



# **OASBO**

## **POLICIES AND PROCEDURES MANUAL**

Ontario Association of School Business Officials  
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SECTION: **AWARDS**  
IDENTIFICATION: **A1**  
TITLE: **McCordic Award**

Approved by Board of Directors  
**September 1979**  
**Revised May 2007**

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## **POLICY STATEMENT**

The Board of Directors will award annually the McCordic Award at the Annual Meeting to recognize an outstanding contribution to the service of school business.

## **BOARD RESPONSIBILITY**

The Executive Committee is responsible for the selection of the Award recipient.

## **ADMINISTRATIVE PROCEDURE**

1. Criteria and nomination forms are forwarded to the membership by the OASBO office in January.
2. Deadline for receipt of nominations is 3<sup>rd</sup> week in February.
3. The Executive may consider nominations that were received in the previous year.
4. The Executive reviews nominations and makes its selection.
5. The name of the recipient is not disclosed to anyone outside of the Executive, the spouse/partner and the immediate supervisor prior to presentation at the Annual Conference.
6. The OASBO office handles the citation and preparation of the award plaque.
7. The OASBO office ensures that the recipient registers for the Annual Conference where the presentation is made.

## **CRITERIA**

1. Candidates may be nominated by any member of the Association or by an educational organization within the Province
2. The Board of Directors may also nominate candidates.
3. Nominations are to be submitted using the form (A1-1)
4. Nominations must be accompanied by at least 2 letters of support indicating the contribution of the candidate.
5. Candidates must be members of the Association.
6. Notwithstanding the requirement of membership in the Association, the selection panel shall have the right to name a non-member as recipient of the Award when, in its opinion, the contribution of the nominee to the service of school business has been one of outstanding dedication and exceptional merit. In such an event, the recipient shall also be named an Honourary Member of the Association.



SECTION: **AWARDS**  
IDENTIFICATION: **A2**  
TITLE: **Award of Merit**

Approved by Board of Directors  
**May 1985**  
**Revised May 2007**

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## **POLICY STATEMENT**

The OASBO Award of Merit is meant to recognize significant contributions by an OASBO Member through participation on an OASBO Standing or Ad Hoc Committee.

## **BOARD RESPONSIBILITY**

The Board of Directors decides which nominees will be approved.

## **ADMINISTRATIVE PROCEDURE**

1. The OASBO office arranges engraving and framing of certificate.
2. Awards shall be presented by the President of the Association or designate on a suitable occasion.
3. Upon approval by the Board of Directors, the award may be presented by the sponsoring or Standing or Ad Hoc Committee to the recipient.

## **CRITERIA**

1. An individual must be nominated by; a Standing or Ad Hoc Committee or by six active members of the Association.
2. The nomination must be written on form (A2-1) available from the OASBO office or on the OASBO website ([www.oasbo.org](http://www.oasbo.org))
3. All nominations will be considered by the OASBO Board of Directors at its regular meetings.
4. A member may receive more than one Award of Merit during a career.

SECTION: **AWARDS**  
IDENTIFICATION: **A2-1**  
TITLE: **Award of Merit Nomination Form**

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The OASBO \_\_\_\_\_ Committee recommends

\_\_\_\_\_  
Name of Candidate

\_\_\_\_\_  
Position

\_\_\_\_\_  
School Board Employer

Years as an OASBO Member \_\_\_\_\_

Years as a Committee Member \_\_\_\_\_

For the:

**OASBO AWARD OF MERIT**

Date and function at which Award is to be presented \_\_\_\_\_

\_\_\_\_\_  
Rationale for Award \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Committee Chair \_\_\_\_\_

Date \_\_\_\_\_

SECTION: **AWARDS**  
IDENTIFICATION: **A4**  
TITLE: **William J. Wales Award**

**Established 1985**  
**Revised May 2007**

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## **POLICY STATEMENT**

The Wm. J. Wales Award is presented by the Operations, Maintenance and Construction (OMC) Committee to an individual who has made an outstanding contribution in a Plant function.

## **BOARD RESPONSIBILITY**

None

## **ADMINISTRATIVE PROCEDURE**

1. The recipient shall be determined by the OMC Selection Committee.
2. OASBO office arranges engraving of plate for Wm. J. Wales display plaque.
3. OASBO office arranges framing of certificate for presentation to award recipient at the OMC Annual Workshop.

