

# Academy for Lifelong Learning Toronto Board Handbook

Revised July 2021

## Contents

|       |  |    |
|-------|--|----|
| 1.    | <u>ABOUT THIS HANDBOOK</u> .....                                       | 2  |
| 2.    | <u>ABOUT THE ACADEMY FOR LIFELONG LEARNING</u> .....                   | 3  |
| 3.    | <u>ABOUT THE BOARD OF DIRECTORS</u> .....                              | 3  |
| 3.1   | <u>Officers of the Board</u> .....                                     | 4  |
| 3.1.1 | <u>President</u> .....   | 4  |
| 3.3.2 | <u>Vice President</u> .....  | 5  |
| 3.3.3 | <u>Past President</u> .....  | 5  |
| 3.3.4 | <u>Treasurer</u> .....   | 5  |
| 3.3.5 | <u>Secretary</u> .....   | 6  |
| 4.    | <u>ABOUT COMMITTEES OF THE BOARD</u> .....                             | 8  |
| 4.1   | <u>The Following Procedures Apply to All Standing Committees</u> ..... | 8  |
| 4.2   | <u>Standing Committees of the Board</u> .....                          | 9  |
| 4.2.1 | <u>Communications Committee</u> .....                                  | 9  |
| 4.2.2 | <u>Curriculum Committee</u> .....                                      | 11 |
| 4.2.3 | <u>Membership Committee</u> .....                                      | 15 |
| 4.2.4 | <u>Special Events Committee</u> .....                                  | 16 |
| 4.2.5 | <u>Talks Committee</u> .....   | 18 |
| 4.3   | <u>Ad Hoc Committees of the Board</u> .....                            | 19 |
| 4.3.1 | <u>Long-Range Planning Committee</u> .....                             | 19 |
| 4.3.2 | <u>Nominating Committee</u> .....                                      | 19 |
| 5.    | <u>CALENDAR OF EVENTS IN THE ACADEMY YEAR</u> .....                    | 20 |
| 6.    | <u>POLICIES</u> .....  | 21 |

## 1. ABOUT THIS HANDBOOK

This handbook is a storehouse of information about how things are normally done, as well as a collection of decisions made by the Board designed to help volunteers to manage the yearly cycle of the Academy. It is the Academy's institutional memory.

The handbook comes in six parts. After this introduction, which is the first section, comes a brief description of the organization of the Academy. The third part deals with the Board of Directors and is of particular interest to the members of the Board. The fourth describes the committees and their mandates and is of particular interest to committee members or those thinking about joining a committee. The Board's version of the handbook also contains detailed procedures for each of the committees. The fifth section is a calendar of the sequence of events in the Academy year, which will give every volunteer an idea of when their committee will be called upon as well as when other committees are in action. The sixth lists the policies that have been adopted by the Board but are not part of the by-laws.

## 2. ABOUT THE ACADEMY FOR LIFELONG LEARNING

The Academy for Lifelong Learning is an exceptional organization. It has no office. There are no paid staff. Yet every year the Academy puts on a cycle of events open to all members. "Staff" are volunteer members who serve as chairs or vice chairs of committees charged with running portions of the Academy's annual program, or who serve as Officers of the Board. They decide on the Academy's policies.

To allow the work of running the Academy to be shared among the members generally and to give any interested members the opportunity to participate, everyone is limited to a two-year stint on the Board – except for the President who sits for a third year as Past President as a non-voting member. Two years allow a volunteer to shadow his/her predecessor in the first year. For example, the Assistant Treasurer shadows the Treasurer for a year before taking on that role.

The form of governance used by the Academy is conventional; it is incorporated and observes the provincial legislation for non-profit societies. There are bylaws that specify how the Board shall work and outline the responsibilities of the officers. The Board, which consists of the chairs and vice chairs of all of the committees, along with the officers and assistant officers, has established committees that execute the policies set by the Board.

## 3. ABOUT THE BOARD OF DIRECTORS

Board members are expected to be familiar with the established policies of the Academy. The Secretary maintains a register of established policies, and will add new policies as they are decided.

For Member list of the Board see the Academy website under Members for a list of Board and Committee Members: <https://allto.ca/members/>

## Board Organization and Responsibilities

### The Board of Directors:

- Is responsible for establishing the Academy's strategies, policies, and procedures, and for ensuring their communication and compliance
- Meets once a month
- Consists of up to sixteen elected voting members made up of the Officers (President, Vice President, Treasurer, Assistant Treasurer, Secretary and Assistant Secretary), the Committee Chairs and their Assistant Chairs and the Past President who is a non-voting member
- Has a term of office of two years, with members usually serving as Assistants or Assistant Chairs in the first year, and as Officers or Committee Chairs in their second year
- May from time to time appoint persons as non-voting members of the Board, upon such terms and conditions as the Board may direct

### Recruitment and Elections

- In October, the Board activates a Nominating Team which is chaired by the Past President.
- The Team meets to prepare a slate of nominees that is brought to the Board for approval.
- The current Chairs of the various Committees, with the help of the Volunteer Coordinator if required, are responsible for ensuring that a Vice Chair has been identified for their respective Committees.
- The Nominating Team then sends an email to the membership in early May, publicizing the slate of nominees and inviting additional nominations.
- The final slate, with biographies of the nominees, is sent to the members as part of the AGM package in late May.
- The Chair of the Nominating Team presents the final slate of nominees for election to the Board at the Annual General Meeting (AGM) in June.

### Reporting

- The Secretary is responsible for taking the minutes of the Board meetings, their distribution to Board members after the meetings, and the preparation of agendas which should include the reports from the Officers and each Committee, as well as additional material as appropriate.
- Each Committee appoints one of its members to keep minutes. A copy of these minutes is distributed to Committee members, including the President or Vice President (whichever one has been attached to the committee ex officio).
- A summary is presented at the monthly Board meetings by the respective Committee Chairs.
- At the AGM, the President, Treasurer, Past President, and each Committee Chair submits their yearly reports to the membership.

