



Kin Canada

Kinsmen • Kinettes • Kin

The National Board of Directors Guidelines & Procedures

REVISION HISTORY

Section	Description	Approval date (YYYY-MM-DD)	Updated by
All	New document	2016-07-26	NS Terri MacCannell

Table of Contents

Guidelines for National Board	4
Governance, Oversight and Leadership.....	4
The Role of Association Staff in Relation to the Board.....	4
Disclosures, Declarations and Agreements	5
Travel, Accommodations, Meals and Expense Claim forms.....	5
Meetings in Cambridge.....	5
Video and Teleconferencing	6
National Convention Planning	6
Accountabilities.....	6
National President	6
National Board	7
IN CAMERA SESSIONS & STORAGE OF - IN CAMERA MINUTES.....	8
STORAGE OF ELECTRONIC DOCUMENTS (DROP BOX)	8
Board Appointments.....	9
National Secretary Appointment.....	10
National Vice Secretary Appointment	12
Election Appointee.....	13
Audit – Financial Appointees	14
Kin Canada Foundation Appointees	15
Board Committees	16
Planning & Priorities Committee	17
Governance and Policy Committee	18
Communication Committee.....	19
Human Resources Committee	20
Succession & Planning Committee	21
Education Committee	22
Board Audit Committee	23
KIN CANADA Centennial Committee	24
APPENDIX 1.0 NBOD EXPENSE FORM	26
APPENDIX 2.0 QUICK START GUIDE FOR PARTICIPANTS	28
APPENDIX 3.0 IN CAMERA MEETING MINUTES.....	31
APPENDIX 4.0 DROPBOX QUICKSTART	33
APPENDIX 5.0 QUICK START GUIDE FOR HOSTS.....	38
APPENDIX 6.0 NATIONAL VICE PRESIDENT ELECTION CHAIR’S CAMPAIGN POLICY PROCEDURES	41
APPENDIX 7.0 PROCESS FOR CREATING OR REVISING A CURRENT POLICY	46

Guidelines for National Board

These guidelines are to clarify some administration and collaboration procedures for Officer-Directors and National Directors related to each Board position. A basic understanding will help you to deal effectively when dealing with Association Staff and vice versa.

Governance, Oversight and Leadership

The National Board of Directors ensures there is a framework for the Association to succeed in achieving its Mission at both a National and Local level. Through both structure and policy, the Board provides governance to the strategic direction of the Association, and exercises its fiduciary responsibilities as “officers” to the Corporation.

Fiduciary means, the duty of care as a legal obligation to be diligent in supervising and managing the affairs of the Association. As such, the National Board of Directors will provide oversight to ensure the operational arm of the Association is held accountable for its activities, in implementing the National Strategic Directions, is providing sound stewardship of assets, and the business of Kin is conducted in such a way that reflects and promotes the ethics, values and principles of the Association.

As Kin Members, the National Board of Directors provide leadership to their fellow Kin by demonstrating good and sound models of cooperation, collaboration and deliberation that reflects the ethics, values and principles of the Association

The Role of Association Staff in Relation to the Board

The role of the board is governance of the association. "Governance" is the strategic task of setting the organization's goals, direction, limitations and accountability frameworks. The board determines the "What?" - What the organization does and what it should become in the future.

The role of staff and Governors is to manage the direction set by the board. "Management" is the allocation of resources and overseeing the day-to-day operations of the organization. Management determines the "How?" - How the organization will reach those goals and aspiration.

As per National Governance Policies on Board-Staff Relations and Executive Limitations, the National Staff provides support to the Board's functions. The role of staff is that of *enabler*; they are not there to do the Board's work.

The assigned staff liaison to the Board (other than the Executive Director) is the Administrative Assistant. Responsibilities normally include:

- Maintaining national records of Board activities (minutes, reports, etc.) at the National offices, in collaboration with the National Secretary
- Circulation to Governors of certain reports and communications on behalf of the Board
- Board meeting logistics – including travel, accommodations and other meeting related activities
- Provision and receipt of expense forms

Staff support in other areas are subject-specific. For example, Directors are welcome to contact staff members directly for questions or collaboration, provided this is in keeping with Board-Staff Relations policies. Directors may make such requests, but with respect to existing workloads, cannot task staff with work unless approved by the Executive Director.

Disclosures, Declarations and Agreements

The National Board is required to execute a Confidentiality Agreement as well as, a declaration of any real or potential conflicts of interest prior to participation in Board business. Confidentiality relates to applicable business of the Board. The Board's Conflict of Interest policy requires an initial declaration by new Directors, and an annual disclosure of any changes in circumstances.

The staff liaison coordinates document distribution, receipt of executed copies and secures the filing at the Association offices.

Travel, Accommodations, Meals and Expense Claim forms

National Directors are required to attend:

- National Kinvention
- District Fall Leadership Conference
- District Conference
- "Face to Face" meeting in Cambridge (Fall, Spring and Summer)

The staff liaison will contact the Directors well in advance of scheduled face to face meetings to discuss flight options. Directors are entitled to book their own flights and be reimbursed; however, Association Staff prefer to deal with all bookings directly to obtain the best discounts and travel points.

When driving to meetings or on Board business, Directors are reimbursed as stated in the national budget. The amount reimbursed cannot exceed the lowest applicable airfare. These charges are allocated against the Board's annual portion of the national budget.

The Association will pay room and tax costs only for the number of nights required to be in attendance for the meeting on a shared basis. These are typically covered in advance on a Kin Canada account. Any additional costs, such as if the Director choosing not to share the room, or if extra days are added to the stay, will be the responsibility of the Director personally, and must be paid directly to the hotel at checkout.

The Director is responsible for any incidental charges (e.g. movie rentals) during your stay. Hotels will likely ask you at check-in for your own credit card to secure these.

Directors are entitled to a daily per diem to offset meal costs while traveling to and attending Board meetings and functions, with exception when food is otherwise provided (e.g. lunches during meetings at HQ). Rates are as stated in the national budget.

Expense forms are provided for each face to face meeting in electronic format (Excel) unless otherwise requested. Receipts are required for audit purposes; airport parking can be estimated. Reimbursement is net of any advances or offsetting charges. Completed forms can be emailed to the staff liaison, or left with her or the Executive Director during the meeting. We strive to reimburse expenses within two (2) weeks of submission. All expenses must be submitted prior to June 30 of the current year for reimbursement.

[See Appendix 1.0 Expense form](#)

Meetings in Cambridge

The normal operating hours of the National Headquarters building are 9 a.m. to 5 p.m., Monday to Friday. Although earlier start times can be accommodated, they require special arrangements with staff (most of whom are either constrained by family timetables or don't live close by), so we encourage Boards to observe normal office hours where possible.

Video and Teleconferencing

All Board Members are required to attend monthly video conference calls (Day to be determined by National President).

During months when face to face meetings take place, there are no video conference calls scheduled.

The video conferencing service which national subscribes has an unlimited use at a flat rate, but has certain license restrictions that require the National Secretary to be designated as the service administrator. Board members may work out a system for sharing, but this should be done in conjunction with the National Secretary. It is the Operations Manager's responsibility for overall administration and adherence to the terms of the license.

On-demand phone conferencing service is available as a backup, although rarely used, the information is available from the current Operations Manager. Use of on-demand phone conferencing incurs costs, on a per-minute, per-line basis, which will affect the national budget, if there are several occurrences. To help monitor and control costs, it's important to make the National Secretary aware of all Board usage of on-demand phone conferencing in order to convey to staff the proper expense allocations. For recurring use, a distinct account can be set up for a group/committee.

Directors will require a microphone and webcam for online video conferencing. It is suggested that you use an integrated headset but is not mandatory.

[See Appendix 2.0 Quick start guide for video conferencing Participants](#)

National Convention Planning

The Board is responsible for ensuring an Annual General Meeting of Members occurs for each fiscal year. The National President is directly involved on the Board's behalf when:

- Editing the standard agenda for the business sessions (as needed)
- Selection of personnel for assigned roles (Rules of Order Chair, Sergeant-At-Arms, etc.)
- Suggestions for a keynote speaker; and the President's gala
- National Board Presentation

All other aspects of national conventions are operational in nature, not related to the corporation's legal obligations. Therefore, the remainder of the convention planning activities are the responsibility of the Executive Director and Staff, and by extension - the Convention Committee.