## **CRITERIA**

1. The recipient:
  - a) Is an Active or Life Member of OASBO
  - b) Is or has been a plant business official for more than three (3) years
  - c) Has contributed to and/or shared knowledge of plant facility operations
  - d) Has been dedicated to the aims and objectives of the OMC Committee
2. Non-members of OASBO may be considered by the OMC Selection Committee provided that they have made a significant contribution to the area of school operations, maintenance and construction.

SECTION: **AWARDS**  
IDENTIFICATION: **A5**  
TITLE: **Student Scholarships and Awards**

Approved by Board of Directors  
**December 1988**  
**AMENDED June 2008**

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**POLICY STATEMENT:**

OASBO supports the annual presentation of up to two student academic scholarships.

**BOARD RESPONSIBILITY:**

To receive the recommendations of the selection committee.

**ADMINISTRATIVE PROCEDURE:**

1. OASBO office forwards criteria and application form to membership in early March.
2. Deadline for receipt of applications is early July.
3. Selection of scholarship recipient is made by Executive committee by late August.
4. Recipient is contacted and where feasible the OASBO President or his/her designate will present the scholarship.
5. Announcement of scholarship winner is included in The Advocate (Sept./Oct. issue)

**Student Scholarship Guidelines and Criteria**

Candidates for the scholarship must be:

- (1) the son/daughter of an active OASBO member
- (2) continuing their education in a post secondary institution in Canada

Evaluation by the selection committee shall be guided by the following criteria and a final decision on the successful candidate will be the consensus view of the selection committee. The initial ranking will be on academic achievement (maximum of 10 points) and community and school involvement (maximum of 10 points).

Criteria for Academic Achievement (overall average)

< 81% 5 points

81- 85% 6 points

86-90% 7 points

91-95% 8 points

90-100% 9 points

An additional 1 point may be awarded where there is a range of academic experience.

Criteria for Community and School Involvement

Focused (e.g. athletic/music/leadership) involvement at school level only 6 points

Focused involvement at both school and community levels 7 points

Range of involvement at school level 8 points

Range of involvement at school and community levels 9 points

An additional 1 point may be added where significant leadership was involved.

In reviewing the candidate, preference will be given to those continuing their studies in an area of business.



SECTION: **MEMBERSHIP**  
IDENTIFICATION: **M1**  
TITLE: **Membership Directory**

Approved by Board of Directors  
**September 1984**  
**AMENDED December 2010**

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## **POLICY STATEMENT**

That the OASBO mailing list and Membership Directory be available for OASBO members exclusively.

## **BOARD RESPONSIBILITY**

None

## **ADMINISTRATIVE PROCEDURE**

1. This policy will be consistent with all pertinent privacy legislation.
2. OASBO Office to ensure that the Membership Directory is not distributed outside the OASBO membership except:
  - a. as directed by the Board or;
  - b. as required for the updating of the Association's website or production of an annual directory.

SECTION: MEMBERSHIP  
IDENTIFICATION: M2  
TITLE: Membership Fee – first time members

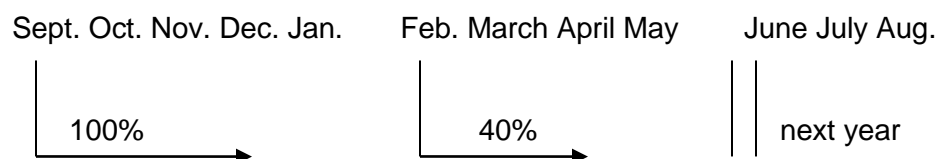
Approved by Board of Directors  
January 1989

Amended December 2006

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### POLICY STATEMENT

For first time members only of OASBO, who join February 1 or later, the membership fee will be based on 40% of the total annual fee for that fiscal year and for those who join after June 1 or later will pay the total amount fee and their membership will cover the following:



### BOARD RESPONSIBILITY

None

### ADMINISTRATIVE PROCEDURE

OASBO office to ensure that new members joining OASBO February 1 or later are charged only 40% of the total annual fee.

