

PATHWAYS ABILITIES SOCIETY

PROCEDURE: MEMBERSHIP

Applies to: Board of Directors, Members, Volunteers and All Personnel

Original Effective Date: November 22, 2004

Effective Date: November 8, 2021

Replaces Procedure Dated: April 30, 2014

Membership forms received by Mail or in Person

1. The executive director or designate:

- Processes the membership application.
- Add the person's information to the membership list.
- Notifies the Community Placement Developer (CPD) of the person's address to add to the mailing list.
- Provides the board of directors with the member's information for their final approval at the next regularly scheduled board meeting.

Memberships at the AGM

1. The executive director or designate:

- Has the person complete a membership form in its entirety.
- If the person makes a donation, attaches the donation to the membership form.
- Files the membership form and money in the cashbox.
- Upon completion of the AGM, totals the donations. The total should correspond with the cash/ cheques on hand and the amount(s) specified on the forms.
- Completes the tax receipt and thank you letters, itemizes all monies received and provides the administration department with the cash and/or cheques and copy of the tax receipt.
- Adds the pertinent information to the membership list and notifies the CPD if an address needs to be added to the mailing list.
- Provides the board of directors with the member's information for their final approval at the next regularly scheduled board meeting.