

SECTION C: GM SCOPE AND LIMITATIONS

POLICY NUMBER: 1

POLICY NAME: General Manager Limitations

APPROVAL DATE:

REVISION DATE:

1.01 The GM shall not knowingly cause or allow in the organization any practice, activity, decision, or circumstance that is imprudent, unlawful, unethical, in violation of commonly accepted business and professional ethics or that would jeopardize the Club's tax exemption or cause any penalty to be imposed against the Club by the Canada Revenue Agency.

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POLICY NUMBER: 2

POLICY NAME: Budgeting/Forecasting

APPROVAL DATE:

REVISION DATE:

2.01 Budgeting any fiscal year or the remaining part of any fiscal year shall not deviate materially from Board aims, priorities, risk fiscal jeopardy, or fail to show a generally acceptable level of foresight.

Procedure

Accordingly, the GM may not cause or allow budgeting that:

1. Contains too little information to enable:
 - a. reasonable projection and correlation of revenues and expenses, separation of capital and operational items, and cash flow
 - b. disclosure of planning assumptions.
2. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received.
3. Plans to use any contingency fund for purposes other than intended.

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POLICY NUMBER: 3

POLICY NAME: Financial Condition

APPROVAL DATE:

REVISION DATE:

3.01 With respect to the actual, ongoing condition of the organization's financial health, the GM may not cause or allow the development of fiscal jeopardy or a material deviation from budgeted expenditures for Board priorities.

Procedure

Accordingly the GM may not:

1. Use any long-term reserves.
2. Allow cash to drop below the amount needed to settle payroll and debts in a timely manner.
3. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
4. Fail to require that staff submit all expense accounts to their immediate superior for approval within thirty days following expenditure.

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POLICY NUMBER: 4

POLICY NAME: Compensation and Benefits

APPROVAL DATE:

REVISION DATE:

4.01 With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the GM may not cause or allow jeopardy to fiscal integrity or public image.

Procedure

Accordingly, the GM may not:

1. Change the GM's own compensation and benefits.
2. Promise or imply guaranteed employment.
3. Establish or change benefits that cause unfunded liabilities to occur or in any way commit the organization to benefits that incur unpredictable future costs.