SECTION: **MEMBERSHIP**  
IDENTIFICATION: **M3**  
TITLE: **Participation of non-members in  
OASBO activities**

Approved by Board of Directors  
**April 1995**

**REVISED December 2006**

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## **POLICY STATEMENT**

The OASBO Board wishes to maximize the participation and membership of school business officials in OASBO activities while ensuring a sense of fairness and equity to members and non-members alike. Members should obtain value for their membership.

## **BOARD RESPONSIBILITY**

None

## **ADMINISTRATIVE PROCEDURE**

1. To be a member of an OASBO Committee, the individual must be a member of OASBO.
2. Non-members may attend as "guests" for 2 or 3 meetings at the discretion of the Chair.
3. Chairpersons will contact any current non-member Committee participants and explain the policy and encourage them to become members.

SECTION: **MEMBERSHIP**  
IDENTIFICATION: **M4**

**Approved by Board of Directors**  
Date: **June 27, 2014**

TITLE: **Business Associates**

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**POLICY STATEMENT:**

OASBO encourages the membership and participation of suitable businesses through the Business Associate membership classification. OASBO will support its Business Associate members by providing opportunities for Business Associates to interact appropriately with all members in keeping with appropriate public sector business best practices especially standards regarding codes of ethics, fairness and transparency.

**BOARD RESPONSIBILITY:**

Act as the final arbiter on decisions about the membership of businesses seeking and/or maintaining Business Associate status.

**ADMINISTRATIVE PROCEDURE:**

1. The OASBO office will post an application for business associate membership on its web-site.
2. Business associates must exhibit the following characteristics:
  - a. Reputable
    - i. Good reputation and business practices
    - ii. Professional and lawful
    - iii. Licensed/certified to provide goods and/or services in Ontario
  - b. Education or School Board oriented goods and/or services
3. The OASBO executive director will review any membership application and inform the business of the decision regarding membership.

Rights and Responsibilities  
Business Associates must:

  - Adhere to the OASBO Code of Ethics
  - Align where possible to the goals and objectives of OASBO
  - Privileges for Business Associates
  - Have prime locations and signage at OASBO trade shows
  - Where possible a presence on the OASBO web site
  - Use the OASBO logo with permission
  - Access to membership information
  - Early notice of sponsorship opportunities
4. Business Associate membership does not include attendance at OASBO Standing Committee meetings but a Business Associate can attend by invitation of the Chair.

SECTION:	<b>PUBLIC RELATIONS</b>	
IDENTIFICATION:	<b>PR2</b>	<b>Established 1994</b>
TITLE:	<b>OASBO Position Papers &amp; External communications</b>	<b>Revised 2007</b>

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#### **POLICY STATEMENT:**

OASBO supports the production and distribution of Position Papers and where appropriate, correspondence to express support or concerns to external groups.

#### **BOARD RESPONSIBILITY:**

1. Develop Position Papers.
2. Review Position Papers developed by Committees.
3. Approve when appropriate, Position Papers developed by Committees.
4. Approve correspondence to external groups.

#### **ADMINISTRATIVE PROCEDURE:**

1. Requests for approval of Position Papers or external communications are to be submitted to the OASBO office.
2. The Board of Directors will, at a regular meeting or through electronic means, review, modify, approve or reject as necessary requests for the publication of Position Papers or the sending of correspondence to external groups.
3. Papers for information only: A Committee may circulate any material it wishes (information, opinions, Position papers) to the membership or beyond as long as the following disclaimer is included: ***“Any opinions and recommendations in the attached information report are those of the \_\_\_\_\_ Committee and may or may not reflect the opinion of OASBO or the OASBO Board of Directors”.***
4. Papers with a covering report from OASBO Board of Directors: A position paper/report may, if the Committee requests, receive a covering letter from the OASBO Board saying:
  - a) The OASBO Board of Directors fully support the report (when, if desirable, it could become an OASBO report)
  - b) The OASBO Board of Directors supports the report with the following comments (when, if desirable, it could become an OASBO report).

SECTION: **PUBLIC RELATIONS** Approved by Board of Directors  
IDENTIFICATION: **PR4** **December 1983**  
TITLE: **Appointees to external organizations**

**Revised January 2001**

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## **POLICY STATEMENT**

OASBO supports the appointment of members to external organizations.

