual
- Leadership skills
- Active listening skills
- Analytical with problem solving skills.

1.2.7.3 Selection Criteria

- Selected by a hiring committee

1.2 CHAPTER ADVISORY COUNCIL ROLES AND RESPONSIBILITIES

1.3.1 Chapter Presidents

1.3.1.1 Roles and Responsibilities

- Manages the activities of the Chapter in support of fmi*igf strategic goals
- Member of the Chapter Advisory Council (CAC)
- Participate in all CAC meetings
- Assist in National committees and working groups
- Represent the interests of the chapter at the regional level

- Share information and best practices
- Ensure that updated membership lists and National Chapter fees are paid.

1.3.1.2 Key Competencies

- Excellent communication skills
- Leadership skills
- Active listening skills
- Analytical and problem solving skills

1.3.1.3 Selection Criteria

- Selected by the individual chapters in accordance with their own by-laws

1.3.1.4 Term

- Up to the individual chapters and can vary by chapter

1.4. CHAIRS OF NATIONAL PROGRAMS

1.4.1 Chair(s) of PD Week

1.4.1.1 Roles and Responsibilities

- Report to the Chief Executive Officer
- Under the direction of the CEO, preside over the PD Week activities and ensure the proper functioning of all events
- Chair the PD Week organizing committee meetings
- Assist with the development of the PD Week program
- Assist with the development of the event budget
- Serve as ambassador and promoter of the event in the public service

1.4.1.2 Key Competencies

- Strong Communication skills, preferably bilingual
- Leadership skills
- Active listening skills
- Analytical and problem solving skills

1.4.1.3 Selection Criteria

- Must be a member of the Capital chapter

- Should be well connected to senior management within the federal public service

1.4.1.4 Term

- One year

1.4.2 Vice-Chair(s) PD Week

1.4.2.1 Roles and Responsibilities

- Replace the Chair of the PD Week organizing committee whenever required
- Assist in the development of the PD Week program
- Assist in the development of a budget for the event
- Normally after their year of being Vice-Chair of PD Week he/she assumes the duties of Chair of PD Week

1.4.2.2 Key Competencies

- Strong Communication skills, preferably bilingual
- Leadership skills
- Active listening skills
- Analytical and problem solving skills

1.4.2.3 Selection Criteria

- Must be a member of the Capital chapter
- Should be well connected to senior people within the federal public service

1.4.2.4 Term

- One year

1.4.3 Chair(s) of PSMW

1.4.3.3 Roles and Responsibilities

- Report to the Chief Executive Officer
- Under the direction of the CEO, preside over the PSMW activities and ensure the proper functioning of all events
- Assist in the development of the PSMW program

- Assist in the development of a budget for the event
- Assist in identifying national speakers for PSMW
- As the official representative of the fmi*igf National in the Chapter, ensure compliance of the PSMW organizing committee to fmi*igf National policies
- Provide accountability reports to the CEO on a monthly basis.

1.4.3.4 Key Competencies

- Strong communication skills, preferably bilingual
- Leadership skills
- Active listening skills
- Analytical and problem solving skills

1.4.3.5 Selection Criteria

- Must be a member of the hosting Chapter
- Should be well connected to senior people within the federal public service

1.4.3.6 Term

- Two years

1.4.4 Editor, fmi*igf journal

1.4.4.1 Role and Responsibilities

- Reports to the Chief Executive Officer
- Plan and coordinate the timely production of the fmi*igf journal
- Chair the fmi*igf Journal editorial board meetings

1.4.4.2 Key Competencies

- Excellent writing skills
- Editing skills
- Time management and coordination skills
- Bilingualism (as an asset)

1.4.4.3 Selection Criteria

- Preference given to those who have worked in the field of communications

1.4.4.4 Term

- One year

1.5 Directors Liability Insurance

- There is a Directors & Officers Liability Insurance Policy for the Financial Management Institute of Canada and all of the affiliated Chapters
- fmi*igf Insurance Policy premium is paid by National Office
- Covers all members of the fmi*igf National Board of Directors and Chapter Advisory Council
- The aggregate limit of the liability is \$5,000,000 for each policy year, please see Appendix 6

1.6 General Liability Insurance

1.6.1 There is a General Liability Insurance Policy for the Financial Management Institute of Canada and all of its affiliated Chapters and events

1.6.2 Covers all national and chapter events, please refer to Appendix 7 for a description of the coverages and limits of insurance.