Accountabilities

National President

The National President is accountable for:

- Chairing the Board meetings
- Planning the Board year
- Committees/Members
- Board Calendar
- Agendas for all meetings
- Continuous interaction between the Board and the Executive
- Motivate the Membership
- Presidents Tour (2 Districts)

- Attending Club events
- Connecting with Members
- PR opportunities
- Traveling across the Association
- Social Media
- Kin Magazine submission
- Welcome letters
- Congratulatory letters
- Represent the Association on a National front
- Behave according to the position held
- Facilitate Executive Director's Job Evaluation
- Leadership Hub (Calls facilitated by Executive Director)

National Board

The National Board is accountable for:

- Speak with "One Voice"; Board Members have a consistent message
- Always be an ambassador of Kin Canada
- Respond to all requests for information
- Review previous year's Board minutes (at minimum)
- Review the General Operating By-Laws
- Review the Policies and Procedures Manual
- Attend all Face to Face meetings
- Attend all Video Conference Meetings
- Understand the difference between Kin Governance for the Board vs Operations
- Understand how we work with the Executive Director to move the Association forward
- Come prepared to each meeting by reviewing all documents and being prepared to discuss
- Participate fully in Committee work
- Complete tasks as assigned
- Conduct yourself in a manner appropriate to your role
- Respect others
- Respect yourself
- Strive to educate Members
 - What the NBOD does
 - What we are working on for them
 - How to connect Members with the right people or groups to address their immediate needs
- Represent Board at events i.e. Fall Leadership conference, District Conference

- Mentor new National Directors
- Replace yourself

IN CAMERA SESSIONS & STORAGE OF - IN CAMERA MINUTES

In camera sessions provide the board of directors an opportunity to dialog in private, without staff or advisors present, on sensitive matters about legal issues, hiring, wages, employee evaluations, staffing strategies, or firing of personnel. In camera discussions are not recorded in the regular board meeting minutes.

In Camera Session and meeting minutes are confidential.

Separate meeting minutes will be created for “In Camera Session” by the National Secretary.

See Appendix 3.0 In Camera Meeting Minute Template

The approval of the minutes require signatures by the National President, National Vice President, National Past President and current board present at time of in camera meeting.

Signatures for approval will be acquired by the National Secretary at the board’s face to face meeting following the creation of the minutes

- The meeting minutes will be stored:
 - In the NBOD filing cabinet located at Headquarters
 - In sealed envelope, dated and sign by both the National President and National Secretary
 - Two keys are available for the storage cabinet. One key is held by the Operations Manager in a sealed envelope, signed by the National President and National Secretary. The other key is kept by the National Secretary

STORAGE OF ELECTRONIC DOCUMENTS (DROP BOX)

All Documents that the Board members require to perform their role will be located in drop box.

The National Secretary is responsible for:

- Set up the folder structure in drop box at the start of Kin Year
- Monitor drop box for proper use, naming convention of files and file deletion

All National Board of Directors are responsible for file naming:

Naming files – File names for recurring purposes, such as minutes and agendas, are recorded in this format:

[yyyy.mm.dd]_NBOD [_type][_version].doc
 e.g. 2014.07.24_NBOD_Minutes_Draft1.doc.

This allows files to more easily be found in chronological order.

Naming files – File names for Documents & Working files, such as policies, procedures and reports

Document name (_Initials of person changing document) (_version).doc
 e.g. Guidelines for National Directors_TM_Draft1.doc

See Appendix 4.0 Dropbox Quick Start

Board Appointments

The National President will assign Board Members, Vice President and Past President to Appointments at the start of each Kin Year. Appointments are assigned on a need basis.

Each Appointment will have a Terms of Reference and will be reviewed and updated as follows:

The National Board Guideline - Terms of Reference

- The Appointee is responsible to review/update at the end of each year (June)
- Changes made to Terms of Reference in The National Board Guideline must also be updated in the Working document (Year) -Terms of Reference

Working document (Year) - Terms of Reference

- Appointee is responsible to review/update at the beginning of term.
- Working document (Year) –Terms of Reference is the same as the National Board Guideline- Terms of Reference but will contain the Committee Planning and Reporting for that particular year.
- Updating Committee Planning and Reporting in the “Working Document” does not require making changes to Terms of Reference in The National Board Guideline. Changes to the Term of References will require an update to Terms of Reference in The National Board Guideline.

National Secretary Appointment

TERMS OF REFERENCE

Purpose

Ensuring that the activities, deliberations and decisions of the National Board of Directors are accurately captured and recorded; that those records are made available in a timely manner to all Directors and, where applicable, members; and that they are stored and preserved in order to allow subsequent reference and historical records.

Reporting Relationship

The National Secretary reports to the Board of Directors through its minutes. Resource staff made available for the National Secretary will include the Executive Director and any additional staff identified by the Executive Director

Appointment Composition

The National Secretary will be appointed by the National President. The appointee will act in the best interest of Kin Canada, and report any conflict of interest that may arise.

Recruiting and Orienting New Committee Members

The new appointee will be given information on duties and obligations of Appointment, Kin Canada bylaws, organizational structure and business plan, committee policies and governance principles.

Meetings

The National Secretary will attend the following meeting:

- Monthly Video conferencing meeting
- Face to face meetings
- National Kinvention

Appointment Responsibilities

- Setting up video conferencing calls for monthly Board meetings. All documents require for monthly video conferencing will be available in drop box for review 5 days prior to scheduled meeting.
- Set up video conferencing for Board Committee meetings. These meeting times may vary; it will be the responsibility of the Committee chair to contact the secretary with a date and time at least 5 days prior to the committee meeting.
- Preparing all meeting agendas for review at Planning and priorities meetings.
- Updating board calendar, as directed by National President.

See Appendix 5.0 Quick Start Guide for Video Conferencing Hosts

Development of Minutes

- The National Secretary will circulate preliminary drafts to a small review group in order to capture significant errors or omissions prior to the entire Board being asked to review them. This show of respect for everyone's time increases the chances of circulating a "clean" draft to all Directors prior to a meeting.
- The review group will include the National President, Past National President and National Vice President, as well as, the Executive Director in order to capture different perspectives.

Storage of Electronic Meeting Minutes, Reports & Records

- The National Secretary works with the staff liaison to ensure that records are properly maintained at the national offices. That person is currently the Administrative Assistant, in combination with the Office Manager.
- National Board of Directors monthly meeting minutes:
 - The National Secretary will submit approved minutes to the Administrative Assistant, Operations Manager and National President within one day of the board approval.
 - A copy of the final meeting minutes is also store in drop box - Board Documents - 04 final meeting Minutes - Current Year
- National Kinvention meeting minutes:
 - The National Secretary will submit draft minutes to Administrative Assistant, Operations Manager and National President within 2 weeks of Kinvention closing.
 - The National Kinvention minutes are stored at National Headquarters and not on drop box.

National Vice Secretary Appointment

TERMS OF REFERENCE

Purpose

Accordingly, the Board of Directors hereby authorizes the National Vice President to appoint a National Vice Secretary as an Officer of the Association to serve from the time of appointment until the conclusion of the term of the National Vice President. The person so appointed must be a member of the board of directors at the time of appointment and must have a term of office extending beyond one year at the time of the appointment.

Reporting Relationship

- The National Vice Secretary reports to the Board of Directors.

Appointment Composition

- The National Vice Secretary is appointed by the National Vice President.

Recruiting and Orienting New Committee Members

- The new appointee will be given information on duties and obligations of Appointment, Kin Canada bylaws, organizational structure and business plan, committee policies and governance principles

Meetings

The National Secretary will attend the following meeting:

- Monthly Video conferencing meeting
- Face to face meetings
- National Kinvention
- As needed with National Secretary for training purposes
- As needed with National Vice President for planning and Board Calendar creation

Appointment Responsibilities

- The duties of the Vice Secretary, if one is appointed, shall be to assist the National Secretary.
- This position is a learning and training position with regard to: Board Calendar continuation and planning; Adobe connect(or other video conferencing platform); Agenda preparation; Minute taking, verification, and storage; Organization of cloud storage for NBOD; any duties required by National Secretary or National Vice President.