## **BOARD RESPONSIBILITY**

1. To set guidelines for appointments to external organizations.
2. To approve the appointment of members to external organizations.

## **ADMINISTRATIVE PROCEDURE**

1. Individuals or Standing Committees bring requests for the appointment to an external organization.
2. The Board of Directors makes decisions on appointments consistent with guidelines.
3. The OASBO office confirms Board appointments, coordinates the receipt or presentation of reports from appointees and ensures that appointees are aware of the Guidelines (PR4-1) for appointment to external organizations.

SECTION: **PUBLIC RELATIONS**  
IDENTIFICATION: **PR4-1**  
TITLE: **Guidelines for Appointment to  
External Organizations**

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Approved by Board of Directors  
**January 2001**

1. All appointments must be approved by the OASBO Board of Directors. Directors have responsibilities and liabilities associated with their role. All regulations of the Province of Ontario will apply.
2. The appointment will be for the specific term of the other organization or 2 years as a maximum.
3. The member will be acknowledged, in writing, by the Executive Director of his/her appointment with stated terms of the appointment.
4. Expenses will be negotiated by OASBO to be paid by the organization or OASBO, and budgeted for each year.  
If expenses are to be paid by OASBO, all procedures for claims and approval will be followed. Pre-approval of any travel, other than mileage, expenses will be required.
5. Members shall not enter into any legal contract (be it formal or implied) committing administrative resources or funds on behalf of OASBO without the formal approval of the OASBO Board of Directors.
6. Members shall not enter into any signed financial agreements on behalf of the organization without the formal approval of the OASBO Board of Directors.
7. A minimum of 2 reports per year is to be provided to the OASBO Board of Directors.
8. Once the member's appointment is approved, the member must return a signed copy of the terms of appointment, acknowledging that he/she is not authorized to commit OASBO funds.

SECTION: **PUBLIC RELATIONS**  
IDENTIFICATION: **PR5** Approved by Board of Directors  
TITLE: **Recognition President's tenure April 1984**  
**Recognition of retiring President's May 1988**  
**school board**

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## **POLICY STATEMENT**

The Association will present a certificate to the school board of the retiring OASBO President in appreciation for the school board's co-operation and support and present to the President on his/her retirement from office. a suitable plaque bearing the OASBO crest.

## **BOARD RESPONSIBILITY**

None

## **ADMINISTRATIVE PROCEDURE**

1. OASBO office arranges engraving of plate for President's presentation plaque to be presented at the closing Banquet of the Annual Conference.
2. OASBO office arranges:
  - a) inclusion on the agenda of the Board of Trustees of retiring OASBO' President's school board and;
  - b) the presentation certificate and;
  - c) for the President or another member of the Executive Committee to attend the presentation.



SECTION: **FINANCES** Approved by Board of Directors  
IDENTIFICATION: **F2** **February 1990**  
TITLE: **Annual Conference registration fee  
for Directors**

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### **POLICY STATEMENT**

The registration fee for the OASBO Annual Conference is the responsibility of each Director.

### **BOARD RESPONSIBILITY**

The Board may consider payment of a Director's Annual Conference registration fee where the Director would otherwise be unable to attend.

### **ADMINISTRATIVE PROCEDURE**

None

SECTION: **FINANCES** Approved by Board of Directors  
IDENTIFICIATON: **F4** **September 2001**  
TITLE: **Workshop/Conference Budget Approval**

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### **POLICY STATEMENT**

All workshops and conferences must submit an Operating Budget prior to finalizing the event.

### **BOARD RESPONSIBILITY**

None

### **ADMINISTRATIVE PROCEDURE**

1. Budget to be submitted to the Executive Director.
2. The Budget must include an administrative fee of \$25/day/person for one-day events or \$45/day/person for multi-day events.
3. The Executive Director will approve or require modifications prior to approval.
4. A full and final accounting of the event will be prepared following the conclusion of the event.