## 3.1 Officers of the Board

### 3.1.1 President

- Oversees the affairs of the Academy
- Chairs Board meetings
- Chairs the Annual General Meeting
- Represents the Board at functions and meetings
- Negotiates contracts with Academy Location and other organizations with which the Academy may be in a contractual relationship

- Is an ex-officio member of all Academy committees, and may attend meetings of two or three of the committees, to be determined in consultation with the Vice President at the first Board meeting
- Instructs the Archivist about special searches

### 3.3.2 Vice President

- Assists the President and acts on his/her behalf when the President is unavailable
- Accepts any special tasks delegated by the President
- May attend, as an ex-officio member, all meetings of two or three Academy committees – to be determined in consultation with the President at the first Board meeting
- Acts as the Academy's representative to the Third Age Network
- Oversees the functions of the Webmaster

**The Webmaster:** Reports to the Vice President

- Is responsible for ensuring that a steady stream of engaging content is posted on the site
- Collaborates with the Board; committees, sub-committees and interest groups, workshop Facilitators, and members to ensure that the website content is correct, comprehensive, current, and engaging
- Works with the Curriculum and Membership Committees each spring to prepare and implement online materials and processes for registration
- Works with Special Events, Membership, and Curriculum to prepare RSVP forms and facilitate PayPal arrangements for the Holiday, Spring, and Volunteer appreciation luncheons and the Facilitators' Forum
- Maintains the Members' Corner noticeboard

### 3.3.3 Past President

- Selects and chairs the Nominating Committee
- Prepares the slate of nominees for distribution with the AGM material
- Prepares and presents the slate of nominees for election at the AGM
- Advises the Board and Executive as required
- Establishes and chairs the Long-Range Planning Team

### 3.3.4 Treasurer/ Assistant Treasurer Function

The Treasurer is charged with overseeing the management and reporting of the Academy finances. The execution of these responsibilities is split between the Treasurer and the Assistant Treasurer.

#### **Treasurer Responsibilities**

- Liaises with the Toronto Dominion Bank (TD) after the Annual General Meeting (AGM) to update cheque signing authorizations and the account access card for the Assistant Treasurer;
- Ensures that the Visa credit card is current;
- Ensures that all subscriptions are paid as required with a debit to the VISA credit card;
- Ensures that the monthly credit card balance is paid (paid automatically by the bank);
- Enters in Quickbooks all credit card activities;
- Prepares the monthly financial statements for monthly Board meetings and the annual financial statements for the AGM;
- Files with the CRA forms T2, T1044 and T1178 and Schedule 546.

### Assistant Treasurer Responsibilities

- Is responsible for all expenses paid by cheques: issues cheques as necessary, making sure that reimbursement of expenses are supported by receipts and the approved claim form;
- Enters in Quickbooks all cheque and cash activities;
- Prepares the annual budget to be presented to the Board at its March meeting;
- Assists the Treasurer and acts in his/her absence as required.

### 3.3.5 Secretary Responsibilities

- The Secretary is responsible for documenting the discussion and decisions of the Board
- Prepares and distributes an orientation package for new and returning Board members.
- In consultation with the President, prepares the agenda for and takes minutes of all Board meetings as well as the AGM.
- Collects reports of committee chairs and Officers of the Board and emails them, together with the minutes and agenda, to all Board members in advance of each Board meeting.
- Emails approved AGM minutes, Board meeting minutes, contracts, bylaw and policy changes and other corporate documents in the PDF format to the Academy's webmaster for posting on the Academy's website and to the Archivist.
- In collaboration with the Archivist, maintains an electronic folder of corporate documents.
- Maintains a list of established policies, and adds new policies as they are approved.
- Organizes the Annual General Meeting, has the Communications Committee email the required AGM notice with links to AGM documents to all members of the Academy, and takes the minutes at the AGM.
- Produces and maintains the list of Board and committee members for posting on the Academy website.
- Is responsible for paperwork related to the incorporation of the Academy, its by-law amendments and provides information to the Treasurer who is responsible for the annual filing of the *Change of Information Notice* including *Schedule 546* required by the Ministry of Government Services.
- Signs cheques and contracts from time to time as required.

### Secretary's Procedures:

- Immediately after the AGM, sends an orientation package of electronic documents to new members of the Board. The package includes the Academy by-laws, the Handbook, Code of Conduct, the budget for the coming year, list of important dates, lists of Board and committee members, minutes of the May Board meeting, code to access the Board only section of the website and expense claim forms.
- Meets with the Assistant Secretary to review all the duties of the Secretary/ Assistant Secretary positions and divides the workload to current circumstances. After the AGM, produces a list of the new Board and committee members and sends it to the Webmaster for posting on the Academy website once new Board members have been appointed to their positions. Updates the list as necessary and sends updates to the Academy Webmaster and Archivist.
- After the AGM, works with the Treasurer who will file the *Change of Information Notice*, including *Schedule 546*, to the Ministry of Government Services providing information about the new Board and any bylaw changes resulting from the AGM.
- Each month, approximately 10 days before the monthly Board meeting, solicits reports from Board officers and committee chairs and an agenda from the President. Collates these reports and sends them, as well as the agenda and draft minutes from the previous meeting, to Board members 5 days before the Board meeting.