Election Appointee

TERMS OF REFERENCE

Purpose

The appointees shall be responsible to provide for the orderly and fair election process for the position of National Vice President of Kin Canada.

Reporting Relationship

The Election Appointee reports to the Board of Directors through its minutes. Resource staff made available for the Committee will include the Executive Director and any additional staff identified by the Executive Director

Committee Composition

- The Election Appointees shall consist of a member of the Board of Directors.
- The members of the committee will be selected based on their expertise and background.
- Decisions on recommendations will be made based on majority vote. The member will always act in the best interest of Kin Canada, and report any conflict of interest that may arise.

Recruiting and Orienting New Committee Members

- The recruitment process should include a review of member composition, selection process, organization structure and overall performance to determine the skill sets required in new committee members. The Board Chair appoints the committee member.
- New members will be given information on duties and obligations of Committee Members, Organization Name bylaws, organizational structure and business plan, committee policies and governance principles.

Meetings

- Meetings are to be held in person, conference calls or video conference

Committee Responsibilities

- The appointees shall ensure a fair and democratic process be followed at all stages of the campaign and election process
- To review and implement all rules and regulations as it pertains to the election of a National Vice President.
- To be aware of the election process prior to and during the National Convention
- Election.

See Appendix 6.0 National Vice President Election Chair's Campaign Policy Procedures

Audit – Financial Appointees

TERMS OF REFERENCE

Purpose

The Audit – Financial appointee will act as a representative of the National Board of Directors for the purpose of reviewing the yearend financial statements of Kin Canada as presented to the external auditor chosen by the National Board of Directors.

Reporting Relationship

The Audit -Financial Appointees reports to the Board of Directors through its minutes and the Committee Chair. Resource staff made available for the Committee will include the Executive Director and any additional staff identified by the Executive Director

Committee Composition

- The Audit- Financial Appointee shall be of member of the Board of Directors.
- Members of the committee will be selected based on their expertise and background.
- Decisions on recommendations will be made based on majority vote. The members will always act in the best interest of Kin Canada, and report any conflict of interest that may arise.

Recruiting and Orienting New Committee Members

- The recruitment process should include a review of member composition, selection process, organization structure and overall performance to determine the skill sets required in new committee members. The Board Chair appoints the committee members.
- New members will be given information on duties and obligations of Committee Members, Organization Name bylaws, organizational structure and business plan, committee policies and governance principles.

Meetings

- Meetings will be held on a regular basis to be determined by the committee chair
- Quorum shall be a majority of the membership of the Committee.
- Meetings are to be held in person, conference calls or video conference

Committee Responsibilities

- It is the responsibility of Kin Canada Staff to prepare financial statements and all working papers corresponding to said financial statement for the Kin year ending June 30th of any given year.
- It is the responsibility of external auditors to review the financial statement and any corresponding working papers as they pertain to the Kin yearend.
- The National Board appointee, working in conjunction with as well as independent of Kin Canada staff, to assess the opinion of the external audit findings prior to the yearend financials being presented to the National Board for approval.

Kin Canada Foundation Appointees

TERMS OF REFERENCE

Purpose

Kin Canada Foundation is the official charitable organization of Kin Canada, enabling its members to help Canadian communities to become stronger, more vibrant and more compassionate. Kinsmen, Kinette and Kin clubs can use the Foundation as a vehicle to operate their project so that they may access personal and corporate donations and the donors can receive tax receipts.

The Foundation administers a number of programs focused on assisting members and non- members alike, including the Hal Rogers Fellow award (HRF), 49th Parallel North, Agency agreement and Kin Assist.

It is an independent organization which has its own bylaws and policies and its own Board of Directors.

Reporting Relationship

The Kin Canada Foundation Appointees reports to the Board of Directors through its minutes and the Committee Chair. Resource staff made available for the Committee will include the Executive Director and any additional staff identified by the Executive Director

Committee Composition

- The National Board of Directors of Kin Canada has the ability to appoint up to two members of its Board of Directors of the Kin Canada Foundation.
- Members of the committee will be selected based on their expertise and background.
- Decisions on recommendations will be made based on majority vote. The members will always act in the best interest of Kin Canada, and report any conflict of interest that may arise.

Recruiting and Orienting New Committee Members

- The recruitment process should include a review of member composition, selection process, organization structure and overall performance to determine the skill sets required in new committee members. The Board Chair appoints the committee members.
- New members will be given information on duties and obligations of Committee Members, Organization Name bylaws, organizational structure and business plan, committee policies and governance principles.

Meetings

- Meetings will be held monthly to be determined by the committee chair
- Quorum shall be a majority of the membership of the Committee.
- Meetings are to be held in person, conference calls or video conference

Committee Responsibilities

The appointees can and will act accordingly as members of the Kin Canada Foundation and have all rights & privileges that may entail with one, notable exception. National Board appointees will act as a liaison between both parties bringing direction from the National Board to the Foundation Board and vice versa.

Board Committees

The National President will assign Board Members, Vice President and Past President to Committees at the start of each Kin Year. Committees are assigned on a need basis.

Each Appointment will have a Terms of Reference and will be reviewed and updated as follows:

The National Board Guideline - Terms of Reference

- The Committee chair is responsible to review/update at the end of each year (June)
- Changes made to Terms of Reference in The National Board Guideline must also be updated in the Working document (Year) -Terms of Reference

Working document (Year) - Terms of Reference

- The Committee chair is responsible to review/update at the beginning of term.
- Working document (Year) –Terms of Reference is the same as the National Board Guideline- Terms of Reference but will contain the Committee Planning and Reporting for that particular year.
- Updating Committee Planning and Reporting in the “Working Document” does not require making changes to Terms of Reference in The National Board Guideline. Changes to the Term of References will require an update to Terms of Reference in The National Board Guideline.

Planning & Priorities Committee

TERMS OF REFERENCE

Purpose

The Committee will plan and schedule the work of the Board of Directors and will assist the President in setting the agenda for each meeting of the Board of Directors.

Reporting Relationship

The Planning and Priorities Committee does not report to the Board of Directors.

Committee Composition

The Planning and Priorities Committee shall be comprised of the National President, National Vice President, National Past President, and National Secretary. If a Vice Secretary has been appointed, the Vice Secretary shall also serve as a member of the Committee.

Decisions on recommendations will be made based on majority vote. The members will always act in the best interest of Kin Canada, and report any conflict of interest that may arise.

Recruiting and Orienting New Committee Members

New members will be given information on duties and obligations of Committee Members, Kin Canada bylaws, organizational structure and business plan, committee policies and governance principles.

Meetings

Meetings of the Committee shall be one week prior to the Board of Directors monthly meeting. Every Committee member shall respect the confidentiality of matters brought before the Committee. The National President shall chair all meetings of the Committee. In the absence of the President, the Committee shall elect a chair.

Committee Responsibilities

The Committee will plan and schedule the work of the board of directors and will assist the President in setting the agenda for each meeting of the board of directors.

Governance and Policy Committee

TERMS OF REFERENCE

Purpose

The purpose of the Governance and Policy Committee is to review and suggest changes to policies, procedures and practices with regard to the National Board of Kin Canada in cooperation with the Board and operations staff of Kin Canada. The board fulfills its legal, ethical, and functional responsibilities through adequate governance policy development and monitoring of board activities.

The Governance and Policy Committee will make recommendations to the Board on:

- Adherence to the legal requirements for the Board in relation to the Governing Documents of Kin Canada
- Development of Governance policies and procedures
- The roles, duties, terms of reference, and responsibilities of the board, committees, individual directors, and the Executive Director.

Reporting Relationship

The Governance and Policy Committee reports to the Board of Directors through the Committee Chair. Resource staff made available for the Committee will include the Executive Director and any additional staff identified by the Executive Director

Committee Composition

- The Governance and Policy Committee shall consist of members of the Board of Directors.
- Members of the committee will be selected based on their expertise and background.
- Decisions on recommendations will be made based on majority vote. The members will always act in the best interest of Kin Canada, and report any conflict of interest that may arise.

Recruiting and Orienting New Committee Members

- The recruitment process should include a review of member composition, selection process, organization structure and overall performance to determine the skill sets required in new committee members. The Board Chair appoints the committee members.
- New members will be given information on duties and obligations of Committee Members, Kin Canada bylaws, organizational structure and business plan, committee policies and governance principles.

