

The College of Massage Therapists of British Columbia

Remuneration Policy – Board and Committee Members

Purpose:

The purpose of this policy is to ensure a consistent and transparent approach to remuneration payable to elected and appointed board and committee members. It affirms the importance and professional nature of the work performed by board and committee members and recognizes the member’s commitment to protecting the public interest, fiscal stewardship and making a positive difference to the profession.

Applicable to:

- Elected and appointed Board members
- Appointed Committee members

General:

Remuneration to Board and Committee members is subject to *Canada Pension Plan* contributions and income tax deductions. Therefore, the Board/Committee member must provide their *Social Insurance Number* and bank information to the College. The College uses Ceridian to process remuneration to Board and Committee members. Remuneration payable to Board and Committee members is processed twice a month: on the 15th of each month and the last day of the month. At the end of the calendar year, each Board and Committee member will receive a *Statement of Earnings* for inclusion in their annual income tax return.

Authorization & Approval:

Remunerable time shall be authorized by the Board Chair for Board activities or the Committee Chair for Committee activities and documented in the minutes of each meeting. The staff person supporting the Board or Committee Chair will ensure that the authorized hours of remuneration are sent the Director, Finance & Operations immediately after the meeting for processing.

Rates:

Full day meeting – 6 hours or more	\$350.00 per diem (Maximum)
Less than 6 hours	\$ 40.00 per hour

Allowable remunerable inclusions:

- The Chair may approve a reasonable amount of preparation time for each meeting or activity. This decision will be decided at the conclusion of the meeting and documented in the minutes of the meeting.
- Compulsory training.
- Where a Board or Committee member receives a full per Diem remuneration (either for a single day or for multiple days), travel time is not remunerable. In other circumstances, travel time may be remunerable at the discretion of the Board or Committee chairs, exercised in consultation with the Registrar.

Remuneration exclusions:

- Attendance at conferences.
- Travel time to and from meetings.

Date of Board approval: August 9, 2017

Effective date: December 1, 2017