- Takes minutes at each meeting and circulates the draft minutes to the Board within a week of the meeting. Once the minutes are approved, sends a pdf of the minutes as well as any policy documents to the Academy Webmaster for posting and the Academy archivist for storage.
- Serves as the link between the Board and the Archivist and provides back up for the Google – drive function of the Archivist. The Academy Archivist responsibilities and procedures are described in a separate manual which describes the process for storing documents and photographs on the website.
- At least annually, in collaboration with the Archivist, reviews the list of Corporate documents and determines which should be posted on the website or stored on the Google Drive. Important documents include but are not limited to the following: Agreement with Tartu College, an editable (word version) edition of the Board and Members Handbook, a draft version of the most recent version of the most recent AGM and the liability insurance policy.
- Determine the venue for the AGM. If it is to be an in-person event, Works with the Events Committee to book a venue. Events Committee takes the lead on signing the contract with the venue. If it is to be a virtual AGM meeting, works with the Webmaster or person in charge of booking Zoom to plan the virtual event.
- In early May, ensures that notification of the June AGM is sent out to all Academy members along with the Nominating Committee’s slate of candidates for vacant Board positions, and the Past President’s call for additional nominations.
- In mid-May, organizes the Annual General Meeting documentation – agenda, minutes of previous AGM, any proposed by-law changes, biographies proposed by the Nominating Committee to fill Board vacancies, including biographies of any Board members that were appointed to fill vacancies that arose during the current Academy year.
- Ten days before the date of the AGM, sends announcement regarding the AGM, with links to the AGM document package that can be accessed electronically, to the Communications Committee for email distribution to all Academy members.
- In early June, records the minutes of the AGM, and sends them to the President for review. These minutes will be approved by Academy members at the following year’s AGM. Sends a digital copy of the approved AGM minutes from the previous year, along with the Financial report, to the Academy Archivist.
- New Secretary takes over after the AGM

### **The Archivist**

- Is responsible for archiving all Academy documents that are to be saved in perpetuity using the Google(G) drive archive function.
- Collects official and ephemeral Academy documents in electronic format in cooperation with the Academy Secretary and Webmaster.
- Organizes and stores electronic documents and images in the ‘Cloud’ using ‘Google for Work’ to make a coherent record of the Academy.
- Retrieves archived documents at the request of Academy Board members.
- Together with the Academy’s Webmaster maintains a backup copy of the Google Drive on a memory stick.
- Communicates with the Board through the Secretary at least once per year.

### **Assistant Secretary Responsibilities:**

- Acts on the Secretary’s behalf when the Secretary is not available.
- If the Secretary is away for a Board meeting, the Assistant Secretary requests reports from committee chairs and takes minutes.
- Hosts Zoom Board meetings

- Books rooms as required with the responsible Tartu staff member
- Undertakes an annual review of the Board/ Members handbooks with the assistance of the Board.
- Produces and maintains the Important Board Dates document and has it posted on the website.

### **Assistant Secretary's Procedures**

- Books meetings and events at Tartu College.
- Books Board meetings once its schedule is established via the Important Board Dates document
- Works with Committee chairs to book committee meetings.
- In August, works with the Talks Committee and Special Events to book the Main Hall for the Fall and Winter Forums. The agreement with Tartu provides for use of the Main Hall for 11 bookings during the calendar year on Wednesdays from 9 to 4:30. There is no cost for these bookings.
- Works with the Talks Committee and Special Events Committee to book the Main Hall for events such as Spring Talks, Academy luncheons, or other events in April and May. The agreement with Tartu provides for use of the Main Hall on Wednesdays in April and May from 9 am to 1 pm at a rate of \$80 an hour.
- The large common room may only be booked with special permission and cost from Tartu College.
- All booking requests must be made by email.

Contact : Elis Jaansoo      Email address: [events@tartucollege.ca](mailto:events@tartucollege.ca)

(T) : 416-925-9405

- In November:
  - gets approval from the Board to give a thank you note and holiday gift.
- In April:
  - arranges with the Chair of the Academy Tech Team for storage of the Academy's audiovisual equipment in a locked room at Tartu College
- In early May:
  - produces the List of Important Dates for the next Academy year for Board approval and distributes the list to returning Board members and nominees as well as to the Academy webmaster for posting on the Academy website.
- In June:
  - takes over duties of Secretary following the AGM.

## **4. ABOUT COMMITTEES OF THE BOARD**

### **4.1 The Following Procedures Apply to All Standing Committees**

#### **Committee Membership**

- The committee members are selected from the members at large, the number depending on the tasks and responsibilities involved. Additional members, especially newer members, may be asked to join at any time, or may be enlisted for specific activities.
- The Assistant Chair is selected in the previous year from the Committee members, and will attend all Board meetings with the Chair. The Assistant Chair will also act as Chair in the absence of the Chair.



- The term is normally for two years. Some members may be asked to serve a second term to provide continuity, or to serve as Assistant Chair and Chair, but it is recommended that one third to one half of the Committee members be changed each year, and that no one stay longer than three (four at the most) years. This will ensure the involvement of more Academy members and bring in new ideas, which are important for continued growth. Occasionally, the Board, in collaboration with the relevant Committee Chair, may appoint one or more members to a Committee as non-voting consultants.
- Committee Chairs should canvass their members to find an Assistant Chair for the following year. If no one is prepared to take the position, the Chairs should work with the Volunteer Coordinator to find someone else. The Past President will be in touch with Committee Chairs on a regular basis and names should be submitted by March.

### **Running a Committee**

- Consult timelines as outlined in Committee procedures
- At the first meeting, outline the responsibilities of the Committee and allot tasks to each member. Develop an overall schedule and plan for the year by consulting timelines provided by various Chairs and the Annual Schedule prepared by the Secretary .
- Schedule meetings as needed, and book rooms, if required, through the Assistant Secretary.
- Ensure that the Chair and the Assistant Chair prepare budget estimates for the next year. These figures are to be given to the Assistant Treasurer, who prepares the budget for the coming year.
- Promote the Committee's activities by providing written pieces and information on request for internal (the Academy Quarterly Review or the website) and external communication as appropriate, working in consultation with the Communications Committee

### **Reporting Committee Activities**

- Keep a record of the year's activities, including dates, tasks, plans, minutes, budgets, expenses, and revenues, as well as comments and suggestions for future planning. Consider placing these items in your Committee's Procedures section of the Academy Handbook
- Transfer this record at the end of the year to the next Chair. Send digital copies of the agendas and minutes and outdated material to the Archivist
- Send the agendas of meetings and minutes to the Committee members, including the ex officio President or Vice President attached to your Committee
- Report to the Board each month about current activities and materials for publication, such as questionnaires, forms, flyers, brochures, reports, or notices
- Present a yearly report at the Annual General Meeting

## **4.2 Standing Committees of the Board**

### **4.2.1 Communications Committee**

#### **Composition:**

- The Communications Committee consists of a Chair, Assistant Chair, Past Chair, and other Academy members chosen by the Chair.