Meetings

- Meetings will be held on a regular basis to be determined by the committee chair
- Quorum shall be a majority of the membership of the Committee
- Meetings are to be held in person, conference calls or video conference

Committee Responsibilities

The Governance and Policy Committee will ensure that the board of directors is able to govern the organization effectively through:

1. Adherence to the Governing Documents of Kin Canada in relation to legal requirements for the Board
 - Yearly review that the Board is in keeping with the GOB No. 2
2. Creating or revising Governance Policies and Procedures

See Appendix 6.1 Creating or revising Governance Policies and Procedures

Communication Committee

TERMS OF REFERENCE

Purpose

As the voice of the NBOD of Directors, this committee will ensure the membership is kept informed of relevant Board activities and encourage dialogue with the ownership through consistent and collaborative communications.

The Communication Committee will ensure that presentations and written communications are created and periodically published which define:

- Relevance to the membership
- Board direction
- Current board vision

Reporting Relationship

The Communication Committee reports to the Board of Directors through its minutes and the Committee Chair.

Resource staff made available for the Committee will include the Executive Director and any additional staff identified by the Executive Director

Committee Composition

- The Communications Committee shall consist of The National Vice-President (Committee Chair) and members of the Board of Directors.
- Members of the committee will be selected based on their expertise and background.
- Decisions on recommendations will be made based on majority vote. The members will always act in the best interest of Kin Canada, and report any conflict of interest that may arise.

Recruiting and Orienting New Committee Members

The recruitment process should include a review of member composition, selection process, organization structure and overall performance to determine the skill sets required in new committee members. The Board Chair appoints the committee members.

Meetings

- Meetings will be held on a regular basis to be determined by the committee chair
- Quorum shall be a majority of the membership of the Committee.
- Meetings are to be held in person, conference calls or video conference

Committee Responsibilities

The Communication Committee will ensure that the board of directors is able to communicate to the organization effectively through:

- Kin Magazine
- Kin CyberNews
- Kinnection
- Board Presentations at FLC, District Conference and National Kinvention
- Written communications will meet the HQ deadlines for publication
- Board presentation will be ready for National Directors 10 days prior to event

Human Resources Committee

TERMS OF REFERENCE

Purpose

The HR Committee oversees the employment of the Executive Director including compensation and benefits, performance evaluation, succession planning and all other matters related to the employment by Kin Canada of an Executive Director.

Reporting Relationship

The Human Resource Committee shall report to the Board of Directors from time to time when requested by the Board or as deemed appropriate by the Committee.

Committee Composition

The HR Committee shall be comprised of the National President, the National Vice President, and the National Past President.

Decisions on recommendations will be made based on majority vote. The members will always act in the best interest of Kin Canada, and report any conflict of interest that may arise.

Recruiting and Orienting New Committee Members

New members will be given information on duties and obligations of Committee Members, Kin Canada bylaws, organizational structure and business plan, committee policies and governance principles.

Meetings

- All members of the Committee must be present for there to be a quorum for the transaction of business at any meeting of the Committee.
- Meetings will be held on a regular basis to be determined by the committee chair
- Every Committee member shall respect the confidentiality of matters brought before the Committee.
- All meetings of the HR Committee shall be held in camera.
- Minutes of the HR Committee meetings shall not be kept unless the Committee otherwise determines. If minutes are to be kept the Chair shall appoint a member of the committee to serve as the secretary for the meeting.
- The HR Committee shall make appropriate arrangements to keep records pertaining to the employment of the Executive Director together with copies of any minutes of committee meetings that may have been recorded. These files will not be kept at Kin Headquarters but will be stored in a location and format that permits the Committee members access to the records when necessary. Only members of the HR Committee may have access to these records unless otherwise determined by the HR Committee.

Committee Responsibilities

- Recommend a performance evaluation process for the Executive Director
- Conduct Annual Review of the Executive Director
- Annually review and recommend changes to the Committee's terms of reference
- Report its discussions to the Board

Succession & Planning Committee

TERMS OF REFERENCE

Purpose

The Committee shall be responsible at the National level for the orderly succession of people on the board of directors and the planning by National for ensuring we identify qualified persons into these positions.

Reporting Relationship

The Succession & Planning Committee reports to the Board of Directors through its minutes and the Committee Chair. Resource staff made available for the Committee will include the Executive Director and any additional staff identified by the Executive Director

Committee Composition

- The succession & Planning Committee shall consist of members of the Board of Directors.
- Members of the committee will be selected based on their expertise and background.
- Decisions on recommendations will be made based on majority vote. The members will always act in the best interest of Kin Canada, and report any conflict of interest that may arise.

Recruiting and Orienting New Committee Members

- The recruitment process should include a review of member composition, selection process, organization structure and overall performance to determine the skill sets required in new committee members. The Board Chair appoints the committee members.
- New members will be given information on duties and obligations of Committee Members, Kin Canada bylaws, organizational structure and business plan, committee policies and governance principles.

Meetings

- Meetings will be held on a regular basis to be determined by the committee chair
- Quorum shall be a majority of the membership of the Committee
- Meetings are to be held in person, conference calls or video conference

Committee Responsibilities

- The committee shall follow two objectives –
 1. Determine what the actual succession needs of Kin Canada.
 2. Planning and education needs to be implemented in order to accomplish these objectives
- The committee will review the makeup of the NBOD to determine the optimal number of directors needed on the board and the nomination and election procedures for these directors
- The committee will review the replacement of directors should a director resign and the methods we might implement in this case
- The committee will assist with preparing the necessary education pieces to help prospective board members to achieve their goals as future board member
- To ensure that the policies and procedures of Kin Canada are properly reflected by the committee.

Education Committee

TERMS OF REFERENCE

Purpose

The purpose of the Education Committee is to ensure that quality education is available to the NBOD to help directors further understand their roles and develop the technical knowledge needed to discharge their responsibilities effectively.

Reporting Relationship

The Education Committee reports to the Board of Directors through its minutes and the Committee Chair. Resource staff made available for the Committee will include the Executive Director and any additional staff identified by the Executive Director

Committee Composition

- The Education Committee shall consist of members of the Board of Directors.
- Members of the committee will be selected based on their expertise and background.
- Decisions on recommendations will be made based on majority vote. The members will always act in the best interest of Kin Canada, and report any conflict of interest that may arise.

Recruiting and Orienting New Committee Members

- The recruitment process should include a review of member composition, selection process, organization structure and overall performance to determine the skill sets required in new committee members. The Board Chair appoints the committee members.
- New members will be given information on duties and obligations of Committee Members, Organization Name bylaws, organizational structure and business plan, committee policies and governance principles.

Meetings

- Meetings will be held on a regular basis to be determined by the committee chair
- Quorum shall be a majority of the membership of the Committee.
- Meetings are to be held in person, conference calls or video conference

Committee Responsibilities

The Education Committee will ensure that the board of directors is able to govern the organization effectively through:

- A comprehensive education program that will build the NBOD's strength and knowledge by providing training that will be accessible and responsive.
- Education opportunities that keep pace with current technology.
- Timely and valuable learning offerings to the entire NBOD reflecting the goals and objectives of the NBOD.
- Education on key topics planned around some of the board events, requirements and strategic priorities that the board will focus on throughout the year.
- A relationship with the Membership Education Committee to ensure that training material is not duplicated or may be shared.

Board Audit Committee

TERMS OF REFERENCE

Purpose

The Board Audit Committee shall be responsible to the NBOD for monitoring the performance of the Board against the Association's Strategic Plan and for considering and advising the Board on any matters relating to Board performance and responsibility.

Reporting Relationship

The Board Audit Committee reports to the Board of Directors through its minutes and the Committee Chair. Resource staff made available for the Committee will include the Executive Director and any additional staff identified by the Executive Director

Committee Composition

- The Board Audit Committee shall consist of members of the Board of Directors.
- Members of the committee will be selected based on their expertise and background.
- Decisions on recommendations will be made based on majority vote. The members will always act in the best interest of Kin Canada, and report any conflict of interest that may arise.

Recruiting and Orienting New Committee Members

- The recruitment process should include a review of member composition, selection process, organization structure and overall performance to determine the skill sets required in new committee members. The Board Chair appoints the committee members.
- New members will be given information on duties and obligations of Committee Members, Organization Name bylaws, organizational structure and business plan, committee policies and governance principles.

