

**Victoria Grandmothers for Africa
Structure and Policies
2023 Revisions
Draft 6 September 17, 2023**

2023 Review group:

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About Victoria Grandmothers for Africa

The Victoria Grandmothers for Africa (VG4A) is currently a group of over 100 women who are part of the Grandmothers to Grandmothers Campaign of the Stephen Lewis Foundation (SLF). The campaign's purpose is to increase awareness, build solidarity, and raise funds for community-led organizations (CLOs) in sub-Saharan Africa. These CLOs support grandmothers in Africa and their communities and amplify their voices and expertise as they work to build a healthy future for children whose parents died of AIDS.

The SLF started the Grandmothers Campaign in 2006 in Canada in response to the emerging crisis faced by grandmothers in Africa. It's now an international movement of thousands in Canada, Australia, the United Kingdom, and the United States.

At the first international gathering of grandmothers in Toronto in 2006, grandmothers in Canada made a commitment to grandmothers in Africa and the world: **"we will not rest until they can rest."** Thousands of grandmothers and *grandothers* are more committed than ever to this goal.

Our values

We strive to reflect our values in all our endeavours: collaboration, inclusiveness, cooperation, transparency, democratic process, and acceptance of new ideas.

The purpose of this document

This document will be useful to:

- Prospective and new members wanting to learn more about us
- Current members and leaders looking for information on our policies and processes
- Members looking for information on leadership positions in VG4A

This document is divided into two parts:

- **Part 1** describes our governing structure, leadership positions, and how we conduct our affairs.
- **Part 2** contains policies, guidelines, and procedures pertaining to our finances and activities and provides more information about how we conduct our affairs.

Part 1: How we govern and organize ourselves

Who can participate in VG4A

Anyone who supports the purpose of the Grandmothers to Grandmothers Campaign and VG4A values is eligible to join us. Most members are grandmothers—but this is not a requirement. We refer to members who are not grandmothers as *grandothers*.

We have two types of participation:

1. Members who pay the annual membership fee of \$30, which entitles them to fully participate in our activities.

2. Supporters who are interested in VG4A and believe in what we do but do not want to be members. Some people who no longer want to be or are unable to be active members become supporters. People who ask to be put on our list of supporters receive email invitations to special VG4A events. Supporters may sponsor VG4A members in fundraising activities such as walks and cycle tours. Sometimes we may ask some supporters to help at special events.

Membership information

The membership chair and co-chair manage and maintain the member and supporter contact information. VG4A is committed to safeguarding the personal information entrusted to us by our members and supporters. We collect only the personal information that we need for you to become a member of VG4A, maintain your membership, and participate in our fundraising, educational, and social activities. For more information on how we protect members’ personal information, please see the VG4A statement on the protection of privacy on page 14.

Our governing structure

Overview

Figure 1 shows the structure we use to govern ourselves and organize our activities.

