



# **Western Canada Federation Of Cosmopolitan International**

## **Procedure Manual**

**Last Updated Sept 2019**

# FORWARD

## *Original Procedure Manual Contributors: 2015-2016 WCF Board and Past WCF Board Members:*

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**Lt Governor Debra Down**  
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**Treasurer Jack Ostoforoff**  
**Judge Advocate Norman Hill**  
**Past Governor Sandra Abello**  
**Past Governor Keith Shepherd**  
**Past Treasurer Terry Down**

Since this time, the Manual has undergone revisions in 2018 & 2019.

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## 1. PROCEDURES FOR WESTERN CANADA FEDERATION GOVERNOR

- A. Be aware and knowledgeable of the Constitution and Bylaws of the Western Canada Federation (WCF) of Cosmopolitan International (CI), May 2017.
- B. Attend all CI Meetings as required by CI.
- C. Preside at each annual Federation Convention, as per Article IX. Meetings in the WCF Constitution and Bylaws, May 2017.
- D. Prepare Governor Report for convention reflecting actions taken in past year, as laid out in the position duties, noting successes and challenges.
- E. Preside at each WCF Midterm Board Meeting/Convention, as per Article IX, May 2017.
- F. Call extra sessions of the WCF Board, as per Article IX, May 2017.
- G. Appoint WCF committees and designate chairpersons for each committee (WCF Bylaw II, Section 2, Constitution and Bylaws, May 2017).
- H. Have full authority to attend and represent the Western Canada Federation at any Annual Convention of Cosmopolitan international held while in office (as per WCF Bylaw II, May 2017).
- I. Oversee the WCF Board officers to monitor and ensure assigned duties are being completed as per their position and identified duties.

### Calendar of Duties for Governor

Month	Date	Task
June		<ul style="list-style-type: none"> <li>Review Minutes of Annual Convention, as distributed by Secretary</li> <li>Advise Secretary to send WCF Lt. Governor Manual &amp; Related Materials to the WCF Board</li> </ul>
July		<ul style="list-style-type: none"> <li>Attend International Convention</li> </ul>
August		
September		<ul style="list-style-type: none"> <li>Prepare Report for Mid Term Convention</li> </ul>
October	Early October Early October	<ul style="list-style-type: none"> <li>Review past minutes, set Agenda for meeting.</li> <li>Send Agenda and Report to Secretary to be included in Convention package.</li> <li>Prepare/attend Midterm.</li> <li>Submit expenses (see Attachment A)</li> </ul>
November		<ul style="list-style-type: none"> <li>Review Minutes of Annual Convention, as distributed by Secretary</li> </ul>
December		
January		<ul style="list-style-type: none"> <li>Interim WCF Board Meeting , if required</li> <li>Order gavel for the upcoming Governor</li> </ul>
February		
March		<ul style="list-style-type: none"> <li>Attend CI Board Meeting</li> </ul>
April		<ul style="list-style-type: none"> <li>Prepare Agenda and Report for Spring Convention</li> </ul>
May	Early May  Early May	<ul style="list-style-type: none"> <li>Review past minutes; set Agenda for Saturday meeting</li> <li>Send Agenda and Report to Secretary to be included in Convention package</li> <li>Prepare/Attend Spring Convention</li> <li>Submit expenses (see Attachment A)</li> </ul>

## 2. PROCEDURES FOR WESTERN CANADA FEDERATION GOVERNOR ELECT

- A. Be aware and knowledgeable of the Constitution and Bylaws of the Western Canada Federation (WCF) of Cosmopolitan International (CI), May 2017.
- B. Assist the Governor in all duties (Bylaw II, Section 3, WCF Constitution and Bylaws, May 2017).
- C. Act in all events that the Governor is unavailable, as per Bylaw II, May 2017.
- D. Review Cosmopolitan WCF Board Member Manual (electronic or paper), edit as necessary; prepare copy for incoming Lt Governor at WCF May Elections.
- E. Ensure Years of Service (5) Recognition recipients are identified, if appropriate, and contact them to clarify their wishes for recognition. They may choose to have a Cosmopolitan ring, or Cosmopolitan Virtual Brick and or a donation to Cosmopolitan Foundation of Canada, Inc. (Motion passed at Annual Convention, May 2016). Once their wishes are known, organize the appropriate Years of Service Recognition, to be presented at the Annual Convention.
- F. Prepare Lt Governor Report for convention reflecting actions taken in past year, as laid out in the position duties, noting successes and challenges.

### Calendar of Duties for Governor Elect

Month	Date	Task
June		<ul style="list-style-type: none"> <li>Review Minutes of Annual Convention, as distributed by Secretary</li> </ul>
July		<ul style="list-style-type: none"> <li>Attend International Convention</li> </ul>
August		
September		<ul style="list-style-type: none"> <li>Review WCF Board Member Manual for new Lt Governor/edit as needed</li> </ul>
October	<p>Early October</p> <p>October</p>	<ul style="list-style-type: none"> <li>Review past Minutes.</li> <li>Prepare Report for Mid Term Convention</li> <li>Send Report to Secretary to include in Convention package.</li> <li>Prepare/attend Midterm.</li> <li>Email/send WCF Board Member Manual to newly elected Lt Governor</li> <li>Submit expenses (see Attachment A)</li> </ul>
November		<ul style="list-style-type: none"> <li>Review Minutes of Midterm Convention, as distributed by Secretary</li> </ul>
January		<ul style="list-style-type: none"> <li></li> </ul>
February		<ul style="list-style-type: none"> <li></li> </ul>
March		<ul style="list-style-type: none"> <li>Attend CI Board Meeting/Governor Elect Training</li> <li>Contact WCF Board Officers that are ending Years of Service, clarify their wishes for Recognition.</li> <li>Organize Recognition(ring/donation/brick) as per wishes, to be ready for Annual Convention presentation</li> </ul>
April		<ul style="list-style-type: none"> <li>Prepare Agenda and Report for Spring Convention</li> </ul>
May	<p>Early May</p> <p>May</p>	<ul style="list-style-type: none"> <li>Review past Minutes.</li> <li>Send Agenda for Sunday Meeting and Report to Secretary to include in Convention package.</li> <li>Prepare/Attend Spring Convention</li> <li>Present Years Of Service Recognition</li> <li>Submit expenses (see Attachment A)</li> </ul>

### 3. Procedures for Western Canada Federation Lt. Governors (ALL)

- A. Be aware and knowledgeable of the Constitution and Bylaws of the Western Canada Federation (WCF) of Cosmopolitan International (CI), May 2017.
- B. Assist the Governor and Governor Elect (Bylaw II, Section 4, WCF Constitution and Bylaws, May 2017).
- C. Prepare Lt Governor Report for convention reflecting actions taken in past year, as laid out in the position duties, noting successes and challenges.

#### 3.1. Duties as Assigned by the Governor

##### 3.1.1. Lt Governor in Charge of Communications (Governor Elect)

- a) Review/edit WCF Board Member Manual to be emailed/sent to new Lt Governor at WCF Convention
- b) Email/send WCF Board Member Manual to new Lt Governor once elected at May Convention
- c) Complete assigned tasks as requested by the Governor.