Meetings

- Meetings will be held on a regular basis to be determined by the committee chair
- Quorum shall be a majority of the membership of the Committee.
- Meetings are to be held in person, conference calls or video conference

Committee Responsibilities

The Board Audit Committee will ensure that the board of directors is able to govern the organization effectively through:

- High level looks into the other committees as well as the Board meetings
- Assessing whether the Board is doing things that are aligning with the strategic plan and with the governance model
- Establishing a liaison with the National Board Education Committee and the Membership Education and Training to maintain a formal plan of board training and education to continually upgrade the level of board skills and knowledge.

KIN CANADA Centennial Committee

TERMS OF REFERENCE

Purpose

In 2020, Kin Canada will be celebrating its centennial and with that comes a great opportunity to acknowledge our achievements, show case our work and launch ourselves into our next century of meeting the community's greats need.

Kin Canada's Centennial Committee has been struck to ensure the 100th anniversary is celebrated in a style that pays tribute to our members, Founder Hal's Legacy and our contribution to Canadian Communities.

Reporting Relationship

The Kin Canada Foundation Appointees reports to the Board of Directors through its minutes and the Committee Chair. Resource staff made available for the Committee will include the Executive Director and any additional staff identified by the Executive Director

Committee Composition

- Committee Chair (Appointed by the President of the National Board of Directors)
- Committee Members as needed
 - Committee Chair will appoint Committee members in consultation with the National President and the Executive Director
- Executive Director is a member of this committee
- Decisions on recommendations will be made based on majority vote. The members will always act in the best interest of Kin Canada, and report any conflict of interest that may arise.

Recruiting and Orienting New Committee Members

- The recruitment process should include a review of member composition, selection process, organization structure and overall performance to determine the skill sets required in new committee members. The Board Chair appoints the committee members.
- New members will be given information on duties and obligations of Committee Members, Organization Name bylaws, organizational structure and business plan, committee policies and governance principles.

Meetings

- Meetings will be held on a regular basis to be determined by the committee chair
- Quorum shall be a majority of the membership of the Committee.
- Meetings are to be held in person, conference calls or video conference

Committee Responsibilities

Overall Organizing

- Be the repository for ideas on how Kin Canada will celebrate its 100th Anniversary.
- Determine the 2020 Centennial Program and critical path.

Celebrations

- Establish consistent elements to be utilized locally that foster “Kin-unity” from coast-to-coast.
- Identify a National service project for 2020 that showcases Kin Canada in a spectacular way.

Member Recognition

- Provide commemorative recognition, souvenirs that highlight membership in Kin Canada at the time of its 100th Anniversary.
- Participate in the planning, promotion and carrying out of the 2020 Kinvention where the centennial is celebrated and highlighted.

External Promotion & Recognition

- Identify opportunities for building external awareness of the anniversary and the contribution of Kin Canada work nationally and locally through its 100 year history.
- Ensure external forms of recognition are identified and sought after to commemorate Kin Canada’s 100th anniversary. (Monarch, Government, Canada Post, Canadian Mint, kindred Agencies/Service Clubs, etc....)
- Ensure events are leveraged in such a way that it draws interest to Kin Canada.

Timelines

2015 – Committee Formation (Appoint Chair)

2016 – Research and Consultation

2017 – Announce Centennial Program

2018 – Work Critical Path

2019 – Work Critical Path

2020 – Centennial Year Activities

APPENDIX 1.0 NBOD EXPENSE FORM

Kin Canada EXPENSE CLAIM

Nat. Board of Directors

NAME:		MEETING / EVENT: 2015 Fall Board meeting		Date: Nov. 5-8, 2015	
POSITION:		APPROVED BY: Carmen Preston, Operations Manager		Submitted:	
				Approved:	
AIRFARE (only if paid by traveller)				COST	
				\$0.00	
Note: If driving, claim the lesser of the lowest applicable airfare or actual kilometrage.					
KILOMETERS		0 KM @ \$0.30		COST	
				\$0.00	
TOTAL TRAVEL					\$0.00
MEALS	(B) @ \$7	(L) @ \$10	(S) @ \$15	DAILY TOTAL	
Thurs. Nov. 5				\$0	
Fri. Nov. 6	provided at hotel	provided at HQ		\$0	
Sat. Nov. 7	provided at hotel	provided at HQ		\$0	
Sun. Nov. 8	provided at hotel			\$0	
TOTAL MEALS					
Miscellaneous: Please specify and attach receipts. May estimate airport parking expense.				COST	\$0.00
TOTAL MISCELLANEOUS					
TOTAL EXPENSES					\$0.00
Deductions: (Advances, hospitality suite, etc.) Enter as a negative #				COST	\$0.00
TOTAL DEDUCTIONS					
Note: All expense claims <u>must</u> be submitted by June 30th to be reimbursed					\$0.00
TOTAL CLAIMED					\$0.00

APPENDIX 2.0 QUICK START GUIDE FOR PARTICIPANTS

ADOBE® CONNECT™

VISUAL QUICK START GUIDE



Participate in Adobe Connect Meetings

Adobe Connect is an enterprise web conferencing solution for online meetings, eLearning and webinars used by leading corporations and government agencies. This Visual Quick Start Guide provides you with the basics participating in an Adobe Connect meeting, virtual classroom, or webinar.

Attend an Adobe Connect meeting

1. It is recommended that you test your computer prior to attending a meeting. You can do this by going to http://admin.adobeconnect.com/common/help/en/support/meeting_test.htm
2. The **Connection Test** checks your computer to make sure all system requirements are met. If you pass the first three steps of the test, then you are ready to participate in a meeting.



Tip: The fourth step of the **Connection Test** is for the Adobe Connect Add-in which is only required for Meetings Hosts and Presenters who need to share their screen. Installing the add-in is not required, but may enhance your meeting experience.

3. If you do not pass the test, perform the suggested actions and run the test again.

Join a meeting

1. You have likely received an email invitation with meeting access information. When the meeting time arrives, click on the link or enter the URL into your favorite web browser.
2. The meeting login screen appears. If you do not have a username or password for the Adobe Connect account, choose **Enter as a Guest**, type in your first and last name, and click **Enter Room**.
3. The meeting launches in your browser. If the meeting host has not yet arrived to the meeting or meeting security requires the host to approve your attendance, you will be placed in a waiting room.
4. Once the meeting host accepts you into the meeting, the meeting room interface appears.



Tip: Adobe Connect only requires that you have an internet connection, a web browser, and Adobe Flash Player version 10.1 or greater to attend a web conference. Adobe Connect supports nearly any operating system including Windows, Macintosh, Linux and Solaris, as well as the most widely used browsers including Internet Explorer, Firefox, Safari, and Chrome.

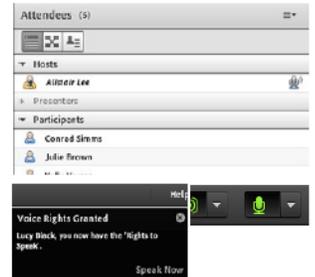
Meeting audio

Meeting hosts have control over how the audio portion of your meeting is conducted. They can choose to use Voice-over-IP (VoIP), Integrated Telephony, or Universal Voice (a non-integrated teleconference).

Option 1: Voice-over-IP

When this option is selected, you can hear meeting audio through your computer speakers. If a meeting attendee is speaking using VoIP, you will see a microphone icon next to their name.

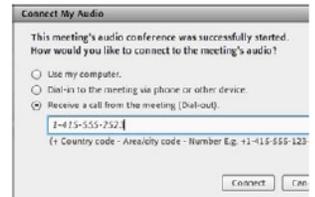
In some cases, meeting hosts may give you the ability to broadcast audio using VoIP. When this is the case, a dialog will alert you that you have the rights to use your microphone. Clicking the **Speak Now** link will activate the microphone icon in the **Application Bar** at the top of your screen.



Tip: If you are having issues using VoIP, it is recommended that you run through the Audio Setup Wizard to optimize your experience. To do this, select **Audio Setup Wizard...** from the **Meeting** menu.

Option 2: Integrated Telephony

If the meeting host has set up the room to use an integrated teleconference, then Adobe Connect will prompt participants to select how they would like to hear the audio. You can select to listen through your computer speakers if the host has enabled this, you can view the dial-in information, or you can have Adobe Connect dial-out to your telephone by entering your phone number and clicking **Connect**.



