



# Willow Prairie Agricultural Society

Policy / Procedures Handbook

## **Our Corporate Values**

We are impartial and objective.

We are accountable and strive for excellence in everything we do.

We treat everyone with dignity and respect.

We maintain and promote a positive work environment.



**Values are the beliefs, traits and/or characteristics that guide individual or group behaviour. Values define the style and rules of personal and organizational behaviour.**

Values of the Willow Prairie Agricultural Society:

- We believe that the people within our community are our biggest resource.
- We respect family and individual values and promote a sense of belonging.
- We create community participation, spirit, and fellowship thru awareness and education.
- We have community events, education and 4-H to exercise our values and beliefs.
- We ask for community input to improve the spirit of cooperation.
- We value our natural resources and agricultural lands.
- We value educational opportunities offered to local residents.
- We encourage more cooperation with industry.

A mission statement is a brief, clear statement about the organization's purpose and reason for existence.

### **Mission of the Willow Prairie Agricultural Society:**

Willow Prairie Agricultural Society is committed to cultivating an engaged, and informed network of producers and communities in the La Corey region.

Willow Prairie Agricultural Society will provide the framework to enhance the quality of life for everyone in the community. We also provide one of the designated evacuation points in the event of any disasters.

A vision statement is a clear, compelling and achievable picture of the organization's preferred future.

### **Willow Prairie Agricultural Society's Vision:**

We promote this area as a destination of choice for active and quality living. We will achieve this vision by increasing our participation and membership. We will grow with changes in the community. We will continue to monitor the changing needs of the community.



## **Rights & Responsibilities**

### 1) Member Responsibilities

a) An "active" member is defined as having 50-plus hours of volunteer time in one year. The member is also in good standing to qualify for member benefits for one year.

b) A "member in good standing" is defined as someone who is a paid member who attends a minimum of 3 general meetings and the annual general meeting, and participates on at least one committee for that year.

### 2) Benefits of Membership

a) A member actively participating in an event will have no-cost participation to that event (e. registrations, table fees, admissions etc, are waived).

b) An "active" member is entitled to hall rental for non-profit activities and personal events at half price. Examples are weddings in the immediate family, family reunions, birthday parties, etc. Bookings and use shall conform to all other user group expectations.

c) "Active" members and the hall manager will receive a jacket or other clothing item (as approved by the board) with the Willow Prairie Agricultural Society logo every two years.

d) A member in good standing who volunteers a minimum of 100 hours in one calendar year may use the hall facilities at no cost for one personal event per year.

e) A volunteer time log will be updated at each regular and general meeting.

### 3) Honorary Members

Any member who is 65 years or older and has been an active member for the last 5 years will receive an annual membership paid by the Society and enjoy all member benefits.



#### 4) Remuneration of Expenses

Members who incur expenses doing approved Willow Prairie Agricultural Society business, upon providing receipts for said expenses will be fully remunerated.

A member who is being remunerated for expenses and has signing authority must have signatures on remuneration from two other unrelated members with signing authority.

#### 5) Retention of Benefits

a) Members need to continue being an "active" member and a "member in good standing" for benefits to continue.

#### 6) Meeting Schedule

Our regular meeting shall be the 3rd week of every month except December, July and August. The day of the week to be decided on at the previous meeting or by at least 3 executives.

#### 7) Member Appreciation Dinner

A dinner for all members and invited guests are to be held early in the New Year in appreciation of volunteer services and others.

#### 8) Board Decisions

Decisions of the board will be by majority vote at a regular meeting. If needed, decisions outside a regular meeting can be made by three or more executives.



## Booking Fee Schedule 2015

Items:

1. **Booking Fee**  
A booking fee of 250 is required and must be forwarded to WPAS to confirm booking. This fee is non -refundable if the booking is cancelled 60 days prior to event.
  
2. **Damage Deposit**  
The damage deposit will be paid on the day of the event or when the keys are picked up. The reenter shall pay the cost of replacement and installation for damages in excess of \$250 and the deposit will be held for the damages. This includes loss of keys.

Deposit will be held for 5 days after the function to allow for an inspection time.

3. **Additional Cleaning Fee**

Hall Rental

Item	Rental Rate	Charge
Whole Day	\$300	
½ Day or More	\$250	
Morning Meeting	\$150	
Evening Meeting	\$150	
Weekends ( <i>Weddings, Parties etc</i> )	\$750	
Non-Profit Organizations ( <i>On Board Approval</i> )	Free	
Funerals	\$200	

If any of the above rentals require kitchen:

Full Kitchen Services	\$250
Use of Kitchen with No Cooking	\$100