*Note: Follow Governor Elect Calendar*

##### 3.1.2. Lt Governor in Charge of Awards

- a) Be familiar with the CI Awards Program Manual and the deadline dates the Awards are required to be submitted to CI. (Cosmopolitan International Website [www.cosmopolitaninternational.org](http://www.cosmopolitaninternational.org) ).
- b) In February contact each Club President/Secretary to ensure they are aware of the Award process and have appointed a committee to prepare the Awards. If an Awards Chair is identified, you may wish to contact them as well to offer support.
- c) Keep a list of Past Judges or awards, to ensure varied selection (Appendix A)

#### Calendar of Duties for Lt Governor in Charge of Awards

Month	Date	Task
October	Early October	<ul style="list-style-type: none"> <li>• Review past Minutes</li> <li>• Prepare Report for Mid Term Convention</li> <li>• Send Report to Secretary to include in Convention package</li> </ul>
	October	<ul style="list-style-type: none"> <li>• Prepare/attend Midterm</li> <li>• Submit expenses (see Attachment A)</li> </ul>
November		•
December		•
January		<ul style="list-style-type: none"> <li>• Review Awards material on CI website/WCF Awards</li> <li>• Make a list of all Club Presidents, Secretaries, and Award Chairs from CI Website or Secretary</li> <li>• Learn how to order Awards and if needed order blank bannerettes from CI</li> </ul>
February		<ul style="list-style-type: none"> <li>• Contact Club President/Awards chairs to start the process of selection</li> <li>• Let the Clubs know that you will be asking for 3 volunteers to judge Awards – one ‘experienced’ with Awards judging, one new to Awards judging and a third in case of a tie; all from 3 different Clubs</li> </ul>

		<ul style="list-style-type: none"> <li>Let Club know to turn in Awards (triplicate, except bulletins) at the Convention (early Saturday morning) to Awards Lt Governor</li> </ul>
March		<ul style="list-style-type: none"> <li>Follow up emails as needed</li> </ul>
April		<ul style="list-style-type: none"> <li>Follow up emails as needed</li> </ul>
May	<p>Early May</p> <p>May</p>	<ul style="list-style-type: none"> <li>Review past Minutes</li> <li>Prepare Report for Spring Convention</li> <li>Send Report to Secretary to include in Convention package</li> <li>Prepare/Attend Spring Convention. Bring a laptop or computer or ensure access to one in order to judge the Best Website Award at the convention.</li> <li>Accept Awards submissions Saturday morning prior to judging</li> <li>Select Awards Judges (3) from convention floor</li> <li>Facilitate Awards evaluation/presentation; use Certificates</li> <li>Request winning recipients files to be forwarded electronically to Awards Lt Governor to be forwarded to CI</li> <li>Get Governor to sign Awards submissions</li> <li>Submit expenses (see Attachment A)</li> <li>Submit Awards to CI electronically immediately following Convention</li> </ul>
June		<ul style="list-style-type: none"> <li>Send an email to Club Presidents/Secretaries/Awards Chair advising of results and notify them of who is new Awards Lt Governor for next year</li> </ul>
July		<ul style="list-style-type: none"> <li>Attend International Convention if possible</li> </ul>
August		
September		

### 3.1.3. *Lt Governor in Charge of Membership*

- a) Contact each WCF Club President to introduce your role of support to the Clubs, and if requested, contact the member of each Club in charge of Membership at the Club level.
- b) Remain in contact, perhaps bi-monthly, to provide support and encouragement to the Clubs to continue to use the 10 Great People Forms and to hold New Member Nights as per John Keeley's (VP of Membership and New Clubs, CI) email and Membership Package, 2016, CI Website.
- c) Forward any CI material related to Membership or Club Building to each Club President and/or Secretary.

### Calendar of Duties for Lt Governor in Charge of Membership

Month	Date	Task
June		<ul style="list-style-type: none"> <li>Contact Clubs re: Membership support/membership activities update.</li> <li>Review Minutes as circulated by the Secretary</li> </ul>
July		<ul style="list-style-type: none"> <li>Attend International Convention if possible</li> </ul>
August		<ul style="list-style-type: none"> <li></li> </ul>
September		<ul style="list-style-type: none"> <li>Prepare Report for Mid Term Convention</li> <li>Contact Clubs re: Membership support/membership activities update</li> </ul>
October	<p>Early October</p> <p>October</p>	<ul style="list-style-type: none"> <li>Review past Minutes</li> <li>Send Report to Secretary to include in Convention package</li> <li>Contact Clubs re: Membership support/membership activities update</li> <li>Prepare/attend Midterm</li> <li>Submit Expenses (see Attachment A)</li> </ul>

November		<ul style="list-style-type: none"> <li>• Contact Clubs re: Membership support/membership activities update</li> <li>• Review Minutes as circulated by the Secretary</li> </ul>
December		<ul style="list-style-type: none"> <li>•</li> </ul>
January		<ul style="list-style-type: none"> <li>• Contact Clubs re: Membership support/membership activities update</li> </ul>
February		<ul style="list-style-type: none"> <li>•</li> </ul>
March		<ul style="list-style-type: none"> <li>• Contact Clubs re: Membership support/membership activities update</li> </ul>
April		<ul style="list-style-type: none"> <li>• Prepare Report for Annual Convention</li> </ul>
May	<p>Early May</p> <p>May</p>	<ul style="list-style-type: none"> <li>• Review past Minutes</li> <li>• Send Report to Secretary to include in Convention package</li> <li>• Prepare/Attend Spring Convention</li> <li>• Check with Lt Governor in charge of Awards to see if you need to order more awards bannerettes for next year</li> <li>• Submit expenses (see Attachment A)</li> </ul>

### 3.1.4. *Lt Governor in Charge of Conventions*

- a) Contact the President and/or Secretary of each Club that has agreed to host a convention in the upcoming 2 years, immediately following the WCF Annual Convention. Ensure they have a copy of the WCF Constitution and Bylaws (2017) and are aware of their responsibilities for Hosting a Convention as per Bylaw 1: Powers, pp. 8-10. You may also wish to contact the Convention Committee Chair, if one has been appointed, to ensure the necessary material is available.
- b) Assist the Club/Committee to understand their duties and responsibilities as it pertains to Budget for the Convention, possible 'insurance' if desired, and so on. NOTE: As per the Bylaws, the Convention Budget is required to be submitted to first the WCF Board and then again at the Convention prior, to allow for approval and insurance.
- c) Provide support as needed to the Host Club/Committee in the lead up to the Convention to ensure a smooth process.
- d) May choose to use Forms included. (APPENDIX B-1 (May) & APPENDIX B-2 (Fall))