This dialog can also be launched by clicking the telephone icon in the **Application Bar**.

Option 3: Universal Voice

Adobe Connect can also bridge non-integrated audio conferences into a meeting room so that the meeting can be recorded and the audio can be broadcast through the computer speakers of the participants. If the meeting host has selected a non-integrated teleconference (Universal Voice), you can listen to the audio through your computer speakers. If you'd prefer to listen over the phone, you can click the telephone icon in the **Application Bar** to see the dial-in information.

If the meeting host gives you the rights to speak, you can use your computer's microphone or your telephone handset to speak to the other meeting attendees.

ADOBE® CONNECT™

VISUAL QUICK START GUIDE



Share webcam video

The meeting host may ask you to use your webcam to share video. When this is the case, a button enabling you to share your webcam will appear on the video pod. To share your camera, make sure your web cam is plugged in and click the **Share My Webcam** button. Adobe Flash may prompt you for permission. After granting permission, a webcam video preview appears. If you're happy with the preview, click **Start Sharing** to share your video with all participants.

You can also click the webcam icon  in the **Application Bar** to access your webcam and preferences.



Change your status

Within a meeting, you can also change your status to provide feedback to the presenter and other attendees.

To change your status, click the arrow on the **Status Options** dropdown list on the **Application Bar** and select your desired status option.

If you select an option above the line such as **Agree** or **Step Away**, your status remains until you choose **Clear Status**. If you choose an option below the line such as **Speed Up** or **Applause**, your status automatically clears itself after a number of seconds.

When you set your status, an icon appears next to your name in the **Attendees** pod.

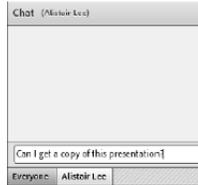


Chat

To send a message to everyone, simply type your message in the chat pod and hit enter or click the send icon.

If the meeting host has enabled private chat, you can send messages to a specific attendee or group within the meeting. To do this, use the **Attendees** pod to hover over the name of the attendee you'd like to chat with, and select **Start Private Chat**. Alternatively, you can use the Pod Options menu in the top right hand corner of the pod to select an individual or group by clicking **Start Chat With**. Private chat messages show up in additional tabs to make it easy to distinguish between private and public chat.

If the host is using a **Q&A** pod instead of a **Chat** pod, then all messages are moderated and private chat is not available.



Troubleshooting

Issue	Solution
I cannot get into the meeting	<p>If you are having trouble joining a meeting try the following:</p> <ol style="list-style-type: none"> 1. Enter the meeting as a Guest user by entering in your First and Last Name in the Guest field. 2. Click the Help link on the Meeting Login page. This takes you to the Test Meeting Connection page where you can verify that your computer meets all necessary requirements. If you do not pass the test you will be given instructions for what you need to do. 3. Make sure popup blocking software is not blocking your meeting window. 4. You may be using a proxy server. To resolve this in Internet Explorer, select Tools > Internet Options > Advanced tab. Then enable the setting Use HTTP 1.1 through proxy connections. After doing this, clear your cookies, close all browser windows and attempt to re-enter the meeting.
I cannot hear any audio	<ol style="list-style-type: none"> 1. Verify that your computer speakers are on and your computer's volume is at an audible level. 2. Check to see if the meeting host has provided teleconference information. If this is the case, you need to dial in via telephone to hear meeting audio.
I have been granted rights to speak, but no one can hear me	<p>If you are having trouble sharing your voice try the following tasks:</p> <ol style="list-style-type: none"> 1. Make sure your computer microphone is not muted. 2. Run through the Audio Setup Wizard. To do this, select Meeting > Audio Setup Wizard. The wizard guides you through five steps in which your computer is tuned for optimal VoIP. 3. You may have elected to deny the Flash Player access to your computer's microphone. To verify this, right click in the meeting window and choose Settings to view your Flash Player settings. In the dialog box, choose Allow.
The host is sharing their screen, but it is fuzzy	<p>If you are having trouble seeing a host's screen, try the following:</p> <ol style="list-style-type: none"> 1. Click the Full Screen button on the top of the Share pod. 2. View the full resolution by using the pod options menu in the top right hand corner of the pod to select Change View > Zoom In.

Learn More

You can find additional resources by visiting the Adobe Connect User Community at www.connectusers.com



APPENDIX 3.0 IN CAMERA MEETING MINUTES

As a board member, I have read and understand the attached “In Camera” meeting minutes

Board Member	Signature	Date
National President		
National Vice President		
National Past President		
National Secretary		
National Vice Secretary		
National Director		

APPENDIX 4.0 DROPBOX QUICKSTART

Dropbox Quick Start

What is Dropbox?

Dropbox is a free service that lets you bring all your photos, docs, and videos anywhere. Any file you save to your Dropbox will also automatically save to all your computers, phones, and even the Dropbox website. This means that you can start working on your computer at school or the office, and finish on your home computer. Never email yourself a file again!

The Dropbox Folder

After you install Dropbox on your computer, a Dropbox folder is created. If you're reading this guide, then that means you had no problems finding your Dropbox folder :). This folder is just like any other folder on your computer, but with a twist. Any file you save to your Dropbox folder is also saved to all your other computers, phones, and the Dropbox website.

On top of your Dropbox is a green icon that lets you know how your Dropbox is doing:



Green circle and check: All the files in your Dropbox are up to date.



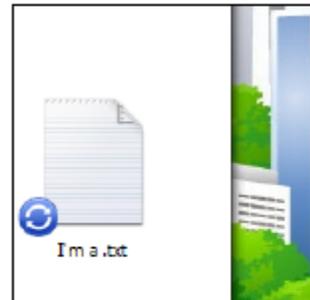
Blue circle and arrows: Files in your Dropbox are currently being updated.

Adding files to your Dropbox

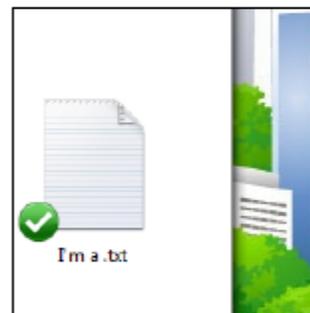
Step 1 Drag and drop a file into your Dropbox folder.



Step 2 The blue icon means your file's syncing with Dropbox.



That's it! The green icon means that your file has finished saving to your other computers and the Dropbox website. Now that your file's in Dropbox, any changes made to it will be automatically detected and updated to your other computers.



The Dropbox Right-click/Context Menu

When you Right-Click (Windows/Linux) or Control-Click (Mac) a file or folder in your Dropbox, you'll see a menu that lets you do a few neat things with Dropbox:

- **Share a Folder** Invite your friends, family and teammates to a folder in your Dropbox. It'll be as if you saved that folder straight to their computers.
- **View Previous Versions** View a record of changes made to a file. You can choose to go back to an earlier version of a file if you'd like.
- **Browse on Dropbox Website** View a file on the Dropbox website.
- **Get Link** Make a link to any file or folder in your Dropbox. You can then send this link to anyone you'd like to view the file — even if they don't have Dropbox!

The Dropbox Tray/Menu bar icon

The Dropbox tray or menu bar icon is located on the bottom (Windows) or top (Mac/Linux) of your screen, and lets you check the status and settings of your Dropbox. The same green, blue, and red icons that appear on the files and folders in your Dropbox also appear over this icon to let you know the status of your Dropbox.

Right-clicking this icon gives you a few options:

- Open your Dropbox folder, the Dropbox website, or the Dropbox help center.
- See which files were recently changed.
- View an estimate of how long it will take Dropbox to finish updating files.
- Change preferences for your connection, Dropbox folder location, and more.

What do I do now?

Try dragging some photos or docs into your Dropbox. Then visit the Dropbox website at <https://www.dropbox.com>. When you log in, your files will be waiting for you!

To learn more about Dropbox, take our tour at <http://www.dropbox.com/tour> or visit the help center at <http://www.dropbox.com/help>.

Frequently Asked Questions

How much does Dropbox cost?

Dropbox is free! If you run out of space, visit <https://www.dropbox.com/plans> to view our available subscriptions.

How much space does my Dropbox have?

