

# THIRD AGE LEARNING AT KWANTLEN (TALK) POLICIES & PROCEDURES MANUAL

## Definitions:

**Session:** this term is used to describe a single class/lecture/talk/activity, usually two hours in duration.

**Course:** this describes a collection of sessions, usually numbering from 1 to 4, that are featured in the brochure under a single heading.

**Late Registration:** refers to people registering with the facilitator at the door and paying the session or course fee plus the TALK membership dues, if not yet paid.

**Course Fee:** is the amount published in the brochure. Usually, this is \$15 for a one-session course and an additional \$5 per session for a multiple-session course (i.e., \$20 for 2 sessions, \$25.00 for 3 sessions, \$30 for 4 sessions). This is collected and kept (with some exceptions) by KPU. Exceptions include when a course fee is higher than the usual amount due to extra expenses incurred and passed on to the members in the course fee. In this case, KPU would normally pass on this extra revenue to TALK and TALK would pay the extra expense.

**Drop In Fee:** This is \$15 per session charged at the door for someone who has not registered. It is intended for non-TALK members who aren't likely to take other courses. TALK members are expected to register in the normal way.

**Presenter:** the person presenting a TALK course. Can be a KPU faculty member (current or retired) or someone from the general public.

**Facilitator:** the person organizing and hosting the TALK course, usually a member of the Program Committee.

**Philosophers' Corner:** a session at a local cafe, open to the public for a suggested drop in fee of \$2, where participants debate a philosophical topic.

**Speaker:** the person making the brief opening statement to start discussion at a Philosophers' Corner.

**Moderator:** the person moderating discussion at a Philosophers' Corner.

**Dean:** The Dean of the Faculty of Academic and Career Advancement.

## General Policies

1. The general rule is that with the exception of the Philosophers' Corners and Special Events, attendance at all TALK courses is restricted to members of TALK. As a special consideration and at the discretion of the facilitator, non-members may be allowed to attend one session, at a drop in fee of \$15.
2. Registration is a prerequisite for participation in all TALK courses, whether multiple or single session, on Campus or off. Registration deadline is at the discretion of the Board acting on recommendations from the Program Committee. The exception is drop ins (see definition above). Accredited Kwantlen students, Faculty and Staff may attend any course free of charge based on space availability and safety regulations.
3. Late registration is at the discretion of the facilitator based on the availability of space and on the criteria stated under items 1 and 2 above.
4. Board members may, in accordance with their overall responsibility for providing courses to the members, drop in on any one session per semester in the interests of program assessment. The Board member will pay no fee for such attendance. Board members must check with the Facilitator to ensure space is available.
5. Members are entitled to a refund of course fees, if withdrawal occurs before the "Please Register By" date. TALK membership fees will not be refunded except under special circumstances.

6. A token of appreciation may be presented to presenters. The Board, on the recommendation of the Program Committee, will from time to time determine the value and number of such gifts. Giving gifts to presenters who may benefit from their presentation (authors, businesses, government agencies etc.) should be avoided.
7. The Board may from time to time pre-approve payment of extraordinary travel expenses.
8. Members will not be charged the course fee for the courses they are facilitating.
9. It is the policy of TALK that course fees be set as modestly as is practical. Fees for attendance at special events will be lower for members than for non-members and will be based on recommendations from the Special Events Committee or Board.
10. Non-budgeted expenditures over \$100 will require approval by the Board.
11. Class size will be at the discretion of the Program Committee in consultation with the presenter and in accordance with availability of space.
12. Committee Chairs will serve for a period of two years, renewable once, or longer at their willingness and the approval of the Board.
  - a. The Board will review the performance of each committee in relation to its mandate not less than once every year.
  - b. Members of each standing committee may be recruited by the committee's Chair at the Chair's discretion. These members must be members of TALK.
  - c. Each Chair will keep the Board apprised of the committee membership list and changes made thereto.
13. It is incumbent on the committee Chairs to keep expenditures within reasonable limits.
14. A Board or Committee member in good standing is required to attend Board or Committee meetings, as the case may be, on a regular basis. Absence from three consecutive meetings is cause for dismissal unless agreement is obtained in advance from the Chair of the Board or of the appropriate committee.
15. The Board will design its procedures to comply with its *Letter of Understanding* with Kwantlen.
16. The Board will maintain and review by-laws as necessary.
17. The Board will review the *Policies and Procedures Manual* annually.