#### **Terms of Reference:**

- The aim of the Committee is to keep Academy members informed about Academy events (internal communications) and to provide information about the Academy to others (external communication). The Communications Committee handles the design, editing and printing of all materials that are generally distributed (e.g. for Special Events, walks, talks, and forums) and provides the Webmaster with information for the website.

#### **Internal Communications:**

- Consists of information members will need to fully take part in the affairs of the Academy, including:
  - Producing the Academy Quarterly Review
  - Providing to the Webmaster a regular flow of information for the website, including overseeing the News insert space page
  - Distributing email notifications to the total membership
  - Designing and editing flyers, invitations, etc., in conjunction with the appropriate Committees (e.g. Talks, Forums)
  - Maintaining the Academy Location bulletin boards

#### **External Communications:**

- Maintaining a public profile within the academic and community sectors, including promoting the Spring Talks by designing, editing, and producing promotional materials in conjunction with the Talks Committee.
- Undertaking public relations projects that reach out to organizations beyond the Academy and maintain liaison with such organizations as appropriate.

#### **Reporting:**

- A summary of activities is presented to the monthly Board meeting by the Committee Chair and to the Academy membership at the Annual General Meeting.

#### **Communications Procedures:**

- The Communications Committee meets a minimum of four times a year (quarterly)
- All Academy printed and digital publications are produced by the Communications Committee in collaboration with other Committees and the Board as appropriate.
- The principal initiatives are:
  - **Academy Quarterly Review (AQR)** – a quarterly (March, June, September, December) mini magazine presently containing original articles by, or interviews with, members about noteworthy aspects of the Academy. The framework of the AQR format and content are at the discretion of the current Chair. The AQR is produced in two formats – a digital version with active links to additional information, and a pdf version that captures all the text without links.
  - **Website** –the principal means by which the Academy communicates with its internal and external audiences. The website is maintained by the Webmaster in collaboration with the Communications Committee. The site is hosted by Siteground, and maintenance and development support is provided by JD Waterhouse Digital Marketing Services
  - **Email notices** sent by the Chair to all members about Academy events and news as required

#### **The Committee:**

- Conceives of, researches, and writes engaging content for the website and AQR
- Designs and produces the Spring Talks promotional materials and arranges with Webmaster to post it on the website
- Prepares write-ups on the Forums and Talks for posting on the website's Academy News section

- Maintains the physical noticeboards at the Academy location
- Chair prepares and submits monthly Board reports
- Chair sends out emails to the membership about upcoming events

The Past Chair oversees the implementation of policy changes required.

#### 4.2.2 Curriculum Committee

##### **Historical Background:**

The Curriculum Committee was formed in 1991 as the Program Committee, one of the first four original committees. In its first year, the Academy offered nine workshops in two eight-week semesters. By the following year, the name had been changed to the Curriculum Committee and the move had been made to two twelve-week semesters.

Originally, the listing of workshops and other Academy information was contained in the Calendar which was a fixed content document. In 2019, the Calendar was replaced by the online posting of all materials relating to the Academy, including workshop descriptions and the Two Weeks at a Glance document thus enabling information to be revised as needed. The Facilitators' Forum was started in 2011. The Technology Sub-committee (Tech Team) was created in 2014. A Video-Conference Work Group was created in 2017 but disbanded in 2018. Responsibility for videoconferencing training and management resurfaced as a major responsibility of the Tech Team during the 2020 pandemic.

**Composition:** The Curriculum Committee consists of a Chair, Assistant Chair, the immediate Past Chair (ex officio), a representative of the Technology (Tech Team) Sub-committee, and other Academy members chosen by the Chair.

**Terms of Reference:** The responsibilities of this Committee are:

##### **WORKSHOPS**

**(a) Soliciting and assessing workshop proposals** that meet the following criteria:

- Provide an opportunity for self-directed peer learning through presentations and discussion
- Provide the content and intellectual challenge suitable for the experience and maturity of Academy members
- Encourage active participation and interaction among members
- Have a suitable facilitator available who has been a member of the Academy for at least one academic year
- Be likely to attract a sufficient number of participants to be viable (subject to review on a case- by- case basis and
- Add to the breadth and diversity of the academic program being offered.

**(b) Recruiting members to facilitate workshops and working with the Volunteer Coordinator in search of new co - facilitators**

**(c) Developing a balanced and diverse academic program in collaboration with facilitators.**

**(d) Eliciting final versions of workshop descriptions from facilitators together with their biographical information and written permission or prohibition to publish their email addresses.**

**(e) Editing material received and producing a Master List to be presented to the Board for approval.**

**(f) Establishing a workshop schedule and room allocations document (“Two Weeks at a Glance”) in collaboration with facilitators and the Membership Committee.**

**(g) Advising Membership Committee of any cancellations of, or changes or additions to, workshops.**

#### **SUPPORT AND ADMINISTRATION**

- (a) Providing on-going support and problem-solving to facilitators throughout the academic year.
- (b) Communicating with facilitators as needed regarding reminders of special events, proper maintenance of class lists, notice of members surveys and other workshop related matters.

#### **FACILITATORS’ FORUM**

- (a) Planning the Facilitators’ Forum event in coordination with the Membership and Special Events Committees.
- (b) Developing the program content and format of the Forum and summarizing and distributing a record of the round table discussions to participants.

#### **SURVEYS**

Conducting members’ and facilitators’ feedback surveys and analyzing the results to assist in planning and evaluation and determining whether remedial action is required.

#### **WEBSITE**

- (a) Ensuring the website contains accurate information on the workshop program throughout the year, including updating the Two Weeks at a Glance documents, as necessary.
- (b) Preparing and updating website information guides for participants, presenters, and facilitators.
- (c) Keeping the Curriculum Committee section of the Handbook up to date and conducting an annual review of the Work Plan by Month document as it pertains to Curriculum Committee activities.
- (d) Actively seeking proposals for workshops and facilitators throughout the year by means of the online submission form.