Free accounts come with 2GB of space (deleted files and revisions won't count against your limit). You can always check your usage by visiting your account settings page at <https://www.dropbox.com/account>.

How long until my files are fully synced?

Dropbox will download as fast or as slow as your network allows, and will try its best to not hog your connection. If you'd like to limit your upload or download rates, you can change them in Dropbox's preferences. For step by step instructions, visit the help article at <https://www.dropbox.com/help/26>.

Dropbox is fast! How could it have possibly synced all of my files in that time?

Dropbox will look to see if it already has the file you're trying to upload. If it senses that it already has the file, it won't bother to upload it again. If the file has been changed recently, it will only upload/download the changes rather than the whole thing.

How secure is Dropbox?

Dropbox takes the security of your files and of our software very seriously. Dropbox uses Secure Socket Layer (SSL) and AES-256 encryption. AES-256 is the same encryption standard used by banks to secure customer data.

Can I access Dropbox on my mobile device?

The Dropbox App is available for iPhone, iPad, Android, and Blackberry. To install Dropbox on your mobile device, visit <http://www.dropbox.com/mobile>. You can also get to your Dropbox at any time by visiting <http://www.dropbox.com> from your phone.

APPENDIX 5.0 QUICK START GUIDE FOR HOSTS

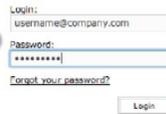


Getting started with Adobe Connect meetings

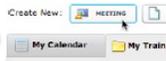
Create and Access Your Meetings

1. Navigate to _____ in your favorite web browser.

2. Log in with your Adobe Connect username and password. If you don't know your password, click the **Forgot your password?** link.



3. Once authenticated, you are taken to the Adobe Connect Central home page. Click the **Create New Meeting** button to begin the Meeting Wizard.



4. Enter a meeting name and an easy to remember custom URL such as your first name or username.



5. Optionally, fill in the additional fields and click **Finish**. Your meeting room has been created.



6. Enter your meeting room by clicking on the meeting room URL on the confirmation page or by typing the URL into your web browser.



Tip: The meeting room you have just created is always available at the URL you specified. It is a good idea to bookmark your room for quick and easy access.

Install the Adobe Connect Add-In

1. If you have never hosted an Adobe Connect meeting before, you will be prompted to install the Adobe Connect Add-In. Click Install and follow the instructions.



Tip: Meeting participants are only required to have Adobe Flash Player 10.1 or later (already on most desktops) installed and do not need to install the Adobe Connect Add-In.

Sharing your screen

1. Click the **Share My Screen** button in the **Share** pod.



2. In the **Start Screen Sharing** dialog, choose how you would like to share your screen.



Desktop: Share all applications on your desktop.

Windows: Choose specific, already open windows to share.

Applications: Share one or more applications along with related windows.

After selecting your desired option, click **Share**.

3. An Adobe Connect icon appears in your system tray (Windows) or your toolbar (Mac & Linux) while you are sharing your screen. Click on this icon to view a menu where you can stop sharing or access other available options.



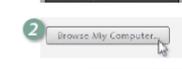
Tip: If you choose to share your entire desktop, it's recommended that you set your screen resolution to 1024x768. Reducing the number of applications running that use bandwidth will also provide a better experience for the attendees.

Sharing PowerPoint content

1. Click the right arrow beside **Share My Screen** and select **Share Document**.



2. Click **Browse My Computer** to select a file from your system. In the Browse dialog, locate the PowerPoint (PPT or PPTX) presentation you would like to share and click Open. The file is automatically uploaded and converted.



3. Once the file has been converted, it will appear in the Share pod. Use the Next and Previous controls to navigate through your presentation.



Tip: You can also follow these steps to share other supported file types including image files (JPG or PNG), video files (FLV), flash files (SWF), and MP3 audio files.

ADOBE® CONNECT™

VISUAL QUICK START GUIDE



Using voice-over-IP (VoIP) for audio communications

1. Voice-over-IP allows you to communicate with meeting attendees using your computer's microphone and speakers. If you intend to use this feature, it is recommended that you first run through the Audio Setup Wizard. To do this, begin by selecting **Meeting > Audio Setup Wizard...**
2. The wizard guides you through four steps in which you are asked to test your speakers, select a microphone, and optimize the audio. If you've never used Adobe Connect before, you may see a Flash Player settings box asking for permission to use your camera and mic. Selecting **Remember** will skip this prompt in the future.
3. To begin using VoIP, locate the **Microphone** button near the top of the application. Click the button once to activate VoIP. You can use the arrow beside the icon to mute your mic or adjust your volume.



Tip: If you're having problems with the VOIP audio, you can enable the Speex codec in Audio Preferences. Select **Meeting > Preferences > Audio**.

Sharing webcam video

1. You can easily share webcam video with meeting attendees. To do this, make sure your webcam is plugged in and click either the webcam button or the **Start My Webcam** button on a Video pod.
 2. The webcam will give you a preview of what will be shared. If you are happy with the preview, you can click **Start Sharing** to broadcast your webcam to all participants.
 3. The Video pod will accommodate multiple webcams and scale the images appropriately; you don't need to open a separate pod for each presenter.
- If you'd like to adjust the settings for your webcam to increase or decrease the quality based on available bandwidth, click Preferences from the Video pod options menu, or select **Meeting > Preferences > Video**.



Inviting attendees

1. You can invite attendees to your meeting by sharing the meeting URL in an email, chat message, or even verbally over the phone. From within a meeting, you can invite attendees by selecting **Meeting > Manage Access & Entry > Invite Participants**.
 2. In the Invite Participants dialog, click **Compose e-mail**. An e-mail appears in your default e-mail client with meeting information pre-populated.
 3. Simply add attendees by entering their e-mail addresses in your e-mail client and send the invitation.
- When attendees arrive to the meeting, a notification window may appear asking you to accept or decline their request to enter. Click the checkmark to accept the request. You can also accept multiple requests by choosing **Allow Everyone**.



Managing attendees

1. Meeting attendees fall into three roles:
 - Host:** Organizes and facilitates the meeting.
 - Presenter:** May assist in meeting facilitation, presenting content, or sharing their screen.
 - Participant:** Largely a spectator in the meeting who can chat, respond to polls, and change their status.
2. There are two easy ways to change any participant's role. Hovering over a participant's name will bring up a hover menu with several options giving you the ability to choose a role for the individual.
3. Additionally, the Attendees pod supports drag and drop functionality. Click and drag users from one role to another.



Tip: If you wish to change the role of multiple attendees at the same time, hold down Control (Windows/Linux) or Command (Mac) while selecting usernames and then drag and drop to set the role.

Learn more

You can find additional resources by visiting the Adobe Connect User Community at www.connectusers.com



**APPENDIX 6.0 NATIONAL VICE PRESIDENT ELECTION CHAIR'S
CAMPAIGN POLICY PROCEDURES**

The following are designed to answer any questions you might have and to assist the convention committee, National Headquarters Staff, and election committee to coordinate a fair and enthusiastic election in the Kin Spirit.

1. Each team is required to review the NVP Campaign Policy and Procedures, available from the National President or the Executive Director, in advance. Any questions may be forwarded to the election chairperson.
2. No candidate shall campaign prior to the filing and acceptance of the *Nomination and Acceptance Form* by the Executive Director at Kin Canada HQ and prior to the nomination period commencing on September 15th.
3. For these purposes, Campaigning shall be defined as a planned and organized series of actions intended to achieve a specific goal through a series of events for public display of a campaign theme, logo, etc. through such means as Flyers, Pamphlets, Electronic Media, Social Media, Mass email
4. In the interests of maintaining neutrality, be advised that the National Board of Directors are not permitted to participate in, publicly endorse, or support any NVP campaign, so please do not ask them to do so. This rule will also extend to any staff from HQ. This includes messages of support, campaign promotion items, etc.
5. Kin Magazine will provide for officially declared national vice president candidates an opportunity for one-third of a page of advertising, free of charge, in any one issue prior to national convention. The ad must be camera ready and received by the Kin Magazine Editor by the submission deadline.
6. Upon request by the candidate through the election chairperson, National Headquarters staff will provide a list of member clubs being represented at the convention once only prior to the convention at which the candidate will be campaigning. No other voting or delegate information will be provided
7. In the event that there are more than two candidates declared prior to the nomination deadline of June 30th, all communications must be made through the election chairperson to the convention committee, with the convention committee making best efforts to fairly distribute the promotional opportunities amongst all candidates. Any conflict in the awarding of these promotional opportunities will be decided by the election chairperson and will be binding.
8. There will be a National Vice President's Candidates Campaign Review Meeting on the Wednesday prior to the start of Convention week in the host city at a time and place to be determined by the Election's Chairperson. The election committee, one campaign representative from each team not including the candidate (generally Team Managers) and one rep from the Convention Committee will be in attendance. A rep from the following year's Convention committee is permitted to attend for information purposes. The NVP Campaign Policy and Procedures will be reviewed at this time. Any questions will also be fielded.