SECTION:	<b>FINANCES</b>	Approved by Board of Directors
IDENTIFICATION:	<b>F5</b>	<b>November 1989</b>
TITLE:	<b>Fee for job advertisement distribution</b>	Amended by Board of Directors <b>November 2006</b>

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## **POLICY STATEMENT**

That the Association distribute electronic job advertisements on behalf of member school boards.

## **BOARD RESPONSIBILITY**

Review possible increases in rates when appropriate.

## **ADMINISTRATIVE PROCEDURE**

1. OASBO office advises school boards of any fee increase or change for the OASBO job advertising service.
2. The rate for electronic distribution is \$275 + gst or as amended by the OASBO Board of Directors.

SECTION:	<b>FINANCES</b>	Approved by Board of Directors
IDENTIFICATION:	<b>F6</b>	<b>June 1990</b>
TITLE:	<b>Distribution of Flyers</b>	<b>Revised</b>

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## **POLICY STATEMENT**

The Association supports the electronic distribution of "special flyers".

## **BOARD RESPONSIBILITY**

Review possible changes in costs.

## **ADMINISTRATIVE PROCEDURE**

1. Request from member school boards will be received by the OASBO office.
2. The OASBO office will distribute the flyers of special events such as retirements.
3. The fee for distribution is \$25.00 + gst or as emended by the OASBO Board of Directors.

## **POLICY STATEMENT**

To establish levels of reimbursement for expenses incurred by Board members, staff and Association members while traveling on OASBO business.

## **BOARD RESPONSIBILITY**

Review expense rates from time to time in keeping with current economic conditions.

## **ADMINISTRATIVE PROCEDURE**

1. OASBO office to process payment for expenses incurred in accordance with Board policy.
2. For all travel while on official business, the expenses incurred for travel should be the most economical level.
3. All requests must be on the current expense claim form F9-1
- 3A. OASBO office revises and prints new expense claim forms incorporating new rates (Present rate is 41 cents per kilometre.)

### **Travel Reimbursement:**

#### *Travel in vehicles:*

1. The complete reimbursement rate for all travel in personal vehicles will be \$0.41 per kilometre or as recommended by the Board.
2. Wherever possible, two or more members traveling to the same location use one car.
3. Taxi and parking charges will be reimbursed with receipts.
4. Traffic and parking violations will NOT be reimbursed.
5. Vehicle rentals will be reimbursed for mid-size or full-size only and will include the rental insurance premium.

#### *Travel by air or rail:*

1. Reimbursement for airline tickets will be made at the rate for economy class.
2. Original air or rail travel stubs are required.
3. Where costs exceed the economy fares, explanation must be provided.

#### *Meal Expenses:*

1. Meal expenses are limited to a per diem of \$45 Canadian and \$45 US funds (while traveling in the United States) inclusive of taxes and gratuities. Details of the per diem rate are: Breakfast \$7.00 Lunch \$13.00 Dinner \$25.00
2. If the claimant believes that it was necessary to spend an amount in excess of the per diem rate, a claim with receipts may be submitted.
3. Meal expenses will be permitted when staying overnight away as per the following guideline: a) Breakfast – depart before 6:00 a.m. b) Lunch – depart before 11:30 a.m. – arrive after 2:00 p.m. c) Dinner – arrival home after 7:00 p.m.

#### *Hotel & Lodging:*

1. Itemized hotel and payment receipts are required.
2. Private residence: entitlement of \$30 per night when accommodation is in a private residence.

#### *Telephone Calls:*

1. Reimbursement will be made on calls of a business nature.
2. One call home, for reasonable costs, for each night away.

3. All other expenses must be accompanied with original receipts.



SECTION: **FINANCES**  
IDENTIFICATION: **F11**  
TITLE: **Workshop Honorarium**

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Approved by Board of Directors  
**April 2002**

### **POLICY STATEMENT**

The OASBO Board of Directors supports the payment of speakers' honorarium.

### **BOARD RESPONSIBILITY**

To review the amount of the honorarium from time to time.

### **ADMINISTRATIVE PROCEDURE**

1. OASBO office will administer this policy.
2. The maximum honorarium will be \$75.00 or as amended by the Board.



SECTION: FINANCES Approved by Board of Directors  
IDENTIFICATION: F12 March 2004  
TITLE: Travel expenses incurred by Directors  
for committee meetings/workshops

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### **POLICY STATEMENT**

That the Board approve payment of travel costs for attendance by Directors at OASBO Standing Committee meetings or workshops each year.

