**Board Dues**

* Original board members who gave $100 seed money will have their board membership dues covered until 2026 ($10 per year since inception)
* New board members will pay $10 per year.

**Board Reimbursement for expenses**

* A member hosting a meeting will be reimbursed up to $20 per meeting for refreshments. The monies will be paid out annually at or before the AGM.
* Board reimbursement to members to hear/vet speakers will be $75 per season. Transportation/parking expenses to be included in that amount if applicable. Kilometre rate for mileage with personal car use will be the federal government rate of 55 cents per kilometre. Parking cost to be covered. TTC subway rate to be covered. (receipt not needed) 407 costs to be covered. TLL will pay for a maximum of two members or research volunteers per lecture. Attendance to be coordinated by the chairs of the programming committee.

Eligibility for reimbursement (with receipts) includes lectures/meetings for program research and business purposes; approved conferences e.g. TAN;

Receipts required as much as possible.

* Board member expenses for larger items(>$25): Executive to use TLL debit card whenever feasible. If not feasible or for other Board members, item should be paid on personal credit card and reimbursed by Treasurer using e transfer or cheque

Receipts required for reimbursement.

* Smaller items, food, transportation, lectures less than $25 etc, will be reimbursed annually around time of June AGM. If accumulated amount is large, Board member may request reimbursement earlier. Receipts are required for everything except food for meetings (excluding catering)

**Board Perks**

* Board members are allowed to purchase tickets within in a certain window prior to release to the general public.
* Board will spend up to $2000 annually for board appreciation (board retreat, etc.)
* Original board members who donated seed money have their dues covered until 2026. New members will pay $10 a year. Attendance at lectures is free for board members.

**Volunteer Perks**

* Volunteers will attend lectures for free. Programming Committee

volunteers may attend lectures to vet speakers and be reimbursed for fees paid in the same manner as board members.

**Board Member’s Code of Conduct**

The board of directors is committed to teamwork and effective decision-making. Towards this end board members will:

* Endeavour to represent the broader interests of members and/or stakeholders
* Seek to balance their contribution as both an advisor and learner.
* Be honest with others and true to themselves
* Refrain from trying to influence other board members outside of board meetings that might have
* The effect of creating factions and limiting free and open discussion.
* Be willing to be a dissenting voice, endeavor to build on other director’s ideas, offer alternative points of view as options to be considered and invite others to do so too.
* On important issues, be balanced in one’s effort to understand other board members and to make oneself understood.
* Once a board decision is made, support the decision even if one’s own view is a minority one.
* Not disclose or discuss differences of opinion on the board with those who are not on the board. The board should communicate externally with “one voice”.
* Respect the confidentiality of information on sensitive issues, especially in personnel matters.
* Be an advocate for the organization and its mission wherever and whenever the opportunity arises in their own personal and professional networks
* Disclose one’s involvement with other organizations, businesses or individuals where such a relationship might be viewed as a conflict of interest.

**Rules of Engagement for meetings**

* Keep to time allotted for each agenda item (to extent possible)
* One conversation at a time no sidebars.
* Put finger up if you have a comment.
* Allow all to have a voice.
* Refrain from agreeing with another out loud; contribute further to discussion if you have something material to add.
* Chair to summarize discussion before vote.
* Resolutions proposed for the meeting are just for discussion... no decision has been made yet.

**Privacy**

* All information collected from members and participants of TLL services including but not limited to name, address, phone numbers, email addresses shall be protected in accordance with applicable laws and only shall be used for the purposes of communication on TLL matters.
* Personal information shall be kept secured.
* If membership information is to be shared, each member must sign a release of information form. Membership information shall not be distributed to any external group.

**By Laws for Board Members (See By-laws Section for complete details)**

* The Board of Directors shall consist of a maximum of twelve (12) members.
* Election of Board Members shall take place at the Annual General Meeting (AGM). Each member shall receive a proposed slate of

directors, nominated by the membership a minimum of 60 days prior to the AGM. The chair shall ask each nominee in turn whether he/she is willing to stand for that particular position. If there is more than one candidate, voting shall be conducted, using a ballot or voting card.

* Term of Office: Board members shall be elected to serve a term of three (3) years. The inaugural Board members shall be assigned a one, two or three year term, ensuring continuity of two thirds of the Board at all times in the future.
* Officers: The following positions shall constitute the Officers of the Board of Directors of Thornhill Lifelong Learning Inc.: President, Secretary, Treasurer, Vice President/Director of Programs. These Officers shall constitute an Executive Committee to be convened as needed. The Board of Directors may appoint additional Officers as required.
* All Officers of the Board shall have signing authority. All contracts, cheques and other documents shall be signed by any two Officers.

**Speaker Honorarium**

* TLL will contract speakers from a variety of sources. The current speaker honorarium is $400. From time to time TLL may arrange for special lectures by speakers who charge a higher fee. These arrangements will be discussed and approved at the Program Committee and if applicable at a Board Meeting.

**Policies Regarding Ticket Sales**

* Tickets are sold strictly as a series, there is no sale of individual tickets.
* From time to time TLL may offer additional special event single lectures. Tickets for these events will be sold separately from any series.
* Patrons who sign up for email alerts will be notified of upcoming series or event sales shortly before they go on sale. We encourage patrons to purchase their tickets as soon as they go on sale as we routinely sell out quickly.
* **No tickets will be sold individually online or at the door.**(NOTE: The Purchase Tickets process - under Lectures - will not function if we are sold out or not yet selling tickets for the next lecture series).
* Tickets will be sold online using Mastercard, Visa, American Express and Apple Paythrough Stripe, an online payment system that provides the technical, fraud prevention and banking infrastructure required to operate safe, secure payments.
* Patrons will receive an email confirmation of the transaction. (if you don't receive it immediately, check your spam or junk mail).
* **Tickets will be issued at the first lecture.**  Patrons will not receive tickets in the mail and they do not need to bring their purchase confirmation.  Staff will have a list of all people who purchased one or more tickets.  Patrons will register at the first lecture (or 2nd if unable to make the first) and be issued their ticket at that time.  These tickets are valid for the entire series and will need to be presented at the door for each lecture.
* If someone purchased a ticket on behalf of the patron under his/her name, the tickets will be issued under the name of the person who purchased the tickets.
* **If a patron is unable to attend a lecture(s) they can give their ticket to someone else.** That person will have to identify that the patron’s ticket is being substituted when attending the lecture at the Registration Desk outside the lecture Hall. The substitute attendee will have to present the paper ticket at the registration desk. The paper ticket should be returned to the original patron for future lecture use if applicable.   **TLL does not get involved in ticket sharing (passing your tickets on to others).**
* **If a ticket is lost or misplaced, the patron will need to approach the registration desk to be issued a replacement ticket.**

**Refunds**

* TLL will issue a full refund within 48 hours.
* TLL will issue a full refund of the series if patron is ill.
* TLL will on occasion give a refund on a case by case basis with consultation with the board if necessary (that will not be mentioned on the FAQ page).