### Calendar of Duties for Lt Governor in Charge of Conventions

Month	Date	Task
June		<ul style="list-style-type: none"> <li>• Review Minutes as circulated by Secretary</li> <li>• Ask Secretary for the Conventions Package, this will include the excel list of all past governors, and past registration forms and agendas for the host club to utilize.</li> </ul>
July		<ul style="list-style-type: none"> <li>• Attend International Convention if possible</li> </ul>
August		<ul style="list-style-type: none"> <li>•</li> </ul>
September		<ul style="list-style-type: none"> <li>• Prepare Report for Mid Term Convention</li> </ul>
October	<p>Early October</p> <p>October</p>	<ul style="list-style-type: none"> <li>• Review past Minutes</li> <li>• Send Report to Secretary to include in Convention package</li> <li>• Contact Club to host next Midterm, to finalize Budget to be presented at next Spring Convention, assist as needed</li> <li>• Prepare/attend Midterm</li> <li>• Submit expenses (see Attachment A)</li> </ul>

November		<ul style="list-style-type: none"> <li>Review Minutes as circulated by Secretary</li> </ul>
December		<ul style="list-style-type: none"> <li></li> </ul>
January		<ul style="list-style-type: none"> <li></li> </ul>
February		<ul style="list-style-type: none"> <li></li> </ul>
March		<ul style="list-style-type: none"> <li></li> </ul>
April		<ul style="list-style-type: none"> <li>Prepare Report for Annual Convention</li> </ul>
May	<p>Early May</p> <p>May</p>	<ul style="list-style-type: none"> <li>Review past Minutes</li> <li>Send Report to Secretary to include in Convention package</li> <li>Contact Club to host next Spring Convention, to finalize Budget to be presented at next Mid Term</li> <li>Prepare/Attend Spring Convention</li> <li>Submit expenses (see Attachment A)</li> </ul>

### 3.1.5. *Lt Governor(s) in Charge of Liaison with WCF Clubs*

- a) Contact each identified WCF Club immediately following the WCF Convention, to provide contact information and support. You may choose to contact both the outgoing and incoming President and Secretary, as some Clubs are still in a state of transition at time of Convention.

#### Calendar of Duties for Lt Governor in charge of Liaison with Clubs

Month	Date	Task
January		<ul style="list-style-type: none"> <li>Contact Club(s) President/Secretary</li> </ul>
February		
March		<ul style="list-style-type: none"> <li>Contact Club(s) President/Secretary</li> </ul>
April		<ul style="list-style-type: none"> <li>Prepare Report for Annual Convention</li> </ul>
May	<p>Early May</p> <p>May</p>	<ul style="list-style-type: none"> <li>Review past Minutes</li> <li>Send Report to Secretary to include in Convention package</li> <li>Prepare/Attend Spring Convention</li> <li>Submit expenses (see Attachment A)</li> </ul>
June		<ul style="list-style-type: none"> <li>Contact Club(s) President/Secretary</li> <li>Review Minutes as circulated by Secretary</li> </ul>
July		<ul style="list-style-type: none"> <li>Attend International Convention if possible</li> </ul>
August		
September		<ul style="list-style-type: none"> <li>Contact Club(s) President/Secretary</li> <li>Prepare Report for Mid Term Convention</li> </ul>
October	<p>Early October</p> <p>October</p>	<ul style="list-style-type: none"> <li>Review past Minutes</li> <li>Send Report to Secretary to include in Convention package</li> <li>Prepare/attend Midterm</li> <li>Submit expenses (see Attachment A)</li> </ul>
November		<ul style="list-style-type: none"> <li>Contact Club(s) President/Secretary</li> <li>Review Minutes as circulated by Secretary</li> </ul>
December		



## 4. Procedures for Western Canada Federation Secretary

- A. Be aware and knowledgeable of the Constitution and Bylaws of the Western Canada Federation (WCF) of Cosmopolitan International (CI), May 2017.
- B. Maintain current list of Club Presidents and Secretaries contact information and circulate to the Presidents and Secretaries (sample included).
- C. Maintain current list of WCF Officers and circulate to the Officers, Presidents, and Secretaries (sample included).
- D. Keep a thorough and accurate record of all WCF meetings and send a copy of the same to the elected Federation Board Members and each member Club within thirty (30) days (Bylaw II, Section 5, WCF Constitution and Bylaws, May 2017).
- E. Perform other duties as are usual to the office, or as may be designated by the Governor, or a Convention (as per Bylaw II, May 2017).
- F. Distribute electronically any information as requested by WCF members/officers to other Club members/officers, such as newsletters, updates, etc.
- G. Distribute email lists as requested by Club members/officers if they choose to communicate directly with Clubs/officers.
- H. Upon ending office, turn over and deliver to their successor in office all records pertaining to the office with in thirty (30) days (as per Bylaw II, May 2017).
- I. As a Federation Officer, the Secretary shall not hold the same office for more than 5 consecutive years (Bylaw II, Section 12, WCF Constitution and Bylaws, May 2017).

### Calendar of Duties for Secretary

Month	Date	Task
June		<ul style="list-style-type: none"> <li>• Fill out form with Federation Officers and send to CI Headquarters (Form on CI Website)</li> <li>• Remind Clubs to send new officers information to CI Headquarters</li> <li>• At the request of the Governor send the Lt. Governor Manual and related materials to the WCF Board</li> </ul>
July		<ul style="list-style-type: none"> <li>• Attend International Convention if possible</li> </ul>
August		
September	Early September	<ul style="list-style-type: none"> <li>• Review Board and President/Secretary contact list and edit/resent to Board if required</li> <li>• Contact Board members and Club Presidents to request Reports be sent to Secretary to prepare package for Midterm Convention</li> <li>• Request Agenda from Governor for Sunday Meeting</li> <li>• Convention Package should include Agenda for Sunday meeting, Minutes, WCF Officer Reports, President Reports</li> </ul>
September continued		
October		<ul style="list-style-type: none"> <li>• Review past Minutes</li> <li>• Prepare package/attend Midterm</li> <li>• Have adequate Anthem/Pledge sheets for each Conference table and circulate prior to meeting</li> <li>• Circulate Roll Call</li> <li>• Prepare WCF Convention Minutes for Sunday Meeting and circulate electronically to Board/Club Presidents within 30 days; include Curling Winners names</li> <li>• Submit expenses (see Attachment A)</li> </ul>
November		
December		

January		
February		
March		
April	First Week	<ul style="list-style-type: none"> <li>• Contact Board members to request Reports be sent to Secretary to prepare package for Spring Convention</li> <li>• Contact current Governor for Agenda for Saturday Meeting, Governor Elect for Agenda for Sunday Meeting</li> <li>• Convention Package should include Agendas for both meetings, Minutes, WCF Officer Reports, President Reports</li> </ul>
May		<ul style="list-style-type: none"> <li>• Review past Minutes</li> <li>• Prepare Convention Package of Reports</li> <li>• Attend Convention</li> <li>• Distribute Convention Package of Reports</li> <li>• Have adequate Anthem/Pledge sheets for each Conference table and circulate prior to meeting</li> <li>• Circulate Roll Call</li> <li>• Collect New Club officer sheets or information; ask Club Presidents to forward if needed</li> <li>• Prepare WCF Convention Minutes for both Meetings (Saturday and Sunday) and circulate electronically to Board/Club Presidents within 30 days; include Award Winners names</li> <li>• Contact Club Presidents that have not forwarded new officers and request update</li> <li>• Prepare new Board Contact List and new President/Secretary List and circulate to Board/Presidents/Secretaries</li> <li>• Submit expenses (see Attachment A)</li> </ul>

