

# FINANCE POLICY:

## Board and Advisory Committee Member Remuneration and Expense

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Policy Number: **ABMI-FP-430**

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Next Review Due: December 12, 2014

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### Policy

1. The ABMI has the legislative and corporate authority to provide remuneration and reimburse expenses to its Directors and others acting on its behalf.
2. Individuals who serve the ABMI as a Director do so on a voluntary basis and consequently receive no salary for their efforts. Although individuals serving as Directors are not intended to devote all of their efforts to the ABMI, the commitment to the ABMI that is expected of them is considerable. The ABMI has determined therefore that in consideration of their services, Directors will be provided an honorarium from the ABMI.
3. Directors may also be required from time to time to make use of their personal vehicles, or incur out-of-pocket expenses in the course of serving the ABMI. The ABMI has determined that in these instances, Directors should receive compensation or reimbursement from the ABMI. Reimbursement for these expenses will be in accordance with the *Employee Expense Reimbursement* policy.
4. The ABMI also has individuals who serve on its International Science Committee who will incur travel expenses and may receive an honorarium payment. Reimbursement for any expenses incurred will be in accordance with the *Employee Expense Reimbursement* policy.
5. The ABMI also has individuals who serve on Advisory Committees on behalf of the organization and will incur travel expenses. Reimbursement for any expenses incurred will be in accordance with the *Employee Expense Reimbursement* policy.

### Definitions

There are no definitions for this policy.

### Procedures

#### 1. Board Remuneration

- a) **Meetings:** Directors will receive an honorarium payment as remuneration for attendance at Board meetings as follows:
  - Each Director shall be entitled to be paid the following rates for participating in Board or Committee meetings, validated through meeting minutes:
    - i. \$164.00 for up to and including four hours in any day;
    - i. \$290.00 for over four hours and up to and including eight hours in any day; or
    - ii. \$427.00 for over eight hours in any day.
  - The Chair, or person acting as the Chair shall be entitled to be paid:

- i. \$219.00 for up to and including four hours in any day;
  - i. \$383.00 for over four hours and up to and including eight hours in any day; or
  - ii. \$601.00 for over eight hours in any day.
- b) **Preparation Time:** Preparation time for the meeting will be deemed an equivalent amount of time as the meeting, such that the time spent for any meeting will be two times the meeting length (i.e., a half-day meeting would be deemed a full-day meeting).
- c) **Other Activities:** From time to time, at the approval of the Board Chair, Directors may be requested to represent ABMI at certain conferences, meetings or presentations. For this time, remuneration amounts will be as follows:
  - Board Director, other than the Chair, shall be entitled to be paid \$33.75 per hour; and
  - The Chair, or person acting as the Chair, shall be entitled to be paid \$45.25 per hour.

## 2. Expenses

- a) All expenses will be incurred by and reimbursed to Directors in accordance with ABMI's *Employee Expense Reimbursement* policy. In instances where pre-approval for out of town travel is required, the approval must be sought from the Board Chair.
- b) All Board member expenses are to be approved by the Executive Director.
- c) No reimbursement is made for expenses paid on the ABMI corporate credit card on the Director's behalf.

## 3. Administrative Procedures

- a) Directors who choose to claim honoraria or expense reimbursement will obtain their remuneration and reimbursements following the submission of a completed "Board Remuneration and Expense Reimbursement" claim.
  - Directors are to include the date and duration of all meetings attended for the Board during the period claimed.
  - Directors will indicate any other activities pursued on behalf of ABMI. A brief description of the activity, date and duration is required.
  - Directors must confirm to the ABMI on the completed claim that expenses are claimed on account of duties performed as a member of the Board of the ABMI.
  - Directors will indicate the expenses they have incurred in the course of service to ABMI. Detailed receipts for travel, meals (unless an allowance is being claimed) and other expenses must be included with the expense claim.
- b) All Board Remuneration and Expense Reimbursement claim forms are to be submitted to the Finance/Administrative Assistant for review and to ensure compliance with ABMI policy. The Finance/Administrative Assistant will input the claim forms into the ABMI electronic expense system and submit the claims for electronic approval.
- c) All Board claim forms are approved by the Executive Director.
- d) Claims will be paid in accordance with the *Procurement and Delegation of Authority* policy.
- e) Board remuneration and expenses paid in a fiscal quarter for the ABMI will be publicly disclosed on the ABMI website within 45 days of the end of the fiscal quarter. The Finance/Administrative

Assistant will compile a list of all amounts paid to Board Directors during the fiscal quarter and this will be reviewed by the Program Manager (or Accountant). The list will then be uploaded to the ABMI website. All supporting claims and receipts will be available upon request; however, will not be included in the public disclosure.

#### **4. International Science Committee Member Remuneration**

- a) **Meetings:** International Science Committee members will receive an honorarium payment as remuneration for attendance at meetings as follows:
- Each member from North America shall be entitled to be paid \$1,000.00 for participating in annual or bi-annual Committee meetings, validated through meeting minutes.
  - Each member from outside North America shall be entitled to be paid \$2,000.00 for participating in annual or bi-annual Committee meetings, validated through meeting minutes.

#### **5. International Science Committee and Advisory Committee Expenses**

- a) All expenses will be incurred by and reimbursed to International Science Committee or Advisory Committee members in accordance with ABMI's *Employee Expense Reimbursement* policy. In instances where pre-approval for out of town travel is required, the approval must be obtained in advance from the applicable Centre Director.
- b) All honoraria and expenses are to be approved by the applicable Centre Director.

#### **6. Administrative Procedures**

- a) International Science Committee or Advisory Committee members will obtain their remuneration and reimbursements following the submission of an invoice in accordance with the *Procurement and Delegation of Authority* and *Contract Management* policies.
- Members are to include the date and duration of all meetings attended during the period claimed.
  - Members will indicate any other activities pursued on behalf of ABMI. A brief description of the activity, date and duration is required.
  - Members must confirm to the ABMI on the invoice that expenses are claimed on account of duties performed as a member of the International Science Committee or an ABMI Advisory Committee.
  - Detailed receipts for travel, meals (unless an allowance is being claimed) and other expenses must be included with the invoice.
- b) All International Science Committee or Advisory Committee member invoices are to be submitted to the Finance/ Administrative Assistant for review and to ensure compliance with ABMI policy.
- c) Invoices will be paid in accordance with the *Procurement and Delegation of Authority* policy.
- d) A Board Honorarium Declaration Form will be completed by all Board and Committee members to document their intention with respect to claiming honoraria payments.

## References

This policy is part of a larger suite of financial policies and should be read in conjunction with the following policies:

- *Employee Expense Reimbursement*
- *Procurement and Delegation of Authority*
- *Corporate Credit Cards and Fuel Cards*