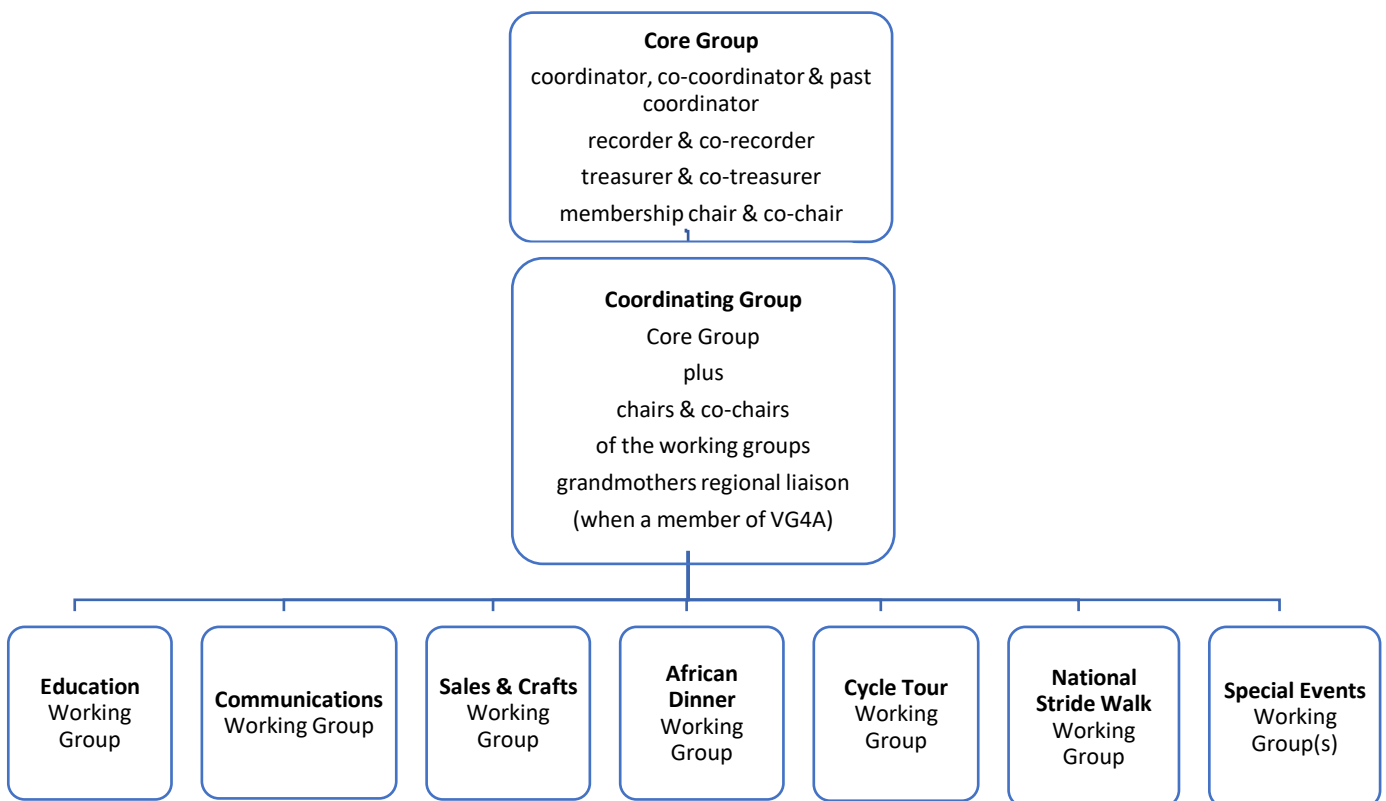


Figure 1: Overview of Victoria Grandmothers for Africa (VG4A)

The Cycle Tour is our major annual fundraiser; we often but not always alternate African Dinner and Stride Walk as our second major annual fundraiser. We strike a working group under the auspices of Special Events when that decision is made.

Everything we do is accomplished through volunteer labour; we do not receive any remuneration for what we do as members and leaders of VG4A.

Core Group

The Core Group:

- Provides leadership to VG4A members
- Makes decisions that are time-sensitive between meetings of the Coordinating Group and general meetings

These are the positions in the Core Group:

- Coordinator, co-coordinator, and the immediate past coordinator
- Recorder and co-recorder
- Treasurer and co-treasurer
- Membership chair and membership co-chair

The coordinator coordinates the work and activities of VG4A, with the assistance and support of the co-coordinator and past coordinator.

We expect the coordinator and chairs of working groups to be available to perform the tasks associated with their positions during their terms of office. If any temporarily leave their posts (e.g., to go travelling), they must ensure that other members of the Coordinating Group and working groups are informed and that replacements are identified.

The roles and responsibilities of the Core Group are ongoing and important to VG4A's success. We encourage Core Group members to limit their involvement to a non-leadership role in one working group to keep their workloads manageable. The coordinator does not chair or co-chair any working groups, but she may participate in working groups if she feels she has time. For a list of the duties of the positions that make up the Core Group, see Appendix 1.

Coordinating Group

The Coordinating Group consists of the Core Group and the chairs and co-