## 5. Procedures for Western Canada Federation Treasurer

- A. Be aware and knowledgeable of the Constitution and Bylaws of the Western Canada Federation (WCF) of Cosmopolitan International (CI), May 2017.
- B. Receive all monies due the WCF, and make a prompt deposit in a bank designated by the WCF Board (Bylaw II, Section 6, WCF Constitution and Bylaws, May 2017).
- C. Keep duplicate deposit slips showing all income and make a true and complete record of same (as per Bylaw II, May 2017).
- D. Render a statement to each member of the WCF Board showing the financial status of the WCF (as per Bylaw II, May 2017).
- E. All disbursement cheques will be signed by the Treasurer and either the Governor or the Secretary (as per Bylaw II, May 2017).
- F. Furnish a Bond in at least the amount of \$1, 000, to be increased at the discretion of the WCF Board, and to be paid by the WCF (as per Bylaw II, May 2017).
- G. Records shall be open for inspection by the Audit Committee at all reasonable times (as per Bylaw II, May 2017).
- H. An audit will be arranged by the Treasurer and completed by the Audit Committee sixty (60) days prior to the annual WCF Convention (as per Bylaw II, May 2017).
- I. Upon ending office, turn over and deliver to their successor in office all records pertaining to the office with in thirty (30) days (as per Bylaw II, May 2017). (Archival Files, Current Computer Files, Cheque Book, Deposit Book, Bank Statement File, Expense Receipt File).
- J. Review Financial Statements, Invoices for Dues and Insurance, Revenue and Expense Records with incoming Treasurer.
- K. As a Federation Officer, the Treasurer shall not hold the same office for more than 5 consecutive years (Bylaw II, Section 12, WCF Constitution and Bylaws, May 2017).

### Calendar of Duties for Treasurer

Month	Date	Task
June		<ul style="list-style-type: none"> <li>• Review Minutes as circulated by Secretary</li> <li>• Send reminders to Clubs for any outstanding dues/insurance invoices</li> </ul>
July		<ul style="list-style-type: none"> <li>• Attend International Convention if possible</li> </ul>
August		<ul style="list-style-type: none"> <li>•</li> </ul>
September	September 1 September 30	<ul style="list-style-type: none"> <li>• Issue dues invoices to Clubs</li> <li>• Send reminders of dues</li> </ul>
October	October 7 October 10 3 weeks prior to Convention October (?)	<ul style="list-style-type: none"> <li>• Review past Minutes</li> <li>• Should have Interim Statement completed for Mid Term Convention and circulate to Board for comments</li> <li>• Give to Secretary for inclusion in Convention Package</li> <li>• Prepare/attend Midterm</li> <li>• Present Interim Statement at Mid Term</li> <li>• Submit expenses (see Attachment A)</li> </ul>
November		<ul style="list-style-type: none"> <li>• Review Minutes as circulated by Secretary</li> <li>• Send reminders to Clubs for any outstanding dues invoices</li> </ul>
December		
January		
February		<ul style="list-style-type: none"> <li>• Pay Group Insurance</li> </ul>
March	March 1	<ul style="list-style-type: none"> <li>• Issue dues/insurance invoices</li> </ul>

	March 15	<ul style="list-style-type: none"> <li>• Send reminders to groups re dues/insurance invoices</li> <li>• Complete Audit with Audit Committee and forward to the Board 60 days prior to Convention</li> </ul>
April	April 15	<ul style="list-style-type: none"> <li>• Prepare Annual Statement of Receipts and Disbursements and circulate to Board for comments</li> </ul>
May	May 1	<ul style="list-style-type: none"> <li>• Give Budget to Secretary to include in Convention Package</li> <li>• Review past Minutes</li> <li>• Prepare/Attend Spring Convention</li> <li>• Present Budget and Annual Statement of Receipts and Disbursements</li> <li>• Submit expenses (see Attachment A)</li> </ul>

## 6. Procedures for Western Canada Federation Judge Advocate

- A. Be aware and knowledgeable of the Constitution and Bylaws of the Western Canada Federation (WCF) of Cosmopolitan International (CI), May 2017.
- B. Have jurisdiction in all matters concerning changes or amendments to the WCF Constitution and Bylaws, and rule on all procedure in meetings other than Conventions; assist and advise all member Clubs, and generally represent the WCF (Bylaw II, Section 7, WCF Constitution and Bylaws, May 2017).
- C. Hear and rule on requests as submitted and their decision will be final, unless overruled by the CI Judge Advocate, on proper written appeal, as provided in the CI Constitution and Bylaws (Bylaw II, Section 7, WCF Constitution and Bylaws, May 2017).
- D. Upon ending office ensure the new Judge Advocate has the latest copy of the WCF Bylaws and Constitution (online) and any materials related to the office.
- E. As a Federation Officer, the Judge Advocate shall not hold the same office for more than 5 consecutive years (Bylaw II, Section 12, WCF Constitution and Bylaws May 2017).

### Calendar of Duties for Judge Advocate

Month	Date	Task
June		<ul style="list-style-type: none"> <li>• Review Minutes as circulated by the Secretary</li> </ul>
July		<ul style="list-style-type: none"> <li>• Attend International Convention if possible</li> </ul>
August		
September		
October		<ul style="list-style-type: none"> <li>• Prepare/attend Midterm.</li> <li>• Submit expenses (if approved; see Attachment A)</li> </ul>
November		<ul style="list-style-type: none"> <li>• Review Minutes as circulated by the Secretary</li> </ul>
December		
January		
February		
March		
April		
May		<ul style="list-style-type: none"> <li>• Prepare/Attend Spring Convention</li> <li>• Submit expenses (if approved; see Attachment A)</li> </ul>

## 7. Procedures for Western Canada Federation Past Governor

- A. Be aware and knowledgeable of the Constitution and Bylaws of the Western Canada Federation (WCF) of Cosmopolitan International (CI), May 2017.
- B. Aid in all WCF matters, and be a member of the WCF Board (Bylaw II, Section 9, WCF Constitution and Bylaws, May 2017).
- C. Organize and facilitate WCF Elections to the Board at yearly WCF Conventions.