## **Responsibilities of Officers and Directors**

### **Chair**

1. Chair all General Meetings of the membership and the Board.
2. Develop an agenda for these meetings.
3. Abstain from voting except to break a tie.
4. Seek implementation of decisions made by the Board.
5. Report to the membership at all general meetings on the activities of TALK.
6. Conduct the correspondence of TALK Board when required.
7. Issue notices of meeting of the TALK Board.
8. Orient new Board members and provide them with a Board Binder.
9. Ensure yearly reports are sent to the Faculty of Academic and Career Advancement.
10. Present the Policies and Procedures Manual to the Board for annual review, revision if necessary, and endorsement.
11. Ensure a regular review of the Strategic Plan.

### **Vice-Chair**

1. Act for the Chair whenever necessary and assist in carrying out the duties of the Chair.
2. Assume the role of Chair following the retirement of the Chair.

## **Secretary**

1. Keep the Minutes of all General and Board meetings.
2. Pass all records and documents of TALK to archivist except those required to be kept by the Treasurer.
3. Prepare and keep up to date, for distribution to all Board members, a binder containing current by-laws, the Policies and Procedures Manual, the fee structure for presenters, travel expense information, a list of Board and Committee members and the *Letter of Understanding* with Kwantlen.

## **Treasurer**

1. Keep the financial records.
2. Prepare and present at the annual general meeting, financial statements covering the fiscal year period. These financial statements must have been reviewed by a qualified third party.
3. Apprise the Board of the general financial status of TALK at each Board meeting.
4. Ensure that expenditures stay within Board-approved limits.
5. Pay appropriate invoices.
6. Collect Philosophers' Corner fees and any other revenues.
7. Coordinate with the designated Kwantlen department the transfer of funds between the Kwantlen account and the TALK account.
8. Maintain the bank account at the Board-approved financial institution.
9. Ensure that cheques are signed by two of three Board-approved signing officers, one of whom must be the Treasurer.
10. Prepare an annual budget for presentation and approval at the September Board meeting and October Annual General Meeting.
11. Provide the Faculty of Academic and Career Advancement with the proposed annual TALK budget for approval of the Dean.

## **Past Chair**

1. Ensure there is continuity on the Board.
2. Chair the nominating committee.

## **Directors**

1. Perform such duties as are designated by the Board.
2. Attend Board meetings regularly.
3. Notify the Chair of unavoidable absences from Board meetings.
4. Support TALK events by assisting in planning and implementation.
5. Work to implement the Strategic Plan goals.
6. Assist with brochure distribution in Kwantlen's catchment areas.

## **Executive Committee**

### **Mandate:**

1. Consists of the officers of TALK: Chair, Vice-Chair, Secretary, Treasurer and Past Chair.
2. May act as a decision-making entity for urgent matters requiring action before the next Board meeting.
3. May Recommend to the Board:
  - a. Annual membership dues in preparation for the AGM.
  - b. Course and registration fees, in consultation with the Program Committee Chair and in accordance with Kwantlen policies.
  - c. Amendments to By-laws when needed.

- d. Additions to, or deletions from, the *Policies and Procedures Manual*.

## Standing Committees

### Responsibilities/Duties applicable to all standing committees:

1. Find committee members and deploy their skills and energies in an effective and coordinated effort.
2. Plan and delegate tasks and set time frames for accomplishments.
3. Establish benchmarks to measure effectiveness.
4. Report to the Board on the committee's activities.
5. Report to the Board ideas and plans for the achievement of the committee's mandate.
6. Work with other committees where duties overlap.
7. Liaise with the Treasurer regarding expense requirements.
8. Keep records of all activities undertaken and of information distributed by the committee.
9. Present an annual written report, at a time determined by the Board, outlining all activities of the standing committee in relation to the mandate and responsibilities/duties defined in this *Policies and Procedures Manual*.

## Program Committee

### Mandate:

1. Plan, develop, schedule, and present various courses, studies and activities of an educational, cultural, informative and stimulating nature for the benefit of the members of TALK.

