



∴ ontario library association

Governance Policies and Procedures

Policy Name: Super Conference Event	
Policy Number: G 4.6	Policy Type: Corporate and Organizational
Approval Date: November 2015	Date for Review: Every 3 Years

INTRODUCTION:

Definition

Super Conference is an annual multi-day education event involving all associations and units of the Ontario Library Association, sponsored by the OLA Board of Directors.

Date and Location

The Super Conference may be held in any place in Ontario, which has the necessary meeting facilities, exhibit space, delegate accommodation, catering capabilities, ease of transportation and volunteer personnel suited to mounting an event of the anticipated size. The date and location are the prerogative of the OLA Board of Directors.

PROCEDURES:

Financial Control

The Treasurer of the OLA Board shall be deemed to be Conference Treasurer acting on behalf of the OLA Board of Directors. The budget for the conference is set within the overall budgets process of the Association. The OLA Treasurer, in conjunction with staff and conference co-ordinators, shall determine the revenue and expenses projected for the coming year and enter this into the annual budget approval process.

Conference Operational Structure

Each Super Conference shall be under the direction of two conference co-ordinators appointed by the OLA Board of Directors. These coordinators must represent at least two of the types of libraries involved in the program. The term of office shall be two years. Appointments shall be staggered to ensure that there is continuity and time to develop expertise.

The co-ordinators or their designate shall report regularly to the appropriate President of the Association and to meetings of the OLA Board of Directors on the progress and probable success of the program.

The Super Conference Co-ordinators shall chair a Super Conference Planning Group composed of:

- Program Planners from each Association developing sessions. For financial purposes, the number of planners compensated should reflect the proportion of programs

developed, not to exceed three. For planning purposes, any number may participate as each group sees fit.

Role: To develop plans for the education sessions and to advise on the overall shape and feel of the event.

- The Presidents of the Ontario Library Association (ex officio)

Role: As host of Super Conference, the President provides ideas and endorsement for the overall thrust and for the plenary sessions.

- The Presidents of the convening Associations (ex officio).

Role: To provide association support and direction to the designated conference planners.

- Individuals who handle specific operational activities such as:
 - Volunteer participation, social events,
 - On-site services for members.

Role: To recruit and co-ordinate volunteers for special functions necessary to the smooth operation of the conference.

- OLA staff led by:
 - Education Director
 - Executive Director
 - Deputy Director
 - Communications Director

Role: To support the conference co- coordinators and the planning team, by providing the logistics necessary for the operation of the program, contract negotiation for registration, audio-visual and space rental, plenary speakers, fund development for individual events, co-ordination of communication and marketing, and other services.

Contractual Arrangements

Contract arrangements for space rental, bedroom rates, registration, audio-visual services, commercial participation, and any arrangement that exceeds the limits of this policy are the responsibility of the Association's central office unless other arrangements are made between the OLA Board of Directors and the Executive Director.

Fees: Registration

The governing Board of Directors shall approve a registration fee schedule before summer. A discount of at least 30% of the regular registration fees must be offered to members as a benefit of membership. The discount must be no less than 125% of a full membership.

Incentive discounts for early registration and for new members may be offered.

Discounts must be offered to all OLA members whether they are members of a sponsoring unit or not.

Discounts may also be offered to members of co-sponsoring organizations or to organizations who have provided significant financial or other support to the program.

Special fees may be offered to non- salaried members of the Association.

Special fees for individuals not involved with the library field nor receiving financial advantage from the library field may be approved by the OLA Board of Directors from time to time after due consideration of the impact on the field and on the ability of the conference to meet its financial goals.

Incentives and discounts where offered, must not undermine the principles outlined in this policy and should be made with due consideration of the impact on all Association programs.

Fees: Optional events

Meal and other social events should be ticketed at a fee at least sufficient to recover costs.

Meal and other social events need not be ticketed if sponsorship or subsidies cover anticipated costs.