1.7 Planning and Reporting

1.7.1 Strategic Plan

In September/October, the Board of Directors meets to prepare a strategic plan which prescribes the framework for action for fmi*igf for the next three years. It guides activities to ensure resources and energies are focussed on the stated mission and vision of the fmi*igf. Priorities are determined, and within each strategic priority, goals are articulated to clarify the strategy.

The Purpose and Components of the Strategic Plan include the following:

- Develop a strategy for attracting volunteers
- Develop a strategy for attracting participants to the events in order to broaden the participation base
- Provide a forum for the exchange of new ideas

- Detail and assign responsibility
- Assign time frame for completion of objectives
- Provide accountability

The strategic plan will be reviewed and updated each year so that it becomes, in a sense, “evergreen”. The strategic plan will be supported by an annual operational action plan prepared by the CEO that will define specific activities to be undertaken to support the attainment of these strategic priorities and goals. It is important to emphasize that this strategic plan spans three years. It is not expected that each year's operational plan will deal fully with each of the strategic priorities/goals. What is important is that progress be made each year so that the overall strategy is accomplished in that time frame.

1.7.2 Operational Action Plan

An operational action plan is prepared annually for the forthcoming year. It features results that are actionable and that can be evaluated within the context of the Strategic Plan.

1.7.2.1 The timetable for the operational action plan:

- The Chief Executive Officer meets with his/her staff in October to review the Strategic Plan in order to establish the priorities for the next year
- The Operational Plan is completed by October 30.
- The Board of Directors reviews and approves the operational action plan at the PD Week Board meeting.
- The CEO provides progress reports as requested by the Board, but at a minimum on a quarterly basis.

1.8 Reporting

1.8.1 At the end of the fiscal year, the National Office will begin collecting data for the annual report. Chapters will be asked to report on a number of items in order to monitor their progress, namely:

- Number of events
- Attendance per event
- Participants and membership

1.8.2 Chapters must forward their financial statements to the Secretary-Treasurer by September 30th. This will provide the Chapter's financial position.

1.8.3 Directors must report on their activities and progress with respect to their individual responsibilities, and their related goals at each meeting of the Board of Directors.

1.8.4 Chapter Presidents provide a brief progress report at each meeting of the Chapter Advisory Council.

1.8.5 The Regional Directors hold several teleconferences with his/her Chapter Presidents throughout the year and at least one face-to-face meeting in the winter months to gauge the health of the Chapters in the region.

1.8.6 The President delivers quarterly reports to the membership which are posted on the website.

1.8.7 The CEO provides reports as specified by the Board, to the Board in advance of each Board meeting.

1.9 Privacy and Protection of Personal Information

Our Commitment

The fmi*igf is committed to protecting the privacy of the personal information of its participants, members, sponsors, employees, volunteers and other stakeholders. Personal information is gathered and utilized during normal operations. People from whom such information is collected expect that it will be protected, that any disclosure of this information is subject to consent, that it is accurate and complete and, upon request, it is available for review.

What Information is collected?

Personal information that is necessary to fulfill identified purposes. The information collected may include, but is not limited to, an individual's name, contact information, membership and event registration history, and credit card information.

Why is personal information collected?

The information provided upon registration for fmi*igf professional development events is used to ensure that the registrant's name is placed on the attendance list and that they are provided with appropriate access to the event. This information is also used for billing purposes and to contact registrants by mail, phone or email. More specifically, personal information is collected for the following purposes: Mailings (by post or electronic) and phone calls to inform participants and members about upcoming events and to invite them to register for these events.

Is personal information disclosed?

The fmi*igf does not sell, license, trade or rent personal information to or with third parties; personal information is not used for marketing or other purposes. The fmi*igf website may offer links to other third party websites such as those of event sponsors and exhibitors. Operators of linked websites may also collect personal information (including information generated through the use of cookies) when users link to their websites. fmi*igf is not responsible for how such third parties collect, use or disclose personal information, so it is important that users familiarize themselves with the privacy policies of these websites before providing personal information on those sites.

How is personal information protected?

Event registration history is stored in the fmi*igf registration system and in hard copy files. Information in electronic or paper format is either under supervision or secured in a locked or restricted area at all times. Passwords are used on computers and only authorized fmi*igf personnel have access to this information. Financial transactions are kept in a secure storage for a minimum amount of time required by legislation and then are destroyed. Personal information is retained only as long as necessary. Paper files containing personal information are shredded. Electronic information is deleted and, when the hardware is discarded, the hard drive is physically destroyed. This policy is made under the Personal Information Protection and Electronic Documents Act.

