

CUMA

Administrative Guidelines for CUMA Executive

Revised June 2022

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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

Preconference:

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

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Start preparing for the next year's convention (Task List)
Deal with extraordinary business
Review of Bylaws, Constitution and Administrative Guidelines (bi-annually)
Start Budget Cycle

4. Expense Guidelines

Directors' expenses related to attending CUMA functions as a CUMA Director including CUMA Executive meetings, Regional meetings CUMA curling bonspiel and the Tradeshow and Convention will be reimbursed by CUMA as follows:

Mileage at the same rate as established by SaskCentral policy.

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 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. The host committee will hold
- back one half of the profit for the current year bonspiel to be donated to a charity of their choice with the other half of the profit returned 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.
- The host committee will be provided with free entry to the following year event, up to four curlers.

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

Orientation of New Directors

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 members on a regular basis to ensure information is accurate.
- Ensure that 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 Secretary and Treasurer who are 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 **once for every 25 years of service** using December 31 of each year as the cut off date.”

- A person must be a due- paying member of CUMA when anniversary is reached.
- The awards will form part of the agenda for CUMA Convention 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 of 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 institution

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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. Bonding coverage for our treasurer is included in their own credit union's insurance coverage.

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, and forward to Secretary to attach to meeting minutes.

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.

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9. Executive Position Descriptions

POSITION: PRESIDENT

CORE FUNCTION:

To serve as senior officer of CUMA, coordinating 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 Vice-President, Treasurer, when required.
- 6) To report to the members on behalf of the Executive at annual or special membership meetings.
- 7) To represent CUMA and explain plans, policies, and programs when the directors have not otherwise delegated this.
- 8) To play a leadership role with other co-operatives on behalf of CUMA.
- 9) To give leadership to the Executive.
- 10) To ensure effective orientation of new directors.
- 11) 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 signing officer for CUMA, along with the President, Treasurer, when required.
- 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 facilitate presentation of 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) To work with the Secretary to ensure an accurate listing of current membership is maintained and complete invoicing for membership dues.
- 9) Submit all financial information and reports; liaison to the CUMA auditor appointed at the AGM.
- 10) To facilitate an annual review of insurance requirements and present a recommendation to the Executive.
- 11) 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 ensure that prior to each meeting updated versions of the constitution, bylaws, administrative guidelines standards of conduct, and membership roster are available for review on the CUMA website.
- 5) To direct the activities of the CUMA secretarial support.
- 6) To work with the treasurer to ensure an accurate listing of current membership is maintained.
- 7) Filing of Annual Return with Corporations Branch.
- 8) To perform any other duties as detailed by the Executive.

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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 maintain an accurate email distribution list for their Region and forward communications to their Region members, as required.
- 7) To hold Region elections as required.
- 8) To promote active membership in CUMA and ensure the orientation of new members.
- 9) To communicate effectively between the Region and the Executive.
- 10) To encourage leadership by supporting and promoting CUMA.

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POSITION: SOCIAL MEDIA CO-ORDINATOR

CORE FUNCTION:

Responsible for the implementation and maintenance of CUMA website, social media platforms and other marketing streams.

RESPONSIBILITIES:

- 1) Upload documents to the website as required.
- 2) Keep website current, including, but not limited to the Membership Listing and Executive Team Contacts, as well as events.
- 3) Keep social media platforms updated as necessary.
- 4) To perform other digital 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 Request for Proposals 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.