Pre- and post-conferences operate under the Education Institute and are not subject to this policy

Compensation

No person shall have authority to offer or contract to pay any fee, honorarium, or expense as compensation to any person for participating in the program of the conference, except as authorized in advance by the Ontario Library Association's Board of Directors. Compensation to specific groups contributing to the conference is as follows:

Organizers and Planners

All persons filling roles as defined under Article 4 (Conference operational structure) are entitled to

- complimentary registration in whole or in part, in accordance with their level of responsibility and involvement.
- complimentary accommodation, travel and meal events necessary for proper representation and smooth operation of the program.

Speakers and Panellists

A speaker is defined as the person who presents a minimum of half of the presentation time in a session. A presenter who does not provide this level of input is considered to be a panellist in the following definitions.

Speakers and panellists who work in Ontario libraries, trustees who set policy in public libraries and those who derive their livelihood from Ontario libraries are entitled to

- Complimentary registration of one day for each session given.
- Nominal registration fees set annually by the OLA Board of Directors for any other days registered.
- Parking, printing.

Recompense for travel, accommodation and meals are not paid.

Reimbursement for the hiring of substitute teachers to cover a speaker or panellist is not provided.

Speakers and panellists from outside Ontario, as well as those living in Ontario who are not closely associated with libraries or who do not derive their livelihood from libraries are entitled to:

- Travel, accommodation and meals (within the claim levels established for OLA meetings)
- Complimentary registration on each day of speaking.
- Nominal registration fees set annually by the OLA Board of Directors for other days.
- Parking, printing.

Since keynote speakers are considered to be guests of the Board of Director, they will be provided with complimentary registration for the full conference, notwithstanding the above limitation.

Session Convenors

Convenors do not receive complimentary registration unless they play a significant role within the program as a panellist or speaker, in which case they may receive the compensation listed for those groups.

Third Party Contractors

Recompense for contract employees will be limited by the terms of the contract.

Expense Claims

Expenses and honoraria approved within the budget must be claimed within forty-five days of the conference completion. The claim must be made on the approved form and signed by the session speaker. The verification of expense claims is the responsibility of the co-ordinators of the participating Associations.

Refunds and Related Policies

Requests for refunds must be made in writing and received by mail, FAX, e-mail or other form of written communication a minimum of seven days in advance of the event.

An administration charge, approved by the Board of Directors, will be applied to all refunds. Cancellation of a conference work- shop will not be considered grounds for a refund. Charges on NSF cheques will be charged back to the person issuing the cheque. Registrants with out- standing debts with the Association will not be serviced until such debts are paid.

Financial Reports

Publicity and public relations are the responsibility of the central office, as negotiated with the Super Conference Planning Task Force. Information on key speakers, fees and other major events for promotion of the program are required six months in advance of the event.

Authority

Contracts and agreements with any corporate body on behalf of the Association or its parts must be signed by the President or Vice- President of the Ontario Library Association and/or the Executive Director. Any liaison and negotiation with contracted bodies and with individuals whose demands fall out- side the terms of this policy remains the responsibility and

prerogative of the Executive Director throughout the development and implementation of the Super Conference, subject to the advice and need of the OLA Board of Directors.

Agreements with non-corporate bodies, such as speakers, may be negotiated and confirmed by any member of the Super Conference operational structure identified in Section 7, assuming that the conditions approved by the OLA Board of Directors for such individuals are met.

Exceptions and Appeals

Requests for exceptions to this policy should be forwarded to the Executive Director who will take the decision to the OLA President, the OLA Treasurer and the Super Conference Co-ordinators for assessment and ruling. Approval will be based on the perceived value to Super Conference and to the Association.

Appeals for reconsideration of rulings must be addressed to the OLA Board of Directors through the President or Treasurer of the Association within thirty days of the event.

Notwithstanding

If decisions outlined in this policy are not taken in a given year, the policy established for the previous year will be considered to be valid and the basis for decision-making and marketing.