

CUMA

Administrative Guidelines for CUMA Executive

Revised September 2018

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1. Membership Qualification & Fees

- Eligibility for membership shall be determined by the guidelines outlined in Article 2 of the CUMA Constitution.
- Membership Fee will be \$50.00 per year and payable in full by anyone joining CUMA prior to June 1st. Anyone joining CUMA after that date will not be charged for the balance of that year.
- Memberships within a credit union are transferable between members of that credit union.

2. Election Process (Bylaw 5)

- Any CUMA member of a credit union will qualify to hold the position of Director for a Region within the credit union system.
- The term of the director's position will be for 3 years and be filled as follows:
 - Saskatoon (1), South (1), & Central (1) (even years)
 - Regina (1), South (1), Northeast (1) & Northwest (1) (odd years)
 - Central (1), Northeast (1) & Northwest (1) (even years)
- Elections will be held in the Region between January 1st and March 31st.
- The Region will establish method of nominations. If an election is required it will be by electronic vote.

3. CUMA Executive Meetings

- The following meetings are recommended to be held each year:
 - December Meeting
 - Establish convention committees
 - Establish trade show coordinator
 - Approval of Annual Budget
 - February Meeting
 - Finalize convention details
 - Taste testing for convention meals
 - April Meeting
 - Pre conference:
 - Short meeting to finalize last minute convention details
 - Election of officers for the following year
 - Post AGM:
 - Director changeover
 - June Meeting
 - Review Convention
 - Establish theme for convention
 - Review prospective speakers and agenda items
 - Meet with Manitoba CUMA (bi-annually)
 - Strategic Planning (bi-annually)
 - Attend to other business
 - Social activity(ies)
 - September Meeting
 - Start preparing for the next year's convention (Task List)

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- Deal with extraordinary business
- Review of Bylaws, Constitution and Administrative Guidelines (bi-annually)
- Start Budget Cycle

4. Expense Guidelines

- Directors Expenses will be reimbursed by CUMA as follows:
 - Mileage related to CUMA Executive meetings and convention at the same rate as established by SaskCentral policy. (Mileage to CUMA functions such as CUMA Curling are not covered by CUMA)
 - Meals & hotel – receipts required.
 - Other reasonable expenses related to CUMA – receipts required.
- Expense report will be submitted to the CUMA Treasurer with pertinent receipts attached. An electronic format will be acceptable.
- The Treasurer will authorize all CUMA expense reports and the President will review and authorize the Treasurer's expense report. All disbursements made by the Treasurer will be reviewed and approved at executive meetings.

5. CUMA Functions

CUMA Seminar and Convention

- The CUMA convention will alternate between Regina and Saskatoon on an annual basis.
- Outgoing President will moderate the seminar. CUMA will provide registration for the seminar and accommodations.
- The convention revenues will cover CUMA Directors expenses attending the convention. (ie) food, lodging travel, accommodation and registration. The costs related to the meeting associated with the seminar are netted against seminar revenue. Registration for the Directors is covered but any expenses for their spouse are not covered by CUMA.
- The CUMA President may invite, annually, two CUMA Executive from each province or their designate to attend the CUMA Convention. Out of province Executive will be granted 2 free convention registrations.
- The facilities for the Convention will be booked two years in advance. The Executive, at their discretion, will decide whether or not to do a Request for Proposal to host the event.

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CUMA Curling

- CUMA Bonspiel will be held annually. Historically it will be held in progression as follows:

1.	Saskatoon	2.	Nipawin
3.	Swift Current	4.	Prince Albert
5.	Estevan/Weyburn	6.	Regina
7.	Yorkton	8.	Lloydminster
9.	Moose Jaw	10.	Kindersley

- The host committee will provide a budget to the CUMA Treasurer who will then supply the host committee with an advance.
- The host committee will be responsible for the financial accounting and provide CUMA a detailed recap of the event and all profits will be given back to CUMA.
- The host Committee will pass all records to the Treasurer and a copy of these records will be provided to the next year's host committee.
- There will be no reimbursement expense for Directors attending this function with the exception of curling registration.

Other CUMA Functions

- Develop relationships and work jointly with other provincial/national associations, such as CUMAM and CUMA Ontario
- Strategic partners and others, at the discretion of the CUMA Executive, may participate in CUMA functions on a non-member basis.

6. Directors Responsibilities

Meetings in Region

- Shortly after the Region election, it will be the responsibility of the outgoing director to meet with the new director to:
 - Review the duties and responsibilities of the CUMA Executive.
 - Present and explain resource material available. (ie) Administrative Guidelines
 - Highlight any current decisions and concerns of the CUMA Executive and the Region he/she represents.
 - Answer any questions of the incoming director.
- The President of CUMA will also be available for any assistance desired.