#### **TECH TEAM**

- (a) Purchasing, maintaining, and ensuring the safe storage of the Academy’s AV equipment.
- (b) Providing assistance in the sanctioned off-site use of Academy equipment.
- (c) Assisting facilitators in identifying a ‘tech rep’ (and back-up) for each workshop and providing any necessary training in the use of the Academy’s audiovisual equipment.
- (d) Offering scheduled, or on request, ‘help’ sessions for members wishing to test their presentations on classroom equipment or needing other assistance.
- (e) Providing ongoing support to Tech Team reps on request.
- (f) Keeping the technical support information on the website up to date: *Technical Resources for Presenters, Tech Team Guidelines, and Tech Team Frequently Asked Questions*.
- (g) Providing ongoing research and recommending appropriate new technological hardware and software to improve the delivery and effectiveness of Academy workshops and other Academy programs using technology.
- (h) Assisting with video-conferencing training and support for facilitators and members participating in virtual workshop sessions.
- (i) Preparing an annual tech budget at the request of the Curriculum Committee Chair.

**Reporting:** A summary of activities is presented to the monthly meeting of the Academy Board by the Committee Chair.

#### **Curriculum Procedures:**

#### **Workshop Planning**

Each year the Academy offers approximately 40 workshops, both recurring and new, to its members. The intent is to provide varied and stimulating opportunities for learning and discussion across a wide range of subject matter.

- Suggestions for workshop topics and for people to serve as facilitators are solicited year-round by means of an online form in the Workshops section of the website <https://allto.ca/have-an-idea-for-a-workshop-topic/>
- In late October, the Communications Committee is asked to include a workshop suggestion reminder notice in the weekly 'Next Week at the Academy' email as well as in the News section in the website.
- In early November, the Chair sends an email to all current facilitators asking their intentions for the next academic year. Are they planning on continuing with their same topic, choosing a new topic, or taking a sabbatical? A response deadline of December 1 is given.
- Suggestions received by way of online submissions are consolidated and a draft list of proposals is prepared.
- A review of the draft list is conducted at the December Curriculum Committee meeting.
- Each at-large member of the Curriculum Committee is given a number of facilitators and prospective facilitators to work with regarding the development of their proposals. Facilitators are asked to produce a roughly 120-word workshop description that clearly spells out expectations with regard to members' participation and presentations. A short biography of around 30 words, along with approval to publish email contact information are also requested. Biographies are to be listed under the workshop description in strict alphabetic sequence. A response deadline of January 6 is given.
- Returning facilitators may retain their time slot or state a preferred new day and time, on a first-come, first-served basis. New facilitators are then given their choice of the remaining time slots, again on a first-come, first-served basis. A spreadsheet is created of workshop titles and facilitators from which a provisional Two Weeks at a Glance document is drafted without room assignments.
- Facilitators are asked to make final changes to their workshop descriptions and biographies by January 20 from which a Master List of workshops is finalized and presented for approval at the February meeting of the Academy Board.
- Workshop descriptions, biographies, and contact information in Word format are submitted to the Webmaster for loading onto the website. Sufficient lead time should be allowed. Facilitators are sent the information as it will appear when the listings go public and are asked to sign off to the Webmaster. This process is designed to catch minor errors or omissions – facilitators should be advised it is not the opportunity for substantive changes to content.
- A version of the Two Weeks at a Glance document is finalized (omitting room assignments) and is sent as a PDF to the Webmaster for posting as a "teaser". The Communications Committee is asked to publicize its availability.
- In early August, registration numbers are obtained from the Membership Committee. In consultation with the affected facilitators, a decision is made regarding any workshop cancellations or revision to a one-semester format suggested by low registration numbers. Notice of cancellation is forwarded to the chair of the Membership Committee and the committee member processing registrations for action.
- Based on the registration numbers obtained from the Membership Committee, room assignments are made. A final version of the Two weeks at a Glance document is produced by mid-August and is sent as a PDF document to the Webmaster for posting on the website.

### **Facilitators' Forum**

The Facilitators' Forum is generally held in early to mid-April and is followed by the annual Volunteers' Luncheon. Given the long lead time required for this booking, the date and location are confirmed in collaboration with the Special Events Committee well in advance. Planning for the Forum also calls for collaboration with the Communications and Membership committees as well as the Webmaster.

- The Curriculum Committee produces an invitation letter (or receives a template from the Webmaster) and sends it to an email distribution list, including all current and incoming facilitators and members of the Academy Board with duplications removed. The invitation contains a link to an RSVP page established by the Webmaster on the website. (A separate invitation to the Volunteers' lunch following the Forum is sent out by Membership to other volunteers who are not facilitators – committee members, Board members, tech reps, archivist, etc.)
- A reminder is sent to facilitators who have not responded a few days in advance of the cut-off date.
- Facilitators' final RSVP numbers are sent to Membership and Special Events so name badges can be produced and numbers given to the caterers.
- Program content and the format of the Forum are decided on by the Curriculum Committee at their March meeting, generally focussing on discussion topics raised in the members' and facilitators' surveys.
- The Curriculum Committee operates a welcome desk and provides writing materials for each table.
- A Committee member is assigned to each table to act as scribe and record round table discussions. A summary of these comments is distributed to participants electronically after the event.

### Surveys

In order to help maintain the Academy's high academic standards, members of the Curriculum Committee encourage feedback from members and facilitators throughout the year. In addition, there are two formal opportunities for opinions to be expressed. Access is through a password held by the member of the Tech Team responsible for surveys.

#### Members' Survey

- In October, the Committee reviews and finalizes the wording of the survey. Email contact information for the members of each workshop is obtained from the Membership Committee and the survey is sent out in the final two weeks of November. Members receive only one email request, but are able to complete a separate survey for each workshop in which they participate. Responses are anonymous.
- Responses are reviewed and summarized by the committee. Any troublesome responses are flagged for further action. Each facilitator is provided the survey ratings and comments pertaining to their workshop. It is suggested that the results are reviewed and discussed with their class. A copy of the summary is forwarded to the Board.