### **BOARD RESPONSIBILITY**

Review the policy from time to time for usage and amount.

### **ADMINISTRATIVE PROCEDURE**

1. OASBO office to review the expense submissions and ensure that they are consistent with policy.
2. The maximum expenditure shall be \$4500.00 per year or as amended by the Board of Directors.

SECTION: **BOARD/COMMITTEES/ADMINISTRATION**  
IDENTIFICATION: **BCA7** Approved by Board of Directors  
TITLE: **Formation of Special April 1992**  
**Interest Groups**

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### **POLICY STATEMENT**

OASBO encourages members of special interest groups which are not covered by existing committees to meet and conduct processes consistent with the Association's purpose.

### **BOARD RESPONSIBILITY**

Consider application for full committee status by groups which qualify.

### **ADMINISTRATIVE PROCEDURE/SUGGESTIONS**

1. Groups may meet as a sub-committee of an existing committee.
2. Groups may meet as an ad hoc committee and inform the Board.
3. Groups must operate in a manner consistent with existing policies and practices.
4. Groups following a full year of meetings as a sub committee or an ad hoc committee may apply to the Board for recognition as a Standing Committee of the Association.

SECTION: **BOARD/COMMITTEES/ADMINISTRATION**  
IDENTIFICATION: **BCA8** Approved by Board of Directors  
TITLE: **Recognition of Retiring Members June 1991**

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### **POLICY STATEMENT**

Retiring members of OASBO will be recognized.

### **BOARD RESPONSIBILITY**

None

### **ADMINISTRATIVE PROCEDURE**

1. All retiring members will be sent a letter signed by the President expressing appreciation and best wishes.
2. Where the member has made a significant contribution, he/she will be recognized by a Certificate of Recognition or an Award of Merit.
3. OASBO office to ensure that all letters and certificates are prepared for presentation.
4. OASBO office to ensure that Board of Directors are kept informed of names of all retirees and recipients of certificates.

SECTION: **BOARD/COMMITTEES/ADMINISTRATION**  
IDENTIFICATION: **BCA10** Approved by Board of Directors  
TITLE: **Committee member expenses- March 1993**  
**Annual Conference**

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### **POLICY STATEMENT**

OASBO supports the payment of an expense allowance for members presenting at the Annual Conference.

### **BOARD RESPONSIBILITY**

None

### **ADMINISTRATIVE PROCEDURE**

1. This applies only to members not registered for the Annual Conference.
2. The expense must be approved by the Committee Chair.
3. The maximum expense claim per person is \$100.00
4. Presenters who are registered may receive a speaker's gift.

SECTION: **BOARD/COMMITTEES/ADMINISTRATION**  
IDENTIFICATION: **BCA11** Approved by Board of Directors  
TITLE: **Registration fee waived for January 1995**  
**organizer(s) of OASBO workshops**

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#### **POLICY STATEMENT**

One registration fee per workshop is available to each Standing Committee to allocate to an individual who has assisted in the organization of an OASBO workshop.

#### **BOARD RESPONSIBILITY**

None

#### **ADMINISTRATIVE PROCEDURE**

1. Ensure that the registration fee is waived for the individual named by the Committee Chair.

SECTION: **BOARD/COMMITTEES/ADMINISTRATION**  
IDENTIFICATION: **BCA12** Approved by Board of Directors  
TITLE: **PRIVACY POLICY** **January 2004**  
**REVISED January 2008**

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## **POLICY STATEMENT**

OASBO is committed to providing excellent service. Consistent with these objectives we maintain high standards of confidentiality with respect to the personal information in our possession. The operations of the Association will be compliant with relevant privacy legislation.

## **BOARD RESPONSIBILITY**

Review policy and handbook as necessary.

## **ADMINISTRATIVE PROCEDURE**

1. The Executive Director will function as the privacy officer for the Association.
2. The privacy practices of the Association will be consistent with the Handbook BCA12-1 attached to this policy.

## Privacy Handbook

If you have any questions about the Privacy Policy or this handbook please contact our Privacy Officer.