### Calendar of Duties for Past Governor

Month	Date	Task
June		<ul style="list-style-type: none"> <li>• Review Minutes as circulated by the Secretary</li> </ul>
July		
August		
September		
October		<ul style="list-style-type: none"> <li>• Prepare/attend Midterm</li> <li>• Submit expenses (see Attachment A)</li> </ul>
November		<ul style="list-style-type: none"> <li>• Review Minutes as circulated by the Secretary</li> </ul>
December		
January		
February		<ul style="list-style-type: none"> <li>• Contact potential nominees for open WCF Board positions and confirm present Board member status for continuing to serve</li> </ul>
March		
April		
May		<ul style="list-style-type: none"> <li>• Prepare/Attend Spring Convention</li> <li>• Facilitate Elections</li> <li>• Submit Expenses (see Attachment A)</li> </ul>

## 8. Procedures for Western Canada Federation Trustees (Delegates)

- A. Be aware and knowledgeable of the Constitution and Bylaws of the Western Canada Federation (WCF) of Cosmopolitan International (CI), May 2017.
- B. Each Trustee (Delegate) is elected or appointed by each member Club of WCF, prior to the opening of the annual WCF Convention. If they are to be absent from the Convention Meeting, the Club may substitute another member to serve in this capacity (Bylaw II, Section 8, WCF Constitution and Bylaws, May 2017).
- C. Attend Conventions, be prepared to vote on behalf of your Club, on motions as they arise.

## 9. Procedures for Western Canada Federation Sergeant at Arms

- A. Be aware and knowledgeable of the Constitution and Bylaws of the Western Canada Federation (WCF) of Cosmopolitan International (CI), May 2017.
- B. Are appointed by the Governor and serve in that capacity at Conventions (Bylaw II, Section 10, WCF Constitution and Bylaws, May 2017).

### Calendar of Duties for Sergeant at Arms

Month	Date	Task
June		
July		
August		
September		
October		<ul style="list-style-type: none"> <li>• Prepare/attend Midterm.</li> <li>• Compile report of funds raised, present to Mid Term</li> </ul>
November		
December		
January		
February		
March		
April		
May		<ul style="list-style-type: none"> <li>• Prepare/Attend Spring Convention</li> <li>• Compile report of funds raised, present to Convention</li> </ul>

## 10. Master Calendar: Duties for All WCF Board Members

Position	Month	Task
Governor	June	<ul style="list-style-type: none"> <li>Review Minutes of Annual Convention, as distributed by Secretary.</li> <li>Advise Secretary to send WCF Lt. Governor Manual &amp; Related Materials to the WCF Board</li> </ul>
Governor Elect	June	<ul style="list-style-type: none"> <li>Review Minutes of Annual Convention, as distributed by Secretary</li> </ul>
Lt. Governor Awards	June	<ul style="list-style-type: none"> <li>Send an email to Club Presidents/Secretaries/Awards Chair advising of results and notify them of who is new Awards Lt Governor for next year</li> </ul>
Lt Governor Membership	June	<ul style="list-style-type: none"> <li>Contact Clubs re: Membership support/membership activities update.</li> <li>Review Minutes as circulated by the Secretary</li> </ul>
Lt Governor Conventions	June	<ul style="list-style-type: none"> <li>Review Minutes as circulated by Secretary</li> </ul>
Lt Governor Liaison with Clubs	June	<ul style="list-style-type: none"> <li>Contact Clubs President/Secretary</li> <li>Review Minutes as circulated by the Secretary</li> </ul>
Secretary	June	<ul style="list-style-type: none"> <li>Fill out form with Federation Officers and send to CI Headquarters (Form on CI Website)</li> <li>Remind Clubs to send new officers' information to CI Headquarters</li> <li>At the request of the Governor send the Lt. Governor Manual and Related Materials to the WCF Board</li> </ul>
Treasurer	June	<ul style="list-style-type: none"> <li>Review Minutes as circulated by Secretary</li> <li>Send reminders to Clubs for any outstanding dues/insurance invoices</li> </ul>
Judge Advocate	June	<ul style="list-style-type: none"> <li>Review Minutes as circulated by the Secretary</li> </ul>
Past Governor	June	<ul style="list-style-type: none"> <li>Review Minutes as circulated by the Secretary</li> </ul>

Governor	July	<ul style="list-style-type: none"> <li>Attend International Convention</li> </ul>
Governor Elect	July	<ul style="list-style-type: none"> <li>Attend International Convention</li> </ul>
Lt. Governor Awards	July	<ul style="list-style-type: none"> <li>Attend International Convention if possible</li> </ul>
Lt Governor Membership	July	<ul style="list-style-type: none"> <li>Attend International Convention if possible</li> </ul>
Lt Governor Conventions	July	<ul style="list-style-type: none"> <li>Attend International Convention if possible</li> </ul>
Lt Governor Liaison with Clubs	July	<ul style="list-style-type: none"> <li>Attend International Convention if possible</li> </ul>
Secretary	July	<ul style="list-style-type: none"> <li>Attend International Convention if possible</li> </ul>
Treasurer	July	<ul style="list-style-type: none"> <li>Attend International Convention if possible</li> </ul>
Judge Advocate	July	<ul style="list-style-type: none"> <li>Attend International Convention if possible</li> </ul>

	August	

Governor	September	<ul style="list-style-type: none"> <li>Prepare Report for Mid Term Convention</li> </ul>
Governor Elect	September	<ul style="list-style-type: none"> <li>Review WCF Board Member Manual for new Lt Governor/edit as needed</li> </ul>
Lt Governor Membership	September	<ul style="list-style-type: none"> <li>Prepare Report for Mid Term Convention</li> <li>Contact Clubs re: Membership support/membership activities update</li> </ul>
Lt Governor Conventions	September	<ul style="list-style-type: none"> <li>Prepare Report for Mid Term Convention</li> </ul>



Lt Governor Liaison with Clubs	September	<ul style="list-style-type: none"> <li>• Prepare Report for Mid Term Convention</li> <li>• Contact Clubs President/Secretary</li> </ul>
Secretary	September	<ul style="list-style-type: none"> <li>• Review Board and President/Secretary contact list and edit/resend to Board if required.</li> <li>• Contact Board members and Club Presidents to request Reports be sent to Secretary to prepare package for Midterm Convention</li> <li>• Request Agenda from Governor for Sunday Meeting</li> <li>• Convention Package should include Agenda for Sunday meeting, Minutes, WCF Officer Reports, President Reports</li> </ul>
Secretary con't	September	
Treasurer	September 1 September 30	<ul style="list-style-type: none"> <li>• Issue dues invoices to Clubs</li> <li>• Send reminders of dues</li> </ul>