Please RSVP to the Elections Chairperson as to the person who will be attending this meeting not later than 10 days in advance.

9. A coin toss/draw shall take place on the Wednesday of Convention week during the Election Chair Guidelines meeting with the candidates and will be used to determine the order of any presentations made by the national vice-president candidates. (i.e.: For the Candidate's Forum to decide which team will answer the first question first; presentation to national board, presentation to the Governors and Vice Governors, etc.)
10. On Wednesday, during week of convention, candidates running will be invited to make a short presentation to the Governors and the National Board of Directors at a time to be determined. Each team will be allowed a total of **10 minutes** that they may use as a presentation and/or question and answer period as they see fit
11. Any and all declared candidates for the position of National Vice President shall be invited to attend the National Board Orientation meeting.
12. The stipulations regarding placement, method, technique, etc. of signs, posters, banners, as set up by the host committee and hotels, conference centre, etc. are to be followed. There will be no placement of signs, posters, or banners behind any head table at any function or business session. Unauthorized signs will be removed by designates of the election chairperson.
13. At the time of candidate introductions during business of convention, candidates will be given one (1) minute to be introduced to the delegates. Note this time is for introductions only. Campaign speeches will take place Saturday morning prior to the election at a time to be determined following the Candidates' Forum.
14. Throughout the convention, the election chairperson will be asking the delegates for questions to pose to the candidates at the Candidates' Forum. There is no guarantee that all questions gathered by or submitted to the election chairperson will be used. The election chairperson will make a decision on the appropriateness and validity of the questions and may confer with the National President if in doubt. Should no questions be posed, the National Board will create a block of questions to use in the Candidates' Forum. The election chairperson will moderate the forum. The candidates' dress for the Candidates' Forum will be business attire.
15. A candidates' infractions report will be given by the election chairperson at the conclusion of the Candidates' Forum. Any indiscretions or infractions, including any observed and reported to the election chairperson by the convention committee, regarding the rules reviewed on the Wednesday in the host city will be disclosed with no bias. It is merely a report card to the membership on the fair play of the campaign.
16. There will be **ONLY** one hospitality suite at Convention. No one night will be dedicated to any one team. This means that any declared teams will be allowed to campaign from Wednesday to Friday in the convention hospitality suite. Saturday evening is dedicated to the following years Convention committee. Please coordinate with the host committee as to what you would like to do in the suite (games, food, etc.).
17. All requests for room allotments for caucusing must be made by Monday of the convention (or earlier if convention committee requires) at the latest and all room costs will be the responsibility of the campaign teams.
18. Any declared teams may contact the HQ staff Convention liaison directly for food arrangements, etc., but all requests and responses must be copied to the election chairperson. At any time prior to Convention, the practice of direct requests may be curtailed and channeled only through the election chairperson at his/her discretion following consultation with the Convention committee chair. Any special requests

during the convention must be made directly to the election chair. Non-compliance will result in an infractions notation.

19. The length of each candidate's speech shall not exceed 15 minutes, including introductions and any other presentations. Time will be recorded by the Election Vice-Chair starting from the beginning of the candidate march-in.
20. The election will take place on Saturday morning and each team will be asked to provide a scrutineer in the election count room. The scrutineer will not be allowed out of the count room until the election results have been announced
21. The unsuccessful candidate(s) will be given the first opportunity to address the floor of the convention following the election, followed by the successful candidate. Each candidate(s) address shall not exceed 5 minutes in length.
22. The election chairperson will have the final say over all matters pertaining to the conduct of the campaigns at convention in keeping with this Campaign Policy and Procedures and **any violation of regulations may result in a report on election conduct being read to the delegates prior to voting process.** In the event this report is to be read, all declared candidates will meet prior to the vote and a full disclosure of the report will be made available to the candidates prior to the convention floor voting process commences. Any negotiated terms and conditions of these limits between the candidates and the election chairperson on this report will be binding.
23. At all times the integrity of all candidates will be respected by all parties involved in the campaign. To this extent the candidates will sign the form NVP Campaign Agreement at the end of this document stating they have read and understood this Campaign Policy and Procedures. The candidate must identify on the form either him/herself or a campaign manager to act as the main contact for the election chairperson and whose attendance is mandatory at an organizational meeting immediately prior to commencement of any campaigning at national convention.

Although these rules may seem onerous, it is in the interest of fair play that they have been developed. We wish all candidates a successful campaign and look forward to working with you and enjoying the fun of competition that a campaign creates. Good luck to everyone and be prepared – you have an experience of a lifetime ahead. Have fun.

National Convention Election Officials and Contacts shall be:

Election Chairperson;

Kin Canada Convention Liaison;

Convention Chairs;

KIN CANADA NATIONAL VICE PRESIDENT CAMPAIGN AGREEMENT

We hereby agree that we have read, understood and accept the National Vice Presidents Election Chair's Campaign Policy and Procedures, as printed above and agree to abide by these rules for the National Vice President's candidate _____.

Signed by authorized designate of the National Vice President Candidate

Signed: _____ **Position:** _____
(if other than candidate)

Witness: _____ **Position:** **Election Chairperson**

Date: _____

APPENDIX 7.0 PROCESS FOR CREATING OR REVISING A CURRENT POLICY

The process is designed to identify issues of concern to the board and operations staff and allow for informed review and decision-making by the Board of Directors. Once the Board has decided to adopt a particular policy or procedure, the appropriate persons will enact these changes into the Policy and Procedures manual.

The process follows these steps:

1. Initial Assessment

The policy or procedure is assessed by the committee for its relevance to the GOB or the existing Policy and Procedures Manual. If a clear connection cannot be made or a need to modify the existing Policy or Procedure, the issue is not addressed further. The minimum criteria are:

- Of significance to some of the members, board or staff operations
- Timely
- Specific and actionable; i.e., can be impacted by the members, board or operations staff
- Consistent with Kin Canada's mission statement, vision and values; and
- Clear and understandable.

2. Initial Research

The initial research normally will be done by the committee to determine its relevance to ongoing needs of the board and operations staff. The committee may enlist the assistance of the appropriate staff members as approved by the Board Chair and the Executive Director to assist with research.

3. Secondary Assessment

The information gathered during initial research is discussed by the committee and staff (if necessary) and the following criteria are used to determine if further work should be conducted and resources committed to further research. The criteria include considerations such as:

- Fits with Kin Canada priorities and policies
- Fits with Kin Canada principles
- Of significance to Kin Canada members
- The Committee has the necessary resources in place to complete this assessment

After this is assessment the committee will forward their suggestions to be approved by the Board

4. Issue Research and Document Drafting

If a suggestion has passed the second assessment and the nature of the suggestion warrants it, a procedure or policy change draft is created. Policy development will be coordinated or may be handled exclusively by the policy committee. The purpose of the policy or procedure draft is to clearly define the needed change. This may require considerable research and consultation with involved members and stakeholders; the work may be done by the Policy and Procedures Committee (or staff) or other stakeholders who are impacted by the change.

5. Policy or Position Review

The policy or procedure draft is reviewed by the committee and the Board and is amended until it is approved or rejected by the Board. The document is assessed for collateral effects of the proposed solutions. The policy will be focused on the best solution for Kin. The approval will be listed as a motion in the Board minutes. The policy or procedure remains in effect until rescinded by the Board.

6. Evaluation and Adjustment

Once the policy or procedure change is passed and the initial communication process is conducted the new policy and procedure is evaluated. In particular the response from the decision-making authority is considered. The circumstances regarding the new policy or procedure are monitored and if circumstances change or new information becomes available, the changes may be re initiated or the policy or procedure may be re-written.