### **1.0 *Collection, Use and Disclosure of Personal Information***

#### 1.1 What personal information do we collect?

Personal information is information about you as an individual member and relates specifically to you (such as your name and address). When you first become a member or whenever you renew your membership, we need to collect some of your personal information. However, the personal information that we collect from you is always limited to the purposes that we have identified to you. Normally, we collect only business-related information that is needed to maintain member activity.

#### 1.2 Purposes: Why do we collect personal information?

We ask you to provide us with your personal information only if it is necessary to register for workshops or similar functions.

If we identify a new purpose for the personal information that we have collected from you, we will obtain your consent before using your personal information for the new purpose.

#### 1.3 Consent: Why do we require your permission?

We collect, use or disclose your personal information only with your consent. Your consent may be expressed or implied, and you may give it to us in writing, verbally, electronically, or through your authorized representative. When you use our services we consider that you have implied your consent for us to collect, use and disclose your personal information for the purposes identified above. You may withdraw your consent at any time, subject to legal and regulatory restrictions and reasonable notice.

We do not provide or sell member lists to any outside company for marketing, solicitation or any other such purpose. We will not use or disclose your personal information without your consent except in the following circumstances:

- When required by law or law enforcement purposes
- For an emergency that threatens life, health or security
- To collect a debt that you owe us

### **2.0 *Protecting Your Personal Information***

#### 2.1 Security safeguards and employee awareness

Keeping your personal information confidential and secure is a priority for us. In order to ensure protection of your personal information and right to privacy, we have developed security procedures to safeguard and protect your personal information against loss, unauthorized disclosure, copying, and unauthorized use or modification.

Our employees are trained to maintain the security and confidentiality of your personal information.

## 2.2 Agents and third party service providers

From time to time, we may need to share some of your personal information with third

You have the right to ask whether we hold any personal information about you and to that information. We will respond to your request for access within 30 days of the request being made.

parties such as technology support services in order to serve your needs.

Any third party that we share your personal information with is bound to keep the information confidential and secure and to refrain from using it in any way other than is necessary to perform their services for us.

## 3.0 ***Your Rights***

### 3.1 Accessing your personal information

You could refuse to allow us to obtain, use or share your personal information or you could also withdraw a previously given consent at any time. However, by doing so, depending on the situation, you may be limiting or even preventing our ability to provide you with the service you desire.

### 3.2 Requesting an update or correction

If you believe that any of your personal information is inaccurate, you may ask to correct it. We will respond to your request to update or correct your personal information within 30 days of the request being made.

### 3.3 Registering complaints

In the event of any conflict or other concern regarding access to, or the accuracy or our use of your personal information, you may register a question or complaint with our Privacy Officer.

## 4.0 ***Contact Information and Resources***

If you wish to access your personal information, change your consent to the ways in which we may use your personal information, have a complaint about our Privacy Policy or the manner in which we may have handled your personal information, or if you have any other question about our Privacy Policy, please contact our Privacy Officer as follows:

By Mail: OASBO, 144 Main Street North, Suite 207, Markham, ON L3P 5T3

By E-mail: [office@oasbo.org](mailto:office@oasbo.org)

By telephone: (905) 209-9704

By FAX: (905) 209-9705

To find out more about federal privacy laws, including the PIPEDA (the law applicable to OASBO) contact the Office of the Privacy Commissioner at 1-800-282-1376 or visit its website at [www.privcom.gc.ca](http://www.privcom.gc.ca)



## 5.0 ***Changes to this Privacy Policy***

In order that our Privacy Policy is kept up to date, we reserve the right to change it from time to time. Any changes will be effective when approved by the board of directors and not less than 30 days following OASBO providing you with notice. Notice of changes to the Privacy Policy may be distribute through our newsletter or may be posted on the OASBO website.

## 6.0 ***Visiting the OASBO website***

A visitor to OASBO's website [www.oasbo.org](http://www.oasbo.org) is not required to reveal any personal information, such as name, address, or telephone number. Nor is such information collected passively by electronic means.

Your personal information is only collected when you voluntarily complete an online application, request form, or survey. Personal information collected during the online application is only used to respond to your inquiries or requests and is not used for any other purposes. We will not send you an unsolicited electronic communication.