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CUMA Membership

- Share membership list with the Region members on a regular basis to ensure information is accurate.
- Ensure that Region members are aware of qualifications for membership and method to calculate years of service.
- Assist credit unions by providing instructions on the completion of new member applications and ensure that they get sent to our CUMA Coordinator who is responsible to administer the Provincial database on behalf of the Executive.

CUMA Executive

- Directors shall hold office for three years; provided that a director elected to fill a vacancy shall hold office for the unexpired term. (Bylaw 5)
- The new Director is expected to start functioning in his/her new role at the first executive meeting following the CUMA AGM by representing his/her Region on motions or votes that take place and providing reports on behalf of his/her Region.
- Expected to take on the role of President, Vice-President, Secretary or Treasurer for at least a 1-year term.
- Election of officers will take place at the Executive meeting immediately prior to the conference . Results of the elections will be announced at the AGM.
- Attend all CUMA Executive meetings.
- Assist with planning, organizing and running the CUMA Convention each year.
- Actively promote a replacement for your Region as you near the end of your term.

7. Long Term Service Awards

- Long Term Service Awards are made on a one-time occasion after 25 years using December 31 of each year as the cut off date. A person must be a dues-paying member of CUMA when anniversary is reached.
- The awards will form part of the agenda for CUMA seminar with a gift presentation.
- The costs for long-term service awards are taken out of convention revenues. Costs must be recognized when establishing membership fees in annual budget process.
- CUMA will:
 - Recognize actual years of service in a credit union or co-operative organization
 - Recognize years of service without adjusting for family leave
 - Recognize years of service regardless if there has been a break in that service
 - Rely on individual credit unions to determine if they have a 25 year recipient. In the event of uncertainty, the Regional Director may confirm CUMA membership records with the credit union.
- CUMA will not:
 - Recognize years of service with other financial institutions

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- Recognize time away from credit union service due to a leave of absence or education leave
- Directors will be responsible for collecting the photo and biography of the long-term service recipients so they can be published in the Long Term Service Awards booklet.

8. Miscellaneous

CUMA Insurance

- CUMA will purchase insurance annually, which will cover liability insurance for our functions and provide bonding coverage for our treasurer.

Treasurer's Report

- The Treasurer is to provide an up-to-date Balance Sheet and Operating Statement with comparative information to budget at every Executive Meeting.

CUMA Reserves

- The CUMA Executive shall provide profit budgets until such time as we meet an average of one year's convention expenses in reserves.

Flowers

- A floral arrangement or donation on behalf of CUMA upon the death of a CUMA member will be the responsibility of each CUMA Executive Director whereby a death occurs within his/her Region. Approximate cost should be \$ \$100.00. The invoice will be forwarded to the CUMA treasurer for reimbursement.

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Position Descriptions

POSITION: PRESIDENT

CORE FUNCTION:

To serve as senior officer of CUMA, co-ordinating activities of and giving leadership to the directors; acting as liaison with the CUMA Coordinator, the directors, the members and other co-operative organizations.

RESPONSIBILITIES:

- 1) To act as chairperson of meetings of all directors, the executive committees and at annual or special membership meetings.
- 2) To act, ex-officio, as a member of all directors' committees, receiving reports, minutes and attending meetings.
- 3) To have a proposed agenda prepared for directors and executive meeting and ensure that adequate information is available for study before the meeting.
- 4) To give leadership in planning the annual calendar of CUMA activities.
- 5) To act as signing officer for CUMA, along with the Secretary, Treasurer, if and when required.
- 6) To maintain effective liaison with the CUMA Coordinator and the Executive.
- 7) To report to the members on behalf of the Executive at annual or special membership meetings.
- 8) To represent CUMA and explain plans, policies and programs when the directors have not otherwise delegated this.
- 9) To play a leadership role with other co-operatives on behalf of CUMA.
- 10) To give leadership to the Executive.
- 11) To ensure effective orientation of new directors.
- 12) To act in accordance with the CUMA Constitution and Bylaws at all times.

NOTE: The Vice-President will assume the above responsibilities in the absence of the President.

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POSITION: VICE-PRESIDENT

CORE FUNCTION:

To serve as senior officer of CUMA in the absence of the President.