Governor	October	<ul style="list-style-type: none"> <li>• Review past minutes, set Agenda for meeting.</li> <li>• Send Agenda and Report to Secretary to be included in Convention package.</li> <li>• Prepare/attend Midterm.</li> <li>• Submit expenses (see Attachment A)</li> <li>• Review Minutes of Annual Convention, as distributed by Secretary</li> </ul>
Governor Elect	October	<ul style="list-style-type: none"> <li>• Review past Minutes.</li> <li>• Prepare Report for Mid Term Convention</li> <li>• Send Report to Secretary to include in Convention package.</li> <li>• Prepare/attend Midterm.</li> <li>• Submit expenses (see Attachment A)</li> </ul>
Lt. Governor Awards	October	<ul style="list-style-type: none"> <li>• Review past Minutes.</li> <li>• Prepare Report for Mid Term Convention</li> <li>• Send Report to Secretary to include in Convention package.</li> <li>• Prepare/attend Midterm.</li> <li>• Submit expenses (see Attachment A)</li> </ul>
Lt Governor Membership	October	<ul style="list-style-type: none"> <li>• Review past Minutes.</li> <li>• Send Report to Secretary to include in Convention package.</li> <li>• Contact Clubs re: Membership support/membership activities update.</li> <li>• Prepare/attend Midterm.</li> <li>• Submit Expenses (see Attachment A)</li> </ul>
Lt Governor Conventions	October	<ul style="list-style-type: none"> <li>• Review past Minutes.</li> <li>• Send Report to Secretary to include in Convention package.</li> <li>• Prepare/attend Midterm.</li> <li>• Contact Club to host next Midterm, to finalize Budget to be presented at next Spring Convention, assist as needed.</li> <li>• Submit expenses (see Attachment A)</li> </ul>
Lt Governor Liaison with Clubs	October	<ul style="list-style-type: none"> <li>• Review past Minutes.</li> <li>• Send Report to Secretary to include in Convention package.</li> <li>• Prepare/attend Midterm.</li> <li>• Submit expenses (see Attachment A)</li> </ul>
Secretary	October	<ul style="list-style-type: none"> <li>• Review past Minutes.</li> <li>• Prepare package/attend Midterm.</li> <li>• Have adequate Anthem/Pledge sheets for each Conference table and circulate prior to meeting.</li> <li>• Circulate Roll Call</li> </ul>
Secretary con't	October	

		<ul style="list-style-type: none"> <li>• Prepare WCF Convention Minutes for Sunday Meeting and circulate electronically to Board/Club Presidents within 30 days; include Curling Winners names.</li> <li>• Submit expenses (see Attachment A)</li> </ul>
Treasurer	October 7  3 weeks prior to convention October?	<ul style="list-style-type: none"> <li>• Review past Minutes.</li> <li>• Should have Interim Statement completed for Mid Term Convention and circulate to Board for comments.</li> <li>• Give to Secretary for inclusion in Convention Package</li> <li>• Prepare/attend Midterm.</li> <li>• Present Interim Statement at Mid Term</li> <li>• Submit expenses (see Attachment A)</li> </ul>
Judge Advocate	October	<ul style="list-style-type: none"> <li>• Prepare/attend Midterm.</li> <li>• Submit Expenses (see Attachment A)</li> </ul>
Past Governor	October	<ul style="list-style-type: none"> <li>• Prepare/attend Midterm.</li> <li>• Submit Expenses (see Attachment A)</li> </ul>
Sgt At Arms	October	<ul style="list-style-type: none"> <li>• Prepare/attend Spring Convention</li> <li>• Compile Report of funds raised; present to Mid Term</li> </ul>

Governor	November	<ul style="list-style-type: none"> <li>• Review Minutes of Annual Convention, as distributed by Secretary</li> </ul>
Governor Elect	November	<ul style="list-style-type: none"> <li>• Review Minutes of Annual Convention, as distributed by Secretary</li> </ul>
Lt Governor Membership	November	<ul style="list-style-type: none"> <li>• Contact Clubs re: Membership support/membership activities update.</li> <li>• Review Minutes as circulated by the Secretary</li> </ul>
Lt Governor Conventions	November	<ul style="list-style-type: none"> <li>• Review Minutes of Annual Convention, as distributed by Secretary</li> </ul>
Lt Governor Liaison with Clubs	November	<ul style="list-style-type: none"> <li>• Contact Clubs President/Secretary</li> <li>• Review Minutes as circulated by the Secretary</li> </ul>
Treasurer	November	<ul style="list-style-type: none"> <li>• Review Minutes as circulated by Secretary.</li> <li>• Send reminders to Clubs for any outstanding dues invoices</li> </ul>
Judge Advocate	November	<ul style="list-style-type: none"> <li>• Review Minutes as Circulated by the Secretary</li> </ul>
Past Governor	November	<ul style="list-style-type: none"> <li>• Review Minutes as Circulated by the Secretary</li> </ul>

	December	
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Governor	January	<ul style="list-style-type: none"> <li>• Interim WCF Board Meeting , if required</li> <li>• Order gavel for the upcoming Governor.</li> </ul>
Lt. Governor Awards	January	<ul style="list-style-type: none"> <li>• Review Awards material on CI website/WCF Awards</li> <li>• Make a list of all Club Presidents, Secretaries, and Award Chairs from CI Website or Secretary</li> <li>• Learn how to order Awards and if needed order blank bannerettes from CI</li> </ul>
Lt. Governor Membership	January	<ul style="list-style-type: none"> <li>• Contact Clubs re Membership support/membership activities update</li> </ul>
Lt Governor Liaison with Clubs	January	<ul style="list-style-type: none"> <li>• Contact Clubs President/Secretary</li> </ul>

Lt. Governor Awards	February	<ul style="list-style-type: none"> <li>• Contact Club President/Awards chairs to start the process of selection.</li> <li>• Let the Clubs know that you will be asking for 3 volunteers to judge Awards – one ‘experienced’ with Awards judging, one new to Awards judging and a third in case of a tie; all from 3 different Clubs</li> <li>• Let Club know to turn in Awards (triplicate, except bulletins) at the Convention (early Saturday morning) to Awards Lt Governor</li> </ul>
Treasurer	February	<ul style="list-style-type: none"> <li>• Pay Group Insurance</li> </ul>
Past Governor	February	<ul style="list-style-type: none"> <li>• Contact potential nominees for open WCF Board positions and confirm present Board member status for continuing to serve</li> </ul>

Governor	March	<ul style="list-style-type: none"> <li>• Attend CI Board Meeting</li> </ul>
Governor Elect	March	<ul style="list-style-type: none"> <li>• Attend CI Board Meeting/Governor Elect Training</li> <li>• Contact WCF Board Officers that are ending Years of Service, clarify their wishes for Recognition.</li> <li>• Organize recognition (ring/donation/brick) as per wishes, to be ready for Annual Convention presentation</li> </ul>
Lt. Governor Awards	March	<ul style="list-style-type: none"> <li>• Follow up emails as needed</li> </ul>
Lt Governor Membership	March	<ul style="list-style-type: none"> <li>• Contact Clubs re Membership support/membership activities update</li> </ul>
Lt Governor Liaison with Clubs	March	<ul style="list-style-type: none"> <li>• Contact Clubs President/Secretary</li> </ul>
Treasurer	March 1 March 15 March 30	<ul style="list-style-type: none"> <li>• Issue dues/insurance invoices</li> <li>• Prepare Budget for Annual Convention and distribute Budget to Board for comments.</li> <li>• Send reminders to groups re dues/insurance invoices</li> </ul>

