

Governance Committee Meeting Minutes Zoom Meeting – Friday, Dec. 8, 2023 – 9:00 am

Present: Elaine Azzopardi, Jessica Clarke, Stephen Beauchamp, Trish Baird, Tina Stephens,

Regrets: Cindy Anthony

Topic	Discussion	Decision/Action
1. Quorum & Approval of Agenda	There was a quorum present.	Motion by: Stephen Beauchamp to approve the agenda. 2 nd by: Jessica Clarke. Carried.
2. Approval of Minutes	2.1 Approval of Previous Minutes – March 31, 2023	Motion by: Jessica Clarke to approve the minutes of Oct. 13, 2023. 2 nd by: Stephen Beauchamp Carried.
3. Business Arising	No Outstanding Business	
4. New Business/Work Plan Items	<p>4.1 Strategic Priorities & Objectives Trish shared the first draft of the Strategic Priorities & Objectives the senior management team has begun to work on. Trish will share this with the Board on a quarterly or 6-month basis. This document is still a work in progress.</p> <p>4.2 HPCO Accreditation Trish shared a report with the Committee completed by Sherry Gibson, Director of Hospices Services, outlining ongoing compliance requirements.</p> <p>4.2 Review Policy BD-140 – HPCO Accreditation Recommendations from Sherry Gibson, with regards to the mentioned policy:</p> <ol style="list-style-type: none"> 1. "Community Care Northumberland commits to maintaining accreditation of its programs In-Home Hospice, Spiritual Care Services, Grief and Bereavement Support and Hospice Residence through its member organization, Hospice Palliative Care Ontario (HPCO). 2. "The CEO, together with the Director, Hospice Services will ensure that HPCO accreditation remains current and in good standing, consistent with both 	<p>Trish will email this out to the Committee.</p> <p>For Information Purposes</p> <p>Motion by: Jessica Clarke to accept the changes suggested by the Director of Hospice Services. 2nd by: Stephen Beauchamp Carried.</p>

	<p>the standards and the "Accreditation Seal License Agreement" and communicate to stakeholders where appropriate..</p> <p>The Committee felt comfortable with these changes and will also include the Agreement as an attachment to the policy.</p>	
5. Policy Review	<p>The Committee reviewed the below policies and made the following recommendations:</p> <ol style="list-style-type: none"> 1. BD-40 Reimbursement for Travel <ul style="list-style-type: none"> -Change title to "Reimbursement for Mileage". -Change "Out of pocket expenses" to "Mileage". -Submitted to "CEO" instead of Admin office. -Change "Volunteers" to "Board Members". -Change 1st sentence in last paragraph to say, "CCN is not responsible for any other costs." 2. BD-70 Roles & Responsibilities <ul style="list-style-type: none"> -minor formatting corrections to be made. 3. BD-80 Confidentiality & Privacy <ul style="list-style-type: none"> -minor formatting corrections. Suggested to make this a fillable document and upload it to the portal for the Board members to review and sign on a yearly basis. 	
Terminate		Motion by: Stephen to Terminate

Next Regular Meeting: Feb. 2, 2024 – 9:00 am



Governance Committee Meeting

<https://us02web.zoom.us/j/83642401053>

Meeting ID: 836 4240 1053

Passcode: 253078

Thursday, December 7, 2023 – 9:00 am

MEETING AGENDA

Welcome	Speaker:	Document:
1. Quorum & Approval of Agenda	Elaine	Verbal
2. Approval of Previous Minutes – Oct. 13, 2023	Elaine	Attached
3. Business Arising from Minutes – No outstanding business.		
4. New Business/Work Plan Items		
4.1 Strategic Priorities & Objectives	Trish	Emailed later
4.2 HPCO Accreditation & Policy BD-140	Trish	Attached
5. Policy Review (If time allows)		
BD-40 Reimbursement for Travel BD-70 Roles & Responsibilities, BD-80 Confidentiality & Privacy	Elaine	Attached
6. Termination		