#### Facilitators' Survey

- In early February, the Committee reviews and finalizes the wording of the survey. In mid-February, the survey is distributed to all facilitators. Responses are reviewed and summarized, and action taken, where necessary. A copy of the summary is forwarded to the Board. Results of the survey are used in planning the content of the Facilitators' Forum.

### Website

- (e) The Curriculum Committee is responsible for website information guides for participants, presenters, and facilitators. These are reviewed and amended, as necessary, at the beginning of the academic year. A new version is created and sent as a PDF document to the Webmaster for posting. (Note: if hyperlinks need to be re-established, a Word format document should be supplied.)
- (f) Notice of cancellations or limitations of workshops, withdrawal of facilitators or any other changes to the workshop program, should be sent to the webmaster so the relevant documents can be amended online. (Note: in the case of cancelled workshops, the workshop descriptions are left online but are marked "Cancelled". The workshop titles, however, are removed from the Two Weeks at a Glance document. In the case of limitations, i.e. changes from full -year to one semester, the workshop descriptions are marked to indicate in which semester they will be offered.)
- (g) The Curriculum section of the Handbook and the Work Plan By Month document are subject to an annual review at the beginning of each year and revised documents sent to the Webmaster.
- (h) Throughout the year, the Curriculum Committee receives input from the online workshop/facilitator proposal form <https://allto.ca/have-an-idea-for-a-workshop-topic/> for acknowledgement and future action and review.

## Tech Team Procedures

Identification, training, and support of Tech Team Reps:

- Membership provides a class list with indicators identifying members who
  - a) have indicated they have tech knowledge as part of the volunteer questionnaire, or
  - b) have previously served as tech reps in the classroom.
- Tech Team Leadership canvasses the previous year's tech reps to confirm their commitment to the current year.
- Tech Team leadership meets to review the list of potential Tech Team candidates and updates it with current information and feedback.
- The facilitator reviews the potential candidates with a member of Tech Team Leadership before the first workshop and decides who might best serve as tech rep and back-up.
- At the beginning of the fall semester, a member of Tech Team Leadership attends each workshop in Weeks 1 and 2 and assists the facilitator in confirming a tech team rep and back up.
- In the event there are no suitable candidates, volunteers are solicited, and Tech Team Leadership provides the necessary training.
- Tech Team Leadership provides ongoing support to Tech Team reps on request.

### 4.2.3 Membership Committee

**Composition :** The Membership Committee consists of the Chair, Assistant Chair, Past Chair and other Academy members chosen by the Chair.

**Terms of Reference:** The role of the Membership Committee consists of seven key areas:

- Registration Services:
  - New Member Orientation
- Monitoring Membership Numbers:
- Volunteer Coordination
- Special Events Registration
  - Database Management
  - Reporting

Manuals: There are two manuals related to membership

1. Membership Committee Handbook to be provided to Membership Committee members by the chair
2. Membership Committee User Guide: a brief overview of the roles of the Membership Committee. Intended as an introduction for members new to the committee. **This also contains a schedule of responsibilities over the year for the Membership Committee.**

### 4.2.4 Special Events Committee

**Composition :**

The Special Events Committee is made up the Chair, Assistant Chair, Past Chair and other Academy members chosen by the Chair.

### **Terms of Reference**

Plans and implements the following social events:

- Fall – New Member Orientation and/or Get Together to Kick Off the Academy Year
- December – Holiday Luncheon
- March – Spring Luncheon
- April – Facilitators / Volunteers Luncheon
- June – Annual General Meeting
- Spring / Summer / Fall / Coats-Optional Winter Walks planned and posted to website
- Organizes the venue, catering arrangements, and speakers
- Prepares event flyers and invitations which it provides to the Communications Committee for posting on the website and for emailing to all members
- Provides event information to the Membership Committee so they can set up and handle online registration
- Develops and manages the Spring / Summer / Fall Walks and Coats-Optional Winter Walk schedules and sends Communications information for posting on the website and sending out emails

**Reporting:** The Committee reports to the Board through the Chair

### **Special Events Procedures:**

- Mid-June (or in the summer) following the AGM:
  - The Special Events Committee meets to review the work plan for the year, assigns key contacts among the committee volunteers for each event.
  - The Chair also ensures that contracts for venues for luncheons, Facilitators Forum/Luncheon, AGM and any other events are executed for the year.
  - Create plans for the New Member Orientation
- September:
  - Hosts the New Members Orientation
  - The Special Events Committee meets to plan Holiday Luncheon and assign responsibilities for the Luncheon.
- October:
  - The Special Events Committee coordinates with Membership Committee regarding date registration opens for Holiday Luncheon, numbers of members that can be accommodated, cut-off date for registration, prepares text for website, online emails to members and posters for bulletin boards at the Academy location.
- December:
  - The Special Events Committee hosts the Holiday Luncheon.
- Mid-January:
  - The Special Events Committee meets to organize Spring Luncheon, coordinates with Membership Committee regarding dates online registration opens, number of members that can be accommodated at the venue and cut-off date for registrations, prepares test for website, for online emails to members and posters for bulletin boards at the Academy location and assign responsibilities for luncheon.
  - The Special Events Chair makes final arrangements for the AGM Luncheon.
  - The Walks Coordinator begins planning the spring/summer/fall walks and schedule that will be posted on website.



- March:
  - The Special Events Committee hosts the Spring Luncheon; finalizes plans for the Facilitators/Volunteer Luncheon and for the AGM luncheon. The Walks Coordinator has dates and descriptions of May and June walks posted on the website.
- April:
  - The Special Events Committee hosts the Volunteer Luncheon.
- May:
  - The Chair begins negotiating contracts for venues for the upcoming year.
  - The Walks Coordinator has dates and descriptions of the July walks posted on the website.
- June:
  - The Special Events Committee hosts the luncheon at the AGM. The Walks Coordinator has dates and descriptions of the August and September walks posted on the website.