Our website does not collect visitor information in the form of the visitor's domain or Internet Protocol ("IP") address.

OASBO does not store "cookies" on your computer when you visit our website.

## 7.0 ***OASBO's Commitment to the Ten Privacy Principles***

Principle #1: ***Accountability*** – OASBO is responsible for personal information under its control and has designated a Privacy Officer who is accountable for OASBO's compliance with the ten privacy principles.

Principle #2: ***Identifying Purposes*** – OASBO shall identify the purposes for which personal information is collected at or before the time of collection.

Principle #3: ***Obtaining Consent*** – The knowledge and consent of a member are required for the collection, use or disclosure of personal information, except where inappropriate.

Principle #4: ***Limiting Collection*** – The collection of personal information shall be limited to that which is necessary for the purposes identified by OASBO. Personal information shall be collected by fair and lawful means.

Principle #5: ***-Limiting use, Disclosure and Retention*** – OASBO shall not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as required by law. OASBO shall retain personal information only for as long as necessary to achieve fulfillment of the identified purposes.

Principle #6: ***- Keeping Personal Information*** – OASBO shall keep personal information as accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used.

Principle #7 – ***Safeguarding Personal Information*** – OASBO shall protect personal information by security safeguards appropriate to the sensitivity of the information.

Principle #8 – ***Openness Concerning our Privacy Practices*** – OASBO shall ensure that specific information about its policies and practices relating to the management of personal information is made readily available to members.

Principle #9 – ***Member Access*** – OASBO shall, upon request, inform a member of the existence, use and disclosure of his or her personal information and shall give such member access to that information.

Principle #10 – ***Challenging Compliance*** – A member shall be able to address a challenge concerning OASBO's compliance with PIPEDA to OASBO's Privacy Officer.

SECTION: **PD COURSES**  
IDENTIFICATION: **PD3**  
TITLE: **Courses**

Approved by Board of Directors  
**November 2007**

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### **POLICY STATEMENT**

The Board of Directors supports the development of professional development courses for members of the Association.

### **BOARD RESPONSIBILITY**

The Board will serve as a review committee for PD courses designated for members.

### **ADMINISTRATIVE PROCEDURE**

1. Committees or members who are developing courses with outside groups will submit to the Board, information on the course that includes:
  - a. The name of the outside group
  - b. Course objectives and alignment with OASBO professional standards
  - c. The target audience
  - d. The cost to members
2. The Board may support or make recommendations for the proposed course or courses.
3. Where the Board supports the offering of a course that leads to certification, the Board may forward notice of that support to the appropriate external agency.

SECTION: **OTHER**  
IDENTIFICATION: **O1**  
TITLE: **Guidelines for Rep  
Selection re Fraternal Visits**

Approved by Board of Directors  
**November 2006**

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## **BACKGROUND**

OASBO has a tradition of sending a representative to the conferences of other Business Officials' Associations across Canada. The result has been a reciprocal hospitality arrangement with these groups.

## **RATIONALE**

Having a guideline for determining who attends which conference would reduce the last minute rush for the Board. Knowing that a member of the Board is to attend a specific conference helps in planning individual schedules. This process will also ensure that there is a reasonable distribution of travel opportunities for Directors. It will also ensure that we are represented in other areas. The suggested guideline is built on prior practice and recognition of the level of involvement of the Executive and Board of Directors of OASBO.

The ASBO international conference is a two stage commitment.  
Leadership Meeting in February - Vice-president and Executive Director  
Annual Conference in October - President and Executive Director

The chart below lists the conferences that we have a reciprocal arrangement with.

<b>Conference</b>	<b>Timing</b>
Alberta	Usually end of April
British Columbia	Usually 3 <sup>rd</sup> week of May
Manitoba	Usually 3 <sup>rd</sup> week of May
Saskatchewan	Usually end of May
New Brunswick	Usually end of June

In addition to these there is a conference for executive directors of ASBO in July that the executive director would attend.

The process would have us seek volunteers early in the school year and the final decision would be made by the executive.

Priority would be given to members of the executive, based on the length of service to the OASBO Board. Following the executive then members of the Board again in order of seniority would be considered for selection.