**Next Regular Meeting – Friday, Feb. 2, 2024 – 9:00 am
Zoom Meeting**

Governance Committee Meeting Minutes Zoom Meeting – Friday, October 13, 2023 – 9:00 am

Present: Elaine Azzopardi, Jessica Clarke, Cindy Anthony, Stephen Beauchamp, Trish Baird, Tina Stephens,

Regrets:

Topic	Discussion	Decision/Action
1. Quorum & Approval of Agenda	There was a quorum present.	Motion by: Cindy Anthony to approve the agenda. Seconded: Jessica Carried.
2. Approval of Minutes	2.1 Approval of Previous Minutes – March 31, 2023	Motion by: Jessica Clarke to approve the minutes of March 31, 2023. Seconded: Cindy Anthony Carried.
3. Business Arising	3.1 Results of the Board Questionnaire A high-level report was shared with the Committee. Overall comments were positive. A couple of suggestions regarding the use of acronyms and length of Board Education were discussed and recommendations were put forth. This document will be sent out to the Board for the next meeting. Recommendations: <ul style="list-style-type: none"> ➤ Use of acronyms – ensure full name is used at the beginning of the document to explain the acronym. ➤ Board Education – first 20 mins for presentation and last 10 mins for Q&A. If time runs over, maybe questions can be sent directly to presenter afterwards or questions may be sent ahead of time. 	Elaine will discuss recommendations at the next Board meeting.
4. New Business/Work Plan Items	4.1 Mission, Vision, Values New options for the CCN Mission, Vision, Values were put forth which arose from the 2023 Strategic planning session. After discussion the Committee will put forth the following recommendations to the Board: Mission: "To connect our community to the support, service, and care they need throughout their lifelong journey" Vision: "A community where people experience connection and well-being."	A document will be put together with the recommendations for the next Board meeting.

	<p>Values: "Relationships: we enter each conversation with care, ensuring equity, respect, and reciprocity."</p> <p>Accountability: "We approach our work with integrity while balancing the voices of our people, community and funders."</p> <p>Community: "We are engaged partners; together, we celebrate the strengths and respond to the needs of our community."</p> <p>Compassion: "We deliver meaningful service supporting dignity and belonging through empathy, collaboration, and inclusivity."</p>	
5. Work Plan Items	<p>5.1 Committee Work Plan</p> <p>Suggestions for the Committee Work Plan are as follows:</p> <ol style="list-style-type: none"> 1. Add Review Foundation/CCN Relationship Agreement to Governance Structure for the month of June. 2. Mission, Vision, Values; make the next review for October of 2024. 3. Put "X" in every month for Policy Review. 4. Add item #2.3 Review Succession Planning Strategy and put it in February. 5. Move Board Education review from Dec. meeting to October meeting. 6. Item #3.2; put an "X" in October 7. Item #5.2; put an "X" in December. <p>5.2 Terms of Reference</p> <p>One change in wording regarding the description of the Committee membership & chair.</p>	<p>Tina will make all the necessary changes to the Work Plan and upload it to the Board Portal.</p> <p>Tina will make necessary change and upload to the Board Portal.</p>
6. Policy Review	<p>The Committee reviewed the below policies and made the following recommendations:</p> <ol style="list-style-type: none"> 1. BD:50 Assessment – Add comment about assessment being distributed electronically and add copy of new questions. Next review: 2026 2. BD-60 CEO Evaluation– no changes, next review 2 years. 3. BD-90 Conflict of Interest – set aside as this is currently being reviewed by ethics consultant. 4. BD-120 Mission, Vision, Values – Add sentence regarding the communicating of the MVV statement. Next review – 2026. 	<p>Tina will make necessary changes and upload corrected policies to the Board Portal.</p>

