



Policies and Procedures

Membership

- a. The non-profit society, Firefighters Without Borders BC (hereby known as FWB BC) is open to any active or retired member of the Fire and Rescue Services. FWB BC also invites selected civilian members interested in supporting the goals of FWB BC.
- b. All new members or members who have been absent for over 1 year must be approved by a two thirds majority of the Directors of FWB BC and/or complete a 1 project trial period. The Directors of FWB BC will consult and determine the status of the prospective members.
- c. The Fire Chief of the City of Vancouver shall be an honorary member.
- d. Honorary member status may be granted to individuals upon unanimous approval by the Board of Directors.
- e. At no time will a firefighter position in FWB BC projects or activities be removed or denied due to a new civilian member.
- f. All members must be of legal age (Unless special dispensation approved by Board) and new members must be approved by a two thirds majority approval of the Board of Directors.
- g. All members will be required to pay a \$25 yearly membership due prior to the current years AGM to be considered a member in good standing.
- h. Only those considered members in good standing (MIGS) will be welcome to participate in FWB BC projects and sponsored functions

Appointed Positions

Executive Director (ED) – The ED will be responsible for directing the activities of FWB BC under the guidance of the Board of Directors. The ED will be an active elected member of the FWB BC Board of Directors. Appointment will be made annually at the FWB BC AGM by a majority consensus of the Board.

Uniform and Grooming Standards

- a. All members will be expected to adhere to their Fire Department grooming standards and follow the direction of FWB BC representatives as to appropriate attire for sponsored functions or projects.
- b. While in uniform, members will conform to the following standard of appearance and grooming:
 - Be clean-shaven and clean and neat in personal appearance, keep moustaches neatly trimmed.
 - Beards will be kept clean and neatly trimmed

- Ensure hair is contoured to the general shape of the head, or tied back exposing the major portion of the ear, sideburns trimmed to a length no longer than the bottom of the ear
- Keep uniforms clean and pressed, and footwear clean and polished
- Wear shirts buttoned to the second button from the neckline (properly buttoned) and wear uniform trousers with the issue belt provided. Wear dark colored socks.
- Decisions of appropriate uniform attire will be provided by on-site FWB BC representatives specific to each project of sponsored function

FINANCES – GENERAL

- A member of the Board of Directors, prior to purchase must approve all expenses. Expenses will not be paid if prior approval has not been granted
- Expenses will be paid via cheque and signed by 1 member of the Board of Directors, one of which will be the Executive Director
- Fiscal Year shall run from April 1st to March 31st.
- Expenses will be authorized under the following criteria:

Under \$100	Any 1 Executive member
Between \$101 & \$500 -	Majority Board of Directors Approval
Between \$501 & \$1000 -	Majority Board of Directors Approval
Over \$1001-	Unanimous Board of Directors approval.

TRAVEL PER DIEMS

The daily flat rate per diem will be based on a 10 hour day and calculated as 5% of the current VF&RS 10th year rate (\$17.79/day). This is only to be paid to members doing FWB BC work on international projects or sponsored functions. Per Diems will be issued upon receipt of application and only upon approval from the Board of Directors. Decisions regarding issuance of per diems will be made on a per-project basis by the Board of Directors.

2009 (Dec.31) rates = \$35.581/hour X 10hrs = \$355.81/day X 5% = \$17.79

BUDGET

Annually, at the AGM, a budget for the operation of FWB BC will be prepared and submitted by the Director-Finance or his designate for the next year. Financial information for the previous year will be provided for the membership to review at this time as well.

ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) of FWB BC shall take place on or before May 1st of each year. This complies with the requirement that the AGM must be held within 30 days of the Societies' Fiscal Year-End, in this case March 31st. Notice shall be provided to all members in good standing at least 21 days prior.

BOARD OF DIRECTORS

The Executive Officers of FWB BC shall consist of 6 elected members, 5 of which will be noted as the Board of Directors and 1 will be appointed as the Executive Director. Two non-voting trustees will also be elected each year at the AGM. All elected position will be for a

term of 2 years, starting and finishing at the respective FWB BC AGM. A trustee or board member must act in good faith and exercise the degree of diligence, care, and skill that an ordinary prudent individual would use under similar circumstances in a like position. To conform with this standard, trustees and board members should:

- Regularly attend and participate in board meetings and committee meetings where applicable;
- Read, review, and inquire about materials that involve the institution, especially board minutes, annual reports, other reports, plans, policies, and any literature that involves the institution;
- Have a fiduciary responsibility for the assets, finances, and investments of the institution and exercise due diligence, care, and caution as if handling one's own personal finances; and
- Use one's own judgment in analyzing matters that have an impact on the institution

Duties of Officers

i. Executive Director:

It shall be the duty of the Executive Director to preside at all regular and special meetings of FWB BC, to preserve order and observe all by-laws. This position must be held by an active-duty Fire Fighter.

ii. Directors (5):

The Directors shall perform the duties of the Executive Director in the absence of that Officer, and in the case of the death or resignation of the Executive Director shall perform the duties of the Executive Director until the vacancy is filled by an election as provided by this Constitution. Directors shall be elected at large with 3 of the 5 positions being reserved for active-duty fire fighters. In the event of a tie for any of these positions, a second election between the tied candidates shall be run to determine the successful nominee.

iii. Director-Finance:

The Director-Finance will take charge of all books and financial matters of FWB BC. He/she shall submit financial reports at the AGM and at the end of his/her term. The treasurer will collect all monies and must keep a correct account in the books for this purpose and hand over the books for audit when called to do so. The Director-Finance shall hold not more than \$200.00 in petty cash to meet the immediate demands of FWB BC. This position will be held by a current Director and must be appointed by a two-thirds majority of the Board of Directors.

iv. Director-Communications & Bills:

All FWB BC correspondence must immediately be placed in the hands of the Director-Communications & Bills. He/she shall conduct all correspondence of FWB BC and notify members of meetings. This position will be held by a current Director and must be appointed by a two-thirds majority of the Board of Directors.

v. Trustees

A trustee has a responsibility to insure that the institution's resources are dedicated to the fulfillment of its mission. The member also has a duty to ensure that the institution complies with all applicable laws and does not engage in any unauthorized activities. A Trustee should be aware of the institution's financial status. Among the things you should request and examine are copies of periodic fiscal reports including budget and actual revenue and expenses, year end financial statements, and tax returns where applicable. Talk to executive staff and other board members about the financial condition of the institution. Request to speak to the external auditors if you have specific questions regarding the financial statements

Board of Directors Meetings – Open Meetings

All Board of Directors meetings shall be open to any member FWB BC.

Quorum

For the Board of Directors to pass motions and make decisions on behalf of FWB Canada at Board meetings, attendance of 50% plus 1 will be required to have quorum.

Deployment Selection

The Board of Directors of Firefighters Without Borders Canada in conjunction with a duly appointed Selection Committee will ensure that those members who contribute to the organization either through donation of time and/or resources will attain priority for overseas deployments. In cases of special circumstances, the Board may offer a deployment spot to individuals who have not previously contributed to the organization, but who may bring unique and/or specialized skills that would be an advantage to the delivery of FWB Canada programs abroad. Selection of the special circumstances members will require approval of the Board.

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