

<p>Rainy River District Social Services Administration Board</p>	<p>Policy Area</p> <p><b>GOVERNANCE</b> Board Process</p>
<p><b>HONORARIA, PER DIEM &amp; TRAVEL EXPENSES OF BOARD MEMBERS</b></p>	<p>Policy Number</p> <p>G-21.0</p>

## Preamble

It is recognized that members of the Rainy River District Social Services Administration Board (RRDSSAB) often incur personal expenses, in order to fulfill their obligation of being fully participating members. Members are not expected to suffer undue hardship as a result of their roles, including loss of income or incurred expenses.

## Policy

Members of the Rainy River District Social Services Administration Board will receive honoraria, as determined through Board motion, and will be reimbursed for travel and per diem expenses incurred while on approved Board business.

## Procedure

### 1. Honoraria

Honoraria for members of RRDSSAB is as follows, effective January 1, 2012:

- a) **Chairperson:** Two hundred dollars (\$200.00) per month plus one hundred and fifty dollars (\$150.00) for each Board meeting chaired;
- b) **Vice-Chairperson:** One hundred and fifty dollars (\$150.00) per month plus one hundred dollars (\$100.00) for every Board meeting attended. When the Vice-Chairperson is required to chair a Board meeting, he/she will be paid an additional fifty dollars (\$50.00);

- c) **Other Board Members:** One hundred dollars (\$100.00) per month plus one hundred dollars (\$100.00) for every Board meeting attended; and
- d) **All Members:** Fifty dollars (\$50.00) for each Committee meeting attended.

Monthly honoraria for members of RRDSSAB will be paid regardless of attendance at meetings, recognizing that Board members have been given the responsibility to prepare, to keep abreast of agenda information, and to respond to relevant agenda issues through verbal or written communication to the Board, regardless of their actual attendance. See Policy G-18.0 *Principles of Board Operation*, Item 1(h) “prepare for meeting and participate productively in discussion”.

## 2. **Travel Expenses**

Travel expenses of Board members will be reimbursed up to the maximum allowed within the terms and conditions of the most current *Staff Agreement*, and only for travel authorized as Board business. Board members will complete an *Expense Claim Form* to be forwarded to the Board Chairperson or designate for approval, and submit receipts. The Vice-Chairperson or Secretary-Treasurer may approve the Board Chairperson's expenses.

## 3. **Per Diem**

When travelling outside the geographical jurisdiction of the RRDSSAB on authorized Board business, Board members may be paid one hundred dollars (\$100.00) per day, on a pro-rated basis, recognizing such circumstances as half-day meetings or events. Per diem expenses are paid over and above the honoraria.

- 4. Board members will be instructed as to the process for claiming travel and per diem expenses as part of their Board orientation (See *G-19.0: Board Orientation*).

**ADOPTION & REVIEW GUIDELINES**

Approved by Res. #85/99 on 08 April, 1999  
Reviewed/Revised by Res. #88/02 on 17 October, 2002  
Reviewed/Revised by Res. #99/06 on 14 September, 2006  
Reviewed/Revised by Res. #127/11 on 8 December, 2011

Approximate date of next review: September, 2009

<b>REFERENCES:</b>	<b>POLICY AREA</b>	<b>POLICY NAME AND NUMBER</b>
	Governance	G-18.0, Principles of Board Operation
	Governance	G-19.0, Board Orientation