Next Regular Meeting: Dec. 8, 2023 - 9:00 am

Strategic Direction <i>(Select from dropdown options)</i>	Key Commitment <i>(Select from dropdown options)</i>	Activity / Tactic	Outcome <i>(Measurement of success)</i>
1. Reenergized Capacity, Rejuvenated Culture	1.1 Reinforcing our staff and volunteer capacity through renewed strategies for attracting and retaining great people	Draft a policy promoting organizational opportunities for professional growth	Policy created and approved
	1.1 Reinforcing our staff and volunteer capacity through renewed strategies for attracting and retaining great people	Explore options for better work/life balance	Have researched, created & implemented minimum of 2 new strategies, i.e. Mental health strategies, flexible work options etc.
	1.1 Reinforcing our staff and volunteer capacity through renewed strategies for attracting and retaining great people	Review of remuneration package for employees - utilize recent salary surveys published by OCSA & partners & HPCO.	Recommendation to board for 24/25 budget year
	1.1 Reinforcing our staff and volunteer capacity through renewed strategies for attracting and retaining great people	Create a volunteer strategy #engaging volunteers #understanding what we do well #Advisory Committee #surveys	Vol committee in place. Create & completed Volunteer survey, interviews. Needs & wants identified. Strategies created.
	1.1 Reinforcing our staff and volunteer capacity through renewed strategies for attracting and retaining great people	Investigate EAP supports for all employees.	Recommendation to board for 24/25 budget year.
1. Reenergized Capacity, Rejuvenated Culture	1.2 Prioritizing healthy succession across all core roles	Create a succession plan document for key positions in the organization including Board, Senior Management and other identified key positions.	Plan completed and approved by Board
	1.2 Prioritizing healthy succession across all core roles	Knowledge Transfer Template	Template completed and in use.
	1.2 Prioritizing healthy succession across all core roles	Job Description Review	Review Completed
1. Reenergized Capacity, Rejuvenated Culture	1.3 Driving fundraising strategies to promote financial stability	Clarify & confirm role of the CCN Fundraising Committee	
	1.3 Driving fundraising strategies to promote financial stability	Review relationship between CCN Fundraising and Ed's House Foundation fundraising - Do we need a strategy committee versus an execution committee	
	1.3 Driving fundraising strategies to promote financial stability	Review involvement of CCN staff & volunteers within fundraising strategy	
	1.3 Driving fundraising strategies to promote financial stability	Consistent fundraising messaging across all platforms (social media & website)	
	1.3 Driving fundraising strategies to promote financial stability	Re-design/re-launch of our website	
	1.3 Driving fundraising strategies to promote financial stability	Develop a fundraising plan - build/update - communicate with internal staff & volunteer where appropriate	
2. Cohesive Identity, Empowered Community	2.1 Building a cohesive brand that supports our healthy reputation and increases our visibility across our community	Using an external facilitator, evaluate communication & branding	
	2.1 Building a cohesive brand that supports our healthy reputation and increases our visibility across our community	Education of various departments to volunteer base	
	2.1 Building a cohesive brand that supports our healthy reputation and increases our visibility across our community	Improved orientation of new staff during onboarding process ensuring full organization review of programs & Services	
	2.1 Building a cohesive brand that supports our healthy reputation and increases our visibility across our community	Investigate necessity of team building across agency (in particular between client services and hospice)	
	2.1 Building a cohesive brand that supports our healthy reputation and increases our visibility across our community	Create Brand Ambassadors from our staff and volunteers	