### **PROCEDURES FOR ORGANIZING A LUNCHEON**

1. Choose the facility. If required, get quotes from at least two different venues for lunch for about 100 people. When calculating the cost, make sure that you include the following: non-paying guests, bar set-up, room rental, cost of AV requirements (mike or projector for speaker), gratuities, taxes.
2. All registrations are done online so SEC members must coordinate early on with the Membership Committee for all events.
3. Have Chair and President or other executive Board member (there must be two signatures) sign contract and forward copy to Treasurer to pay the deposit if required.
4. Select key contacts from Committee members for the event. One person should be listed as contact for the event.
5. Note the important completion dates for the following on the Committee Workplan: date to have communication completed for posting on website, notice sent to membership, posters posted at the Academy Facility, deadline for registration, date to provide information to the venue e.g. menu choice, number of registrations, set-up.
6. About 6 - 8 weeks prior to the event, prepare text for posting on website, email that will be sent out to members regarding the event and for posters that will be posted at the Academy Facility that includes date, time, address of event, registration deadline, and other details that pertain to that event. Ensure a contact name and email is noted on all communications for any enquiries.
7. Email to members for an event should be sent to member of Communications Committee with details of the event, link for online registration and dates when email should go out. The first email should go out 3 weeks before the deadline and a reminder 1 week before the deadline.
8. Communicate with the venue as outlined in the contract to provide final meal numbers, etc.
9. Membership Committee will make the name tags for the event and pass them on to SEC.
10. One week prior to event remind Committee members of their duties - 2-3 at registration desk, 1-2 greeters, 1-2 people to usher folks into the dining room. Committee members should arrive early to help with set-up.

11. Ensure that invoice is received after the event, checked for any errors and the sent to Treasurer for payment as soon as possible.

#### 4.2.3 Talks Committee

**Composition:** The Talks Committee consists of a Chair, Vice Chair, Past Chair and other Academy members chosen by the Chair.

**Terms of Reference:** The aim of the Academy Talks Committee is to develop and present a program for speakers for six lectures in April and May that appeal to members and guests and that raise the Academy's public profile, and to develop and present the Wednesday Forums during the academic year.

#### **This Committee's Responsibilities Include:**

- Enlisting speakers and developing a schedule for the six Spring Talks
- Planning all Forums
- Monthly Board Reports

#### **Procedures:**

- May-June:
  - Academy Talks Committee holds first meeting of new members
  - Finalize dates for 10 Forums and 6 Spring Talks
  - Determine dates for later meetings
  - Plan Fall Forums
- July-Mid-August:
  - Finalize plans for Fall Forums
  - Forward information (speaker, title, bio, few lines about topic and picture) to the Webmaster for posting and Communications Committee for posting
  - Send confirmation to speakers
  - Forward information for preparation of posters to Communications Committee
  - Obtain honoraria for speakers from the Treasurer (thank you notes and honorarium mailed immediately to each outside speaker; USB keys and thank you note to Academy members participating in Forums throughout the season.
- Early September:
  - Review preparations for Fall Forums
  - Begin planning program for Winter Forums
- Mid-October:
  - Review progress in recruiting speakers for Winter Forums
  - Begin programming for Spring Talks
- Mid-November:
  - Finalize plans for Winter Forums
  - Continue to prepare list of speakers and topics for the Spring Talks
- Mid-December:
  - Finalize details for Winter Forums
  - Obtain honoraria from Treasurer
  - Forward information (speaker, title, bio, few lines about topic, and picture) to the Webmaster for posting on the website and to the Communications Committee for the preparation of posters

- Continue preparation of Spring Talks
- Early January:
  - Confirm logistics and speakers for Winter Forums
  - Place posters in classrooms prior to each Forum
  - Send information to Communications Committee for emails to members in advance of each Fall Forum
  - Continue preparation for Spring Talks
  - Ask Assistant Secretary to book venue for Spring Talks, receive invoice and ask Treasurer to pay appropriate instalments
  - Arrange and pay for coffee at each Spring Talk
- Mid-February:
  - Finalize Spring Talks program
  - Forward information (speaker, title, bio, few lines on topic, picture) to Webmaster for posting and to the Communications Committee for the brochure
- Early March:
  - Spring Talks brochure proofread and printed
  - Distribute copies to classrooms for members
  - Distribute copies to other later learning groups
  - Obtain cheques for Spring Talks honoraria
  - Confirm logistical arrangements with Spring Talks venue including speaker technical requirements
  - Establish a schedule of roles for committee members at the Spring Talks including signage, staffing desks, cash box, float and refreshments
  - Chair and Assistant Chair for following year confirmed
  - New members recruited for following year
- Mid-April:
  - Spring Talks start for six consecutive weeks
  - Committee Chair and Assistant Chair monitor the arrangements and deal with any issues that develop at each Spring Talks
  - Cash takings are collected by the Treasurer
- Late May:
  - Review the year's work
  - Draft report to the Board about the Spring Talks series and suggestions for next series
  - Draft short report for AGM
  - Confirm committee membership for following year

### 4.3 Ad Hoc Teams of the Board

#### 4.3.1 Long-Range Planning Team

**Composition:** The Long-Range Planning Group consists of the Past President, acting as Chair, and four other members of the Academy, each appointed by the Chair for a maximum two-year term. The President is an ex-officio member. Group members should collectively offer:

- A knowledge of the Academy, its mission, values and members
- Backgrounds in strategic planning, adult education, university administration and familiarity with present technology
- The ability to assess relevant research, such as demographic trends and financial concerns that could have a potential impact on the Academy

**Terms of Reference:**

- to advise the Board by providing information on, and analysis of, current and potential future challenges and to research any items the Board identifies
- to monitor and report to the Board regarding the Academy's internal (fulfillment of goals and objectives) and external (e.g. potential membership sources, university connections or competing complementary lifelong learning organizations, research findings on aging and learning, relevant technology issues, etc.) environment identifying issues, risks, opportunities that might impact on the Academy

**Reporting:**

- The Committee Chair will report to the Board, as necessary. Copies of the report will be distributed to all Board members at least two weeks prior to the presentation.