Governor	April	<ul style="list-style-type: none"> <li>• Prepare Agenda and Report for Spring Convention</li> </ul>
Governor Elect	April	<ul style="list-style-type: none"> <li>• Prepare Agenda and Report for Spring Convention</li> </ul>
Lt. Governor Awards	April	<ul style="list-style-type: none"> <li>• Follow up emails as needed</li> </ul>
Lt Governor Membership	April	<ul style="list-style-type: none"> <li>• Prepare Report for Annual Convention</li> </ul>
Lt Governor Conventions	April	<ul style="list-style-type: none"> <li>• Prepare Report for Annual Convention</li> </ul>
Lt Governor Liaison with Clubs	April	<ul style="list-style-type: none"> <li>• Prepare Report for Annual Convention</li> </ul>
Secretary	April	<ul style="list-style-type: none"> <li>• Contact Board members to request Reports be sent to Secretary to prepare package for Spring Convention</li> <li>• Contact current Governor for Agenda for Saturday Meeting, Governor Elect for Agenda for Sunday Meeting</li> <li>• Convention Package should include Agendas for both meetings, Minutes, WCF Officer Reports, President Reports</li> </ul>
Treasurer	April	<ul style="list-style-type: none"> <li>• Prepare Annual Statement of Receipts and Disbursements and circulate to Board for comments</li> </ul>

Governor	May	<ul style="list-style-type: none"> <li>• Review past minutes; set Agenda for Saturday meeting.</li> <li>• Send Agenda and Report to Secretary to be included in Convention package.</li> <li>• Prepare/Attend Spring Convention</li> <li>• Submit expenses (see Attachment A)</li> </ul>
Governor Elect	Early May  May	<ul style="list-style-type: none"> <li>• Review past Minutes.</li> <li>• Send Agenda for Sunday Meeting and Report to Secretary to include in Convention package.</li> <li>• Prepare/Attend Spring Convention</li> <li>• Present Years Of Service Recognition</li> <li>• Submit expenses (see Attachment A)</li> <li>• Email/send WCF Board Member Manual to newly elected Lt Governor</li> </ul>
Lt. Governor Awards	May	<ul style="list-style-type: none"> <li>• Review past Minutes.</li> <li>• Prepare Report for Spring Convention</li> <li>• Send Report to Secretary to include in Convention package.</li> <li>• Prepare/Attend Spring Convention. Bring a laptop or computer or ensure access to one in order to judge the Best Website Award at the convention.</li> <li>• Accept Awards submissions Saturday morning prior to judging.</li> <li>• Select Awards Judges (3) from convention floor.</li> <li>• Facilitate Awards evaluation/presentation, using Certificates.</li> <li>• Request winning recipients' files to be forwarded electronically to Awards Lt Governor to be forwarded to CI</li> <li>• Get Governor to sign Awards submissions.</li> <li>• Submit expenses (see Attachment A)</li> <li>• Submit Awards to CI electronically immediately following Convention</li> </ul>
Lt Governor Membership	May	<ul style="list-style-type: none"> <li>• Review past Minutes.</li> <li>• Send Report to Secretary to include in Convention package.</li> <li>• Prepare/Attend Spring Convention</li> <li>• Check with Lt Governor in charge of awards to see if you need to order more awards bannerettes for next year.</li> <li>• Submit expenses (see Attachment A)</li> </ul>
Lt Governor Conventions	May	<ul style="list-style-type: none"> <li>• Review past Minutes.</li> <li>• Send Report to Secretary to include in Convention package.</li> <li>• Prepare/Attend Spring Convention</li> <li>• Contact Club to host next Spring Convention, to finalize Budget to be presented at next Mid Term</li> <li>• Submit expenses (see Attachment A)</li> </ul>
Lt Governor Liaison with Clubs	May	<ul style="list-style-type: none"> <li>• Review past Minutes.</li> <li>• Send Report to Secretary to include in Convention package.</li> <li>• Prepare/Attend Spring Convention</li> <li>• Submit expenses (see Attachment A)</li> </ul>
Secretary	May	<ul style="list-style-type: none"> <li>• Review past Minutes.</li> <li>• Prepare Convention Package of Reports</li> <li>• Attend Convention</li> <li>• Distribute Convention Package of Reports</li> <li>• Have adequate Anthem/Pledge sheets for each Conference table and circulate prior to meeting.</li> <li>• Circulate Roll Call</li> <li>• Collect New Club officer sheets or information; ask Club Presidents to forward if needed.</li> </ul>

		<ul style="list-style-type: none"> <li>• Prepare WCF Convention Minutes for both Meetings (Saturday and Sunday) and circulate electronically to Board/Club Presidents within 30 days; include Award Winners names.</li> <li>• Contact Club Presidents that have not forwarded new officers and request update.</li> <li>• Prepare new Board Contact List and new President/Secretary List and circulate to Board/Presidents/Secretaries</li> <li>• Submit expenses (see Attachment A)</li> </ul>
Treasurer	May 1	<ul style="list-style-type: none"> <li>• Give Budget to Secretary to include in Convention Package</li> <li>• Review past Minutes.</li> <li>• Prepare/Attend Spring Convention</li> <li>• Present Budget and Annual Statement of Receipts and Disbursements</li> <li>• Submit expenses (see Attachment A)</li> </ul>
Judge Advocate	May	<ul style="list-style-type: none"> <li>• Prepare/attend Spring Convention</li> <li>• Submit expenses (see Attachment A)</li> </ul>
Past Governor	May	<ul style="list-style-type: none"> <li>• Prepare/Attend Spring Convention</li> <li>• Facilitate Elections</li> <li>• Submit Expenses (see Attachment A)</li> </ul>
Sgt at Arms	May	<ul style="list-style-type: none"> <li>• Prepare/attend Spring Convention</li> <li>• Compile Report of funds raised; present to Convention</li> </ul>

## ***APPENDIX “A”: GUIDELINES FOR W.C.F. BOARD MEMBER REIMBURSEMENTS***

### **Governor**

1. Expenses to July International Convention (following election), International Interim Board Meeting (Feb.) for travel, hotel, registration if not paid by the individual’s club or International.
2. Travel expenses to W.C.F. meetings as per Bylaws.
3. Travel expense and direct cost for club visits, club training or club building sessions only, for official visitation or other visits at the invitation of a club. Clubs must follow proper protocol and pay for the Governor’s hotel room.
4. If the Governor travels by car to International, reimbursement for mileage will be at the rate of \$0.25 per kilometer.
5. Maximum annual expenses not to exceed \$3,600

### **Governor-Elect:**

1. Travel expenses to W.C.F. meetings as per Bylaws.
2. Direct costs of club visit if not paid by the club visited.
3. Maximum annual expenses not to exceed \$600.

### **Past Governor**

1. Expenses to clubs or events as requested by the Governor.
2. Maximum annual expenses not to exceed \$300.

### **Lieutenant –Governors:**

1. Expenses to W.C.F. meetings including travel and accommodation (excluding registration). Direct costs of club visit if not paid by the club visited.
2. Maximum annual expenses not to exceed \$900. This amount to be divided by three Lieutenant-Governors as required.