1.10 Official Languages

1.10.1 Workplace

All internal communications originating from the National Office should respect the preferred official language of the recipient.

National Office will either issue or provide both English and French versions of the text for all widely distributed correspondence.

All forms will be made available in English and French, preferably in flip bilingual format. All contracts will be made available in the language of choice of the supplier.

1.10.2 Communications with Stakeholders

All promotional materials that are produced by National Office must appear in both official languages.

All stationary should include the bilingual fmi*igf National logo and be brand compliant.

Some website applications will be available in both official languages, when they are shared nationally. (Ex. Registration systems, Speakers' database, Board Members login, Members' login etc) When requested, National Office will arrange translation for unilingual Chapter documents.

The fmi*igf electronic journal is available in both official languages.

All National publications will be made available in English and French. These documents must be printed back to back or side to side. Publications in separate versions should bear note indicating their availability in other languages.

All materials will be produced in English for English media and in French for French media.

1.10.3 Meetings

English will be the working language used at the meetings of the Board of Directors and Chapter Advisory Council (CAC). During the CAC Meetings, all attendees are encouraged to use the official language of their choice. When requested, the Chair or an alternate member will provide meeting discussion, translation or clarification.

All CAC meeting materials except for Directors' reports must be available in both official languages. Since the distribution of Directors' reports is limited, reports may be distributed in one official language only. Translation of Director's reports will be made available upon request of a Board member.

1.11 Communications and Marketing

fmi*igf Logo Guidelines

The proper use and display of the fmi*igf logo within the corporate identity program is essential for a consistent corporate image. The following guidelines outline the implementation of a strong and distinctive identity for fmi*igf. They have been developed to assure a proper and consistent use of the official logo.

fmi*igf National provides several versions of the logo and guidelines. This logo should be used on all related Chapter stationary, materials and publications. This includes advertising, newsletters, letterheads, presentations, brochures, business cards, envelopes, name badges, banners, press releases, programs, signage and other promotional material.

Color

The logo must appear in its true PMS colours or black and white. The logo should appear on a solid white background, never over complex imagery or graphics. Whenever possible, the logo should be used in its true color form. The true Pantone colours are:

Green PMS 555

Red PMS 032

For more information please see the Pantone Colour Chart.

Format and Resolution

The logos are available in different formats and resolutions to suit a variety of different needs. Most printers will request an AI (Adobe Illustrator) or EPS (vector) version of a file that is going to be used in digital or offset printing scenarios.

Size and Integrity

When sizing the logo, the integrity of all elements of the logo and proportion must be maintained. The logo may be resized, but the proportions must be maintained for it to remain legible. When resizing the logo its shape should not be distorted.

The logo is a graphic element, not a type style. Do not type or cut & paste any element of the logo for use in a sentence. Use lowercase fmi*igf when typing the corporate name in a sentence, whether it is in English or in French.

All information on the fmi*igf brand guidelines can be found in Appendix 5.

1.12 Records Retention

fmi*igf records refer to all business documents of the organization including written, printed and recorded materials, as well as electronic records (i.e., emails and documents saved electronically).

- All business records shall be retained for a period as long as necessary for the proper conduct and functioning of the organization. No business records shall be retained longer than five (5) years, EXCEPT those that have periods provided for below.
- Tangible records should be destroyed by shredding or some other means that will render them unreadable.
- Email records that do not need to be retained should be deleted and the recycling bin should be emptied periodically

Document Retention Schedule:

- Accounting and Audit Records - 7 years

- Annual audited financial statements - Permanent
- Chart of Accounts - Permanent
- Bank reconciliation - 2 years
- Tax Records - Permanent
- Payroll Records - 7 years
- Insurance Records - Permanent
- Incorporation and reorganization records (Articles and Incorporation, bylaws) - Permanent
- Minutes of meetings of the Board, CAC and the former Executive Committee - 10 years
- Legal Records (trademark, copyright, patent) - Permanent
- Legal Records (litigation cases, court documents) - 5 years after case closed
- Leases (office, systems and equipment) - 5 years after termination
- Personnel Records - 3 years after employment period
- Employment applications and staffing actions (persons not hired) - 1 year