**4.3.2 Nominating Team****Composition:**

This committee is chaired by the Past President and includes the Vice President (i.e. the incoming President), the Volunteer Coordinator and two other Academy members.

**Terms of Reference:**

The aim of this committee is to solicit, recruit and present a slate of volunteers for all Board positions for election at the AGM. This committee's responsibilities include:

- Soliciting candidates by requesting suggestions and recommendations for the positions to be filled
- Working with each committee chair to recruit a vice chair (preferably from the committee) who will serve on the Board for two years
- Requesting further nominations from the membership in the March newsletter and processing any submissions
- Consulting with each possible nominee to inform them of the responsibilities and term of office and ensuring they are willing to serve if elected

**Reporting:**

- Presenting an initial slate of nominees to the Board for approval
- Preparing the approved slate at the AGM for final approval by the membership
- Presenting the slate at the AGM for final approval by the membership

**5. CALENDAR OF EVENTS IN THE ACADEMY YEAR****General**

**Annual General Meeting:** The AGM takes place in early June. The out-going President chairs the meeting and provides an overview of the work of the Board over the past year. The Committee Chairs in turn summarize the work of their respective standing committees. The Treasurer presents a report including the status of the bursaries. The Past President and Chair of the Nominating Committee present the slate of Board nominees and moves that they be elected. Immediately after the AGM, the outgoing President convenes the newly elected Board, after which the newly elected President takes the chair.

**Board Meetings:** The Academy's Board meets once a month.

**Committee Meetings:** Dates for meetings of the Standing Committees are at the call of the Committee Chair. The Chair of each Committee calls the first meeting after the AGM. At this meeting the Committee's plan of work for the year is laid out and specific tasks are given to the members.

**Emailing and Website Postings:** Coordinated by the Communications Committee, there are several emails sent to members during the year regarding special events, walks, talks, and forums (see below). Information on these events are also posted on the website. In April, the Calendar for Workshops for the following academic year is posted on the website at the same time as the registration information goes 'live'. In late May, the Secretary prepares a special emailing to all members in preparation for the AGM. In June, the Membership Committee sends an email to members who have enrolled in workshops to let them know in which of their desired workshops they have a place. The Membership Committee calls members who are not in the workshops they had chosen; they can either be put on a waiting list or choose another workshop.

**Proofreading:** Every item that is sent out from the Academy is to be proofread by at least two independent readers, one of whom is in a position to verify facts such as dates, phone numbers, titles, etc. Material that is sent to the Webmaster for posting should be free from editorial or copy edit errors.

**Workshop Dates:** The Fall Term usually begins two weeks after Labour Day and ends twelve weeks later. The Winter Term usually begins on a Monday two weeks after New Year and ends twelve weeks later.

**Special Events:** The Academy runs a number of social events for members, such as a lunch after the AGM, Spring and Summer Walks, a Fall Walk in October, a Holiday Lunch in December, a Spring event in March and a Volunteer Lunch in April.

**Spring and Summer Walks:** Academy walks take place in the Fall, Spring and Summer. The Special Events Committee organizes members to lead regular walks lasting about two hours at a moderate pace, and slower walks lasting less than two hours at a more leisurely pace, both inside the GTA. The start and terminus must be within reach of the TTC; and, at the end point, a reasonable meal should be near at hand. The program of walks is posted on the website.

**Talks:** The Academy puts on six lectures, which are open to the public, in April and May. A special flyer listing the Talks is prepared and posted on the Academy website. As well, speakers are arranged for Wednesday Forums in the fall and winter terms for members.

## **Academy Schedule**

Details on the Academy's schedule can be found in a number of places – the Important Dates listing, the Calendar posted on the website, and the interactive schedule tool on the website.

## **6. POLICIES**

### **Fragrance Free Policy**

The Fragrance-Free Policy was approved by the Board September 25, 2013. It resolved that "all persons participating in programs organized and presented by the Academy are requested to refrain from wearing perfumes or other fragrances", and that the policy be "regularly publicized within the Academy through its facilitators, newsletters and by any other reasonable means"

### **Guest Speakers**

Fees paid to guest speakers at a workshop will be the sole responsibility of workshop members. Members are reminded that workshops should be directed by the principle of self-directed peer learning, and that, if a guest speaker is invited

to address a workshop, in most cases, a letter of thanks will suffice as recognition of his or her contribution. (Passed by the Board, September 25, 2013)

### **Membership in the Third Age Network (TAN)**

The Academy's representative to the Third Age Network will be the Vice President.

### **Waiving Facilitator Fees**

- The Academy recognizes the significant contribution of Facilitators, their planning and the research involved by waiving one fee for each workshop. Specifically:
  - Sole Facilitators – full fee waived (pay \$0)
  - Co-facilitating a workshop (with one other facilitator) – half fee waived (pay ½ the fee)
  - Co-facilitating two workshops (with one other facilitator in each workshop) – two half fees waived (pay \$0)
  - One of three facilitators in a workshop – 1/3 of fee waived (pay 2/3 of fee)
- Any fee a facilitator may wish to pay will be gratefully received.
- In the unfortunate situation of a workshop being cancelled, half of the waived fee is to be paid. This recognizes the time and effort invested in preparation.

### **Privacy Policy**

The Privacy Policy was approved by the Board in 2018, and is available in the open section of the website

### **Code of Conduct**

The Code of Conduct was approved by the Board in 2019.

- The Code of Conduct is posted on the open part of the Members tab in the website.
- The Code plus a guide to how to make a complaint and a reporting form for making a complaint is found in the Members password protected area of the website.
- The Code plus all the documents related to the Code of Conduct, including how to conduct a complaint and terms of referenc, are found in the Board Members password protected section of the website.