RESPONSIBILITIES:

- 1) To assume the duties and responsibilities of the President when the President is absent or assumes the duties of President if the current President is unable to complete his/her tenure as President.
- 2) To observe and develop abilities in preparation to be elected to the position of President in the following year(s).
- 3) To provide support to the President in finalizing the agenda for the CUMA executive meetings.
- 4) To act as Master of Ceremonies at the CUMA banquet.
- 5) To review job descriptions and make any changes in order that they reflect the duties and responsibilities required to operate the executive position effectively and then present to the CUMA Executive for approval.
- 6) To act as Director of Communication and be responsible for all outgoing messaging
- 7) Other duties as may be assigned.

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POSITION: TREASURER

CORE FUNCTION:

To be the custodian of CUMA funds.

RESPONSIBILITIES:

- 1) To be the official custodian of CUMA funds and be the disbursing officer.
- 2) To keep adequate financial records of all transactions.
- 3) To develop financial statements for year end and present an audited statement at the Annual Meeting.
- 4) To prepare an annual budget for Executive approval at their December meeting.
- 5) To present a Balance Sheet and Operating Statement with comparative information to budget at every Executive Meeting.
- 6) To act as liaison between CUMA auditors and Executive.
- 7) To ensure the local credit union is supportive of his/her role as treasurer and has bonding coverage in place.
- 8) Submit all financial information and reports; liaison to the CUMA auditor appointed at the AGM.
- 9) To perform any other duties as detailed by the Executive.

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POSITION: SECRETARY

CORE FUNCTION:

To maintain the official records of CUMA.

RESPONSIBILITIES:

- 1) To ensure accurate minutes of business meetings are taken and that the minutes are distributed to all Executive members within 2 weeks of the meeting.
- 2) To aid the Chairperson by keeping records of all motions; to understand the parliamentary procedures; and to be prepared to take the presiding officers place if both the President and Vice-President are absent.
- 3) To maintain all records, reports and documents of CUMA.
- 4) To bring to each meeting a copy of the constitution, bylaws, standing rules, aim and objectives, and membership roster and to provide updated versions of these and administration rules.
- 5) To direct the activities of the CUMA secretarial support.
- 6) To perform any other duties as detailed by the Executive.
- 7) Filing of Annual Return with Corporations Branch.

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POSITION: DIRECTOR

CORE FUNCTION:

To develop, maintain and actively support the MISSION and STRATEGIC RESULTS AREAS of CUMA in accordance with the Constitution and Bylaws.

RESPONSIBILITIES:

- 1) To establish and review, on a bi-annual basis, the aim and objectives of CUMA and communicate the same to the CUMA membership.
- 2) To review the CUMA Constitution and Bylaws on a bi-annual basis.
- 3) To participate in the planning and carrying-out of CUMA events.
- 4) To approve and monitor the financial structure, policies and budgets of CUMA.
- 5) To attend and participate in Executive meetings.
- 6) To support the activities of other Regional directors.
- 7) Participate in developing agenda and organizing CUMA Regional meetings.
- 8) To maintain an accurate email distribution list for their Region and forward communications to their Region members, as required.
- 9) To hold Region elections as required.
- 10) To promote active membership in CUMA and ensure the orientation of new members.
- 11) To communicate effectively between the Region and the Executive.
- 12) To maintain effective relations with other co-operatives and Regions.
- 13) To encourage leadership by supporting and promoting CUMA.

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POSITION: CUMA CO-ORDINATOR

CORE FUNCTION:

To act as a liaison between CUMA and SaskCentral staff and departments.

RESPONSIBILITIES:

- 1) To recommend timely topics for discussion by the Executive.
- 2) To obtain appropriate resource for Executive meetings as requested.
- 3) To research information as requested by the Executive.
- 4) To communicate the opportunities and concerns of the Executive to SaskCentral and staff, as requested, and ensure the appropriate follow-up.
- 5) To support the seminar committee in obtaining and directing seminar resources.
- 6) To represent SaskCentral to CUMA.
- 7) To ensure administrative support is provided to the Executive.
- 8) To perform other duties as requested by the Executive.

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POSITION: FACILITIES CO-ORDINATOR

CORE FUNCTION:

To act as a liaison between CUMA and event locations, and coordinate convention logistics

RESPONSIBILITIES:

- 1) To complete and send RFPs for CUMA Convention.
- 2) To act as liaison between banquet managers for yearly convention
- 3) To book accommodations and meals for CUMA Executive meetings
- 4) To communicate convention task lists with CUMA Executive and assure duties for convention are assigned.
- 5) To be main contact during CUMA Convention for hotel and banquet staff.
- 6) To act as liaison for Audio/Visual companies for CUMA Convention.
- 7) To be main contact for Accounts Payable for convention, meeting and meal bookings.
- 8) To perform other duties as requested by the Executive.