2. Cohesive Identity, Empowered Community	2.2 Increasing community awareness through ongoing outreach and reciprocal relationships	Continue to focus on expertise in volunteering within Northumberland County	Researched and Hosted min. 2 Volunteer Leader education sessions for County Vol. Leaders
	2.2 Increasing community awareness through ongoing outreach and reciprocal relationships	Ensure involvement in OHTN in relevant areas	
	2.2 Increasing community awareness through ongoing outreach and reciprocal relationships	Membership in Chambers of Commercés across the County - Board Participation	
	2.2 Increasing community awareness through ongoing outreach and reciprocal relationships	Actively identify staff participation on relevant Board, Committees and Networks and encourage participation.	Staff & committee's identified, promotion to staff & staff placement completed.
	2.2 Increasing community awareness through ongoing outreach and reciprocal relationships	Investigate CareDove link to website	
2. Cohesive Identity, Empowered Community	2.3 Empowering our team and supporters with the information and tools to be champions	Providing easy to understand financials to staff for awareness	
	2.3 Empowering our team and supporters with the information and tools to be champions	Client and volunteer stories - share for impact regularly	
	2.3 Empowering our team and supporters with the information and tools to be champions	Ensure process for sharing client surveys and testimonials both internally and in our marketing	
	2.3 Empowering our team and supporters with the information and tools to be champions	Create videos - draft content strategy (?)	
3. Accessible Programs, Quality Services	3.1 Focusing on the effective implementation of recent enhancements to service delivery	revisit our purpose for programs through evaluation and Quality Improvement approach	QI process in place. QI committee created to evaluate 1-2 programs per quarter.
	3.1 Focusing on the effective implementation of recent enhancements to service delivery	Initiate an Accessibility Committee to review and ensure compliance with agency commitments with the Accessibility for Ontarians with Disabilities Act	Committee created with a Terms of Reference and Work Plan. Accessibility Plan posted on website, circulated to staff and volunteers and available to the public.
	3.1 Focusing on the effective implementation of recent enhancements to service delivery	Ongoing commitment to HPCO Accreditation	HPCO Accreditation maintained, interim report successful in 2024. New application in 2025.
	3.1 Focusing on the effective implementation of recent enhancements to service delivery	Research agency wide accreditation options	Direction determined regarding agency accreditation.
	3.1 Focusing on the effective implementation of recent enhancements to service delivery	Access formal and qualified ethics support tailored to the needs of CCN to ensure an ethical approach within all aspects of service delivery and care.	Demonstrate a strong relationship with the Central East Regional Ethics Network to support an agency Ethical Frameworks including staff and volunteer training and support, administrative review of policies and processes, access to ethical support as required.
3. Accessible Programs, Quality Services	3.2 Collaborating across our community to streamline access to service	Investigating how to maximize current IT connectivity through platforms like CareDove, Epic, OpenMRS etc.	
	3.2 Collaborating across our community to streamline access to service	Phone connectivity between Client Services and Hospice Services	
3. Accessible Programs, Quality Services	3.3 Modelling effective, engaging volunteer management practices	Proactively explore additional volunteer practices ie Volunteer Northumberland	Researched & engaged opportunities with Volunteer Northumberland and similar entities.
	3.3 Modelling effective, engaging volunteer management practices	Mentorship for other volunteer organization	