### **Secretary / Treasurer / Judge Advocate**

1. Expenses to W.C.F. meetings including travel and accommodation (excluding registration).
2. Maximum annual expenses not to exceed \$300 per position.

### **Notes:**

1. Invoices/receipts must be supplied to qualify for reimbursement.
2. Meals are not to be included for reimbursement.
3. Maximum allowable expenses must not be exceeded without prior approval of the Board.
4. All expenses are to be turned in to the Treasurer for payment within one month of expense being incurred.
5. All expenses to be reported on Expense Statement Form

*Updated April 19, 2018*

**Western Canada Federation  
Cosmopolitan International  
Expense Statement**

**Submit To:** Treasurer  
3434 Abor Grove Dr  
Regina, SK S4V 2N8

**Email:** [keith.shepherd@sasktel.net](mailto:keith.shepherd@sasktel.net)

**Purpose:** \_\_\_\_\_

**Location(s):** \_\_\_\_\_ **Date** \_\_\_\_\_

EXPENSE CATEGORY	DETAIL	AMOUNT
AIRFARE		
VEHICLE EXPENSE (0.25/KM)		
HOTEL:		
MEALS:		
OTHER EXPENSES(Indicate Type)		
NOTE: RECEIPTS REQUIRED FOR ALL EXPENSES	SUBTOTAL	
	LESS ADVANCE	
	TOTAL	

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

\_\_\_\_\_ **POSITION** \_\_\_\_\_

**DATE OF PAYMENT** \_\_\_\_\_ **CHEQUE NO.** \_\_\_\_\_

## APPENDIX “B-1”: WCF MAY CONVENTION CHECK LIST

Check list First contact 1 year before; Second – 6 months before (or sooner)

**NOTE: Will need to contact sooner regarding Budget/Insurance to be ready for Convention Prior to their event.**

CATEGORY	1 <sup>ST</sup>	2 <sup>ND</sup>	DETAILS
<b>FINANCE</b>			Budget Set
			Budget sent to WCF Board (Convention Prior to This One)
			Asking WCF for financial insurance
			<input type="checkbox"/> YES
			<input type="checkbox"/> NO
<b>HOTEL</b>			Hotel Booked
			Price of Rooms
			Hotel rooms booked in a block for guest up to 1 month ahead.
			Meeting room booked
			Room for Awards Judging
			Meals arranged
			Place to hang banners
			A room booked for International Rep with Wine/Fruit Basket
			A room booked for the Governor
		A room booked for the Governor Elect	
<b>REGISTRATION</b>			Notice Sent Out
			Cost Per Registration
			Early Bird Cut-off Amount
			Late Registration Amount
			Name Tags
			Name Tags marked for Delegate Status
<b>WCF MEETING NEEDS</b>			A room with a microphone
			A bell for the Governor
			All the flags
			Head table for Board
<b>ACTIVITIES</b>			Friday Night Entertainment – Greet & Meet
			Saturday Night
			Transportation to and from the event center. (if needed)
			Educational Component Included (Clubs choice on this, but they can ask the board to assist or present this)



## APPENDIX “B-2”: WCF MID-TERM CONVENTION CHECK LIST

Check list First contact 1 year before; Second – 6 months before (or sooner)

CATEGORY	1 <sup>ST</sup>	2 <sup>ND</sup>	DETAILS
<b>FINANCE</b>			Budget Set
			Budget sent to WCF Board (Convention Prior to This One)
			Asking WCF for financial insurance
			<input type="checkbox"/> YES
			<input type="checkbox"/> NO
<b>HOTEL</b>			Hotel Booked
			Price of Rooms
			Hotel rooms booked in a block for guest
			Meeting room booked
			Meals arranged
			Place to hang banners
			A room booked for International Rep
			A room booked for the Governor
<b>REGISTRATION</b>			Notice Sent Out
			Cost Per Registration
			Early Bird Cut-off Amount
			Late Registration Amount
			Name Tags
			Name Tags marked for Delegate Status
<b>WCF MEETING NEEDS</b>			A room with a microphone
			A bell for the Governor
			All the flags
			Head table for Board
<b>ACTIVITIES</b>			Curling rink booked
			Calcutta set up
			Prizes
			Trophies located
			Wakey-Wakey
			Gift for International Rep
			Transportation to and from the event center. (if needed)
			Educational Component Included (Clubs choice on this, but they can ask the board to assist or present this)



## APPENDIX "D": WCF FEDERATION OFFICERS

Name	Address	Contact #'s	Email	Position
		H: C: W:		Governor
		H: C: W:		Governor Elect  Communications
		H: C: W:		Lt. Governor  Awards & Liaison Alberta Clubs
		H: C: W:		Lt. Governor  Membership & Liaison Saskatchewan Clubs
		H: C: W:		Lt. Governor  Conventions & Liaison Manitoba Club
		H: C: W:		Secretary
		H: C: W:		Treasurer
		H: C: W:		Judge Advocate
		H: C: W:		Past Governor  Elections & Board Nominations

## APPENDIX "E": WCF CLUB EXECUTIVES

<p><b><u>Cosmopolitan Club of Calgary</u></b>  <b>President:</b></p> <p><b>Secretary:</b></p>	<p>Home Work Cell</p> <p>Home Work Cell</p>	<p>email</p> <p>email</p>
<p><b><u>Cosmopolitan Couples Club of Saskatoon</u></b>  <b>President:</b></p> <p><b>Secretary:</b></p>	<p>Home Work Cell</p> <p>Home Work Cell</p>	<p>Email</p> <p>email</p>
<p><b><u>Edmonton Cosmopolitan Club</u></b>  <b>President:</b></p> <p><b>Secretary:</b></p>	<p>Home Work Cell</p> <p>Home Work Cell</p>	<p>email</p> <p>email</p>
<p><b><u>PA Cosmopolitan Club</u></b>  <b>President:</b></p> <p><b>Secretary:</b></p>	<p>Home Work Cell</p> <p>Home Work Cell</p>	<p>Email</p> <p>email</p>
<p><b><u>Regina Cosmopolitan Club</u></b>  <b>President:</b></p> <p><b>Secretary:</b></p>	<p>Home Work Cell</p> <p>Home Work Cell</p>	<p>email</p> <p>email</p>
<p><b><u>St Albert Cosmopolitan Club</u></b>  <b>President:</b></p> <p><b>Secretary:</b></p>	<p>Home Work Cell</p> <p>Home Work Cell</p>	<p>email</p> <p>email</p>

<b><u>Wascana Cosmopolitan Club</u></b>		
<b>President:</b>	Home Work Cell	<b>email</b>
<b>Secretary:</b>	Home Work Cell	<b>email</b>
<b><u>Winnipeg Cosmopolitan Club</u></b>		
<b>President:</b>	Home Work Cell	<b>email</b>
<b>Secretary:</b>	Home Work Cell	<b>email</b>