### Responsibilities/ Duties:

1. Report to the Board on current course registration numbers and on proposed courses for the following semester.
2. Obtain appropriate voluntary presenters for each course and liaise with presenters ahead of the course.
3. Ensure presenters are informed of Kwantlen's policies on such things as copyright materials (including audio-visual and written.)
4. Appoint a facilitator for each course.
5. Formulate and maintain Facilitator's Guide.
6. Ensure facilitators receive updated copies of Facilitator's Guide.
7. Maintain Guide to Program Chair activities.
8. Coordinate programming activities with Philosophers' Corner committee planning.
9. Coordinate programming activities with Special Events committee planning.
10. Set registration deadline dates.
11. Maintain file of course synopsis forms and "Courses Through the Years" file.
12. Prepare thank you letters for presenters and have TALK Chair sign them.
13. Take attendance at courses and collect course registration fees and drop in fees, submitting the former to the TALK Registrar and the latter to the TALK Treasurer.
14. Ensure presenters and facilitators receive parking passes and name badges.
15. Supply course descriptions and presenter bios for brochure. Send brochure to Faculty of Academic and Career Advancement for review and approval by the Dean and for forwarding to Marketing for formatting and printing.
16. Report to the Dean any untoward events observed during a TALK course.
17. Share the results of the course evaluations, if requested by the Faculty of Academic and Career Advancement.
18. Assist with brochure distribution in Kwantlen's catchment areas.

## **Philosophers' Corner Committee**

### **Mandate:**

1. Plan, develop, schedule and present various discussion sessions.

### **Responsibilities/Duties:**

1. Appoint a session coordinator for each session.
2. Arrange volunteer support adequate to the needs of session.
3. Assure appropriate premises are secured for each session.
4. Inform the Program Committee in a timely way of upcoming sessions to be included in the TALK brochure.
5. Send confirmation and thank-you letters to presenters.
6. Collect \$2 donation from attendees. Endeavour to make the sessions break even.
7. Remit session fee profits to TALK treasurer.
8. Liaise with the Richmond Program Committee, which plans Richmond Corners.
9. Choose subjects of interest to the general public
10. Pay for speaker's and moderator's lunches from proceeds of Corner donations.

## **Marketing/Membership Committee**

### **Mandate:**

1. Create and stimulate a desire for adult learning for people 50 and over in the Kwantlen catchment areas.
2. Market all events and programs planned by TALK.
3. Create ideas and plans for the promotion of membership.
4. Inform the Kwantlen community about the benefits of participation in the activities of TALK.

### **Responsibilities/Duties:**

1. Report to the Board on marketing activities.
2. Approve TALK ads placed by Kwantlen in newspapers;
3. Develop relationships with community organizations in order to make presentations and have information included in newsletters.
4. Use local media to publicize TALK activities.
5. Maintain contact with local papers in the Kwantlen catchment areas.
6. Prepare publicity material for newspapers and other media and send to appropriate KPU person for distribution.
7. Prepare and maintain list of outlets and numbers of brochure distribution.
8. Ensure that brochures and other TALK publicity materials are distributed to the Kwantlen community.
9. Prepare material for TALK newsletter that may help marketing.
10. Create marketing materials in cooperation with Kwantlen staff and in compliance with the Kwantlen brand.

## **Newsletter Committee**

### **Mandate:**

1. Plan, develop and publish a newsletter three times per year in March, early August and November to communicate with members.

**Responsibilities/Duties:**

1. Send prepared newsletter to Kwantlen TALK Liaison for review, printing and distribution.
2. Choose articles that highlight past or upcoming programs or will be of interest to members.

**Special Events Committee****Mandate:**

1. Plan, schedule and present annually at least two special events open to the public alternating Surrey and Richmond venues and allowing maximum attendance.

**Responsibilities/Duties:**

1. Obtain approval from the Board of all planned events.
2. Coordinate Special event activities with Program Committee planning.
3. Appoint an event coordinator for each approved event.
4. Arrange volunteer support adequate to the needs of each event.
5. Assure appropriate premises are secured for each event.
6. Inform the Program Committee in a timely way of upcoming events to be included in the TALK brochure.
7. Send confirmation and thank-you letters to presenters.
8. Ensure presenters receive parking passes when applicable, and maps.
9. Choose subjects of interest to the general public.

**Social Committee****Mandate:**

1. Provide refreshments and/or lunches at single Special Events and the AGM.

**Responsibilities/Duties:**

1. Plan and organize the provision of refreshments and/or lunches as requested by the Board.
2. Organize deliveries and clean-ups for each agreed-on event.
3. Arrange volunteer contributions of goods and services when practical.
4. Purchase supplies when needed.
5. Hold social committee meetings as needed.
6. Maintain a supply/equipment inventory.
7. Submit invoices and/or claims for advances to the treasurer within 14 days of the event.

**Archivist****Responsibilities/Duties**

1. Maintain and archive yearly: TALK Board minutes, Brochures, Newsletters, News items, Record of programs, all AGM reports and other documents deemed important.

This amended version of the January 16, 2014 *Policies and Procedures Manual* was approved at the February 16, 2017 meeting of the Board of TALK.

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Dr. Robin Heath  
TALK Board Chair

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Sonya Furst-Yuen  
TALK Board Secretary