Legend Staff Comments
 Irish - Black
 Leinen - Red
 Sherry - Green (the colour of hope)



SECTION: Board of Directors

POLICY: HPCO Accreditation

DATE ISSUED: July 8, 2011

NUMBER: BD-140

REVISED: Oct/21

REVIEWED: Jan/16, Oct/19

NEXT REVIEW:

POLICY:

Community Care Northumberland shall maintain Accreditation by Hospice Palliative Care Ontario.

PROCEDURE:

The Chief Executive Officer, along with the Director, Hospice Services will ensure that HPCO Accreditation remains current and in good standing, consistent with HPCO Standards, as applicable to the services offered by Ed's House, Northumberland Hospice Care Centre.



SECTION: Board of Directors

POLICY: Roles & Responsibilities

DATE ISSUED: July 8, 2011

NUMBER: BD-70

REVIEWED: Jan/16, Aug/19, Oct/19

REVISED: Aug/19, Dec/19, Jan/21

NEXT REVIEW:

POLICY:

To ensure that the Board has a shared understanding of its governance role, the Board has adopted this Statement of the Roles and Responsibilities of the Board.

PROCEDURE:

Responsibility of the Board

The Board is responsible for the overall governance of the affairs of Community Care Northumberland. Each Director is responsible to act honestly, in good faith and in the best interests of the agency and in so doing, to support the agency in fulfilling its mission.

Strategic Planning and Mission, Vision and Values

1. The Board participates in the formulation and adoption of the agency's mission, vision and values.
2. The Board ensures that the agency develops and adopts a strategic plan that is consistent with the agency's mission and values, and will enable the agency to realize its vision. The Board participates in the development of and ultimately approves the strategic plan.
3. The Board oversees agency operations and programs for consistency with the strategic plan and strategic directions.
4. The Board receives regular updates on the implementation of strategic directions and initiatives.
5. The Board ensures that its decisions are consistent with the strategic plan and the agency's mission, vision and values.
6. The Board annually reviews a strategic plan as part of a regular annual planning cycle.
7. The Board will create a strategic plan every 3 years.

Quality and Performance Measurement and Monitoring

1. The Board is responsible for a process and a schedule for monitoring and assessing performance in areas of Board responsibility including:
 - a) Fulfillment of the strategic directions in a manner consistent with the mission, vision and values.



- b) Oversight of management performance.
 - c) Financial conditions.
 - d) External relations.
 - e) Board's own effectiveness.
1. The Board ensures that management has identified appropriate measures of performance.

Financial Oversight

1. The Board is responsible for stewardship of financial resources including ensuring availability of, and overseeing allocation of, financial resources.
2. The Board approves policies for financial planning and approves the annual operating and capital budget.
3. The Board monitors financial performance against budget.
4. The Board approves investment policies and monitors compliance.
5. The Board ensures the accuracy of financial information through oversight of management and approval of annual audited financial statements.
6. The Board ensures management has put measures in place to ensure the integrity of internal controls.

Oversight of Management (Selection, Supervision and Succession Planning)

1. The Board recruits and supervises the Chief Executive Officer by:
 - a) Developing and approving the Executive Director job description
 - b) Undertaking a CEO recruitment process and selecting the CEO.
 - c) Reviewing and approving the CEO's annual performance goals.
 - d) Reviewing CEO performance and determining CEO compensation.
2. The Board ensures succession planning is in place for the CEO and senior management.
3. The Board exercises oversight of the CEO's supervision of senior management as part of the CEO's annual review.
4. The Board ensures a policy is maintained.

Risk Identification and Oversight

1. The Board is responsible to be knowledgeable about risks and ensures that appropriate risk analysis is performed as part of Board decision-making.
2. The Board oversees the agency's risk management program.
3. The Board ensures that appropriate programs and processes are in place to protect against risk.
4. The Board is responsible for identifying unusual risks to the organization for ensuring that there are plans in place to prevent and manage such risks.



Stakeholder Communication and Accountability

1. The Board identifies agency stakeholders/partners and understands stakeholder/partner accountability.
2. The Board ensures the agency appropriately communicates with stakeholders/partners in a manner consistent with accountability to stakeholders/partners.
3. The Board contributes to the maintenance of strong stakeholder/partner relationships.
4. The Board performs advocacy on behalf of the agency with stakeholders/partners where required in support of the mission, vision and values and strategic directions of the agency.

Governance

1. The Board is responsible for the quality of its own governance.
2. The Board establishes governance structures to facilitate the performance of the Board's role and enhance individual director performance.
3. The Board is responsible for the recruitment of a skilled, experienced and qualified Board.
4. The Board ensures ongoing Board training and orientation.
5. The Board periodically assesses and reviews its governance through periodically evaluating Board structures including Board recruitment processes and Board composition and size, number of committees and their Terms of Reference, processes for appointment of committee chairs, processes for the appointment of Board officers and other governance processes and structures.

Legal Compliance

The Board ensures that appropriate processes are in place to ensure compliance with legal requirements.



