



POLICY AND PROCEDURE MANUAL

POLICY 8 – HONORARIA

Policy Intent

All members of the Humber Students' Federation (HSF) Board of Directors will be granted honoraria in recognition of their service. Honoraria must be received in compliance with the taxation regulations of Revenue Canada.

The HSF will provide honoraria to Directors in the form of cash and swag.

Honoraria Procedure

The HSF Executives are responsible for the distribution of honoraria to the Directors, based on the outlined criteria and procedures set out in this policy. To ensure accountability, any discussion pertaining to honoraria will be recorded in the Executive meeting minutes.

The Executives, although being Directors themselves, are excluded from receiving cash honoraria as they receive a salary for their services.

Directors will receive honoraria by fulfilling their duties as outlined in the HSF Constitution, Article 9.

Directors Criteria for Receiving Honoraria

- 1) Attendance at all Board of Directors meetings.
- 2) Service on committee(s) as established by the Constitution, the Policy and Procedure Manual, or otherwise.
- 3) Communication of information with respect to the HSF, the HSF Constitution, the Policy and Procedure Manual, events, activities, and services.
- 4) Assurance that financial decisions of the Board of Directors are appropriately aligned with the mission and goals of the HSF.

Any Director of the HSF may have their recognition award or honorarium suspended in accordance with Policy 9 – Director Suspension, included in the Policy and Procedure Manual.

Honoraria Details

- 1) Each Director will receive \$50.00 per attended Board of Directors' meetings during the Fall and Winter semesters, validated through Board of Directors' meeting minutes as stipulated in the HSF Constitution (Article 13, Section 10). In the event of an emergency meeting, Directors will receive Honoraria of \$50.00, given their attendance at such an emergency meeting.
- 2) Each Director will receive \$10.00 per attended HSF or College related committee meetings. Director attendance at an ***HSF Committee*** meeting is verified through the attendance sheet submitted to the Executive Committee by the Chair or Secretary of 'said' committee. Validation of Director attendance at a ***College Committee*** meeting is verified by the Executive Committee through the College Committee minutes produced at that meeting. In the event that no committee minutes were produced, Directors must produce a written report signed by the Chairperson of the Committee.
- 3) A Director may receive a maximum of \$150 per month in cash honoraria. In the event two Board of Directors meetings occurs in the same month, the maximum amount of cash honoraria that may be received will be \$200.

Non-Monetary honoraria may occur in the form of, but not limited to:

- Christmas Banquet
- Year-End Gala
- Swag/Promotional Items
- Board of Directors Meeting Dinners
- HSF Social Events

The Executive Committee will oversee all non-monetary honoraria. The Board of Directors can provide direction and assistance to the Executives and the HSF staff in the implementation of such recognition. Non-monetary recognition shall be made available to all Directors fairly.