SECTION: Board **POLICY:** Confidentiality & Privacy
DATE ISSUED: July 8, 2011 **NUMBER:** BD-80
REVISED: Jan/16, Dec/19, May/21
REVIEWED: Oct/19 **NEXT REVIEW:**

POLICY:

Community Care Northumberland (CCN) is committed to maintaining the confidentiality of client, resident and agency information, regardless of the medium (written, verbal/electronic).

All Community Care Northumberland affairs are confidential and under no circumstances may information concerning clients, residents, volunteers, employees or the operation and affairs of CCN be discussed with anyone other than those people concerned in the discharge of their duties.

Community Care Northumberland's employees and volunteers must adhere to the criteria outlined below to ensure the protection of confidential information and must sign the Statement of Confidentiality and Privacy as a condition of employment/volunteering.

All providers, suppliers and contractors doing business or partnering with CCN who may have access to confidential information must sign the Community Care Northumberland Confidentiality & Privacy Agreement prior to commencing work or partnering with the organization.

Violation of confidentiality or data security breaches may result in disciplinary action, up to and including termination of employment, volunteer placement or contract for services, charges under the Federal or Provincial Privacy Legislation, or similar action appropriate with the association with Community Care Northumberland.

PROCEDURE:

It is a condition that all Community Care Northumberland employees and volunteers or any other person having an affiliation with the organization prior to receiving access to any confidential information, must receive education on the requirements of confidentiality and sign a Confidentiality & Privacy agreement (attached below). Where relevant, reviewing and understanding of all CCN Privacy and Security policies will be completed during the orientation to the employee/volunteer position.

Client Information

It is the duty of all employees & volunteers to maintain the confidentiality of information belonging to or relating to Community Care Northumberland or its clients/residents served.



Confidentiality and the right to privacy of information is upheld in all forms of communication (verbal, written, electronic) at Community Care Northumberland. Staff and volunteers are to ensure confidentiality at all times by:

- Avoiding use of the names of resident/client/family/program participants except where relevant when discussing cases;
- Avoiding the discussion of cases or other confidential communications in communal spaces;
- Aiding each other in avoiding potential and actual breaches of confidentiality;
- Never discussing residents, clients, families or program participants outside of the organization including the fact that someone is a resident, client, family member or program participant.
- Avoiding any description of a resident/client condition, age, diagnosis, family composition
- All employees and volunteers will be made aware of who to report a breach of information upon their orientation and through the review and understanding of CCN Privacy and Security policies.

Use of Social Media

This Confidentiality and Privacy Policy applies to all social media platforms that include but are not limited to: Facebook, Instagram, Twitter, YouTube, TikTok, LinkedIn etc. This applies whether posts are made to web pages that are broadly accessible to the public or to web pages that are only accessible to a limited number of invitees. It includes all forms of posting including but not limited to: articles, artwork, photographs, videos, graphic design, blogs and other such interactive media forms.

The use of social media by Community Care Northumberland employees and volunteers must be consistent with all Community Care Northumberland's policies and procedures, directives of professional colleges, and applicable legislation, including those concerning privacy, code of conduct, conflict of interest, harassment and discrimination in the workplace.

Compliance to all copyright and/or intellectual property right laws must be upheld when publishing to a social media site. Any concerns or issues that arise from the use of social media that is not addressed in the Confidentiality Policy are the responsibility of Community Care Northumberland's Chief Executive Officer and/or the Board of Directors.

LEGISLATION

Community Care Northumberland is considered a Health Information Custodian (HIC), an organization that provides care within the health care continuum. Staff and volunteers who receive health care information are agents of HICs and must comply with all legislation.

Personal health information can be shared among Community Care Northumberland members to facilitate seamless and effective care (Personal Information Protection Act (PHIPA), 2004). CCN complies



with the Health Information Protection Act, 2004, comprised of both the Personal Health Information Protection Act and the Quality of Care Information Protection Act (2004).

A signed copy of the Confidentiality and Privacy Agreement will be placed in the employees and/or volunteers file.

Statement of Confidentiality & Privacy Agreement

Name: _____
(Please Print)

Affiliation with CCN: _____
(e.g. employee, volunteer, board member, contractor)

As an employee or volunteer of Community Care Northumberland, I will respect and maintain the confidentiality of information gained as an employee/volunteer, including but not limited to, all computer software and files, all business documents and printouts, and all volunteer, employee, resident, client, donor and supporter records.

I will ensure that private and confidential information is not inappropriately accessed, used or disclosed either directly by me, or by virtue of my password to systems.

I understand that breach of confidentiality includes but is not limited to accessing client and financial information without authorization to do so without the need to know for direct client service/care or performance of one's duties. Violations include but are not limited to:

- Accessing information not required for job/duty purposes;
- Misusing, disclosing without proper authorization, or altering client, volunteer or employee information;
- Disclosing to another person my user name and/or password for accessing electronic records;
- Misusing or disclosing personal information without proper authorization on any social media outlets (i.e. Facebook, Twitter, Instagram, YouTube, Tiktok, LinkedIn etc.),

I understand and agree to abide by the conditions as outlined in this agreement, which will remain in force even though I may cease my volunteer or employment status with the organization.

I agree to abide by the confidentiality rules stated above and understand that this is a condition of my employment or volunteer role. I understand that a violation of this agreement may be grounds for immediate dismissal for just cause without notice or pay in lieu of notice.

This agreement and policy will be reviewed and signed on an annual basis with a copy kept in the employee/volunteer file.

Name (please print)

Signature

Date



CommunityCare
NORTHUMBERLAND

SECTION: Board of Directors

POLICY: Reimbursement for Travel

DATE ISSUED: July 8, 2011

NUMBER: BD-40

REVISED: Dec/19, Apr/21

REVIEWED: Jan/16, Oct/19

NEXT REVIEW:

POLICY:

The agency will reimburse Board members for out-of-pocket expenses for attending meetings or any other agency business when using their private vehicle.

PROCEDURE:

Community Care Northumberland will establish a mileage chart that will be used in the calculation of distances from point to point within Northumberland County. Travel outside of this area should be calculated by the individual.

Reimbursement of mileage should be submitted to the admin office quarterly. Volunteers can also donate back their mileage reimbursement and receive a charitable tax receipt. Form attached.

The amount paid relieves the agency of further responsibility for costs or expenses resulting from accidents, fines, or other extraordinary costs while the vehicle is being operated on agency business. Shared transportation is encouraged when appropriate.

*Addendum: Volunteer Direction To Donate Out of Pocket Expenses



CommunityCare
NORTHUMBERLAND

VOLUNTEER DIRECTION TO DONATE OUT OF POCKET EXPENSES

Full Name:

_____ Last First M.I.

Mailing Address:

City Prov. Postal Code

Home Phone:

Email Address:

Nature of Expense:

Check all that apply and attach completed requisition and/or receipts that you are entitled to reimbursement.

Client Transportation MOW delivery Travel Expenses Other _____

I _____ direct that the funds to which I am entitled by way of reimbursement for the attached expenses and would otherwise be forwarded to me by direct deposit, cash or cheque, be transferred to Community Care Northumberland as my gift*.

Signature: _____ **Date:** _____

*** A charitable receipt will be issued in the total amount of the gift within 30 days of direction.**

Privacy: Community Care Northumberland is committed to protecting the privacy of the personal information of its clients, members, volunteers, supporters, employees, and other stakeholders. During the course of our various activities and projects, we frequently gather and use personal information. Anyone from whom we collect such information should expect that it will be carefully protected and that any use of or other dealing with this information is subject to consent.

The information gathered on this form will be used solely for the purpose of Electronic Fund Transfer and/or Charitable Tax Receipting. For further information, please contact our administration office at 1-866-514-5774. If you have any questions about our privacy policy or would like a copy of the complete privacy policy, please contact the Executive Director at 1-866-514-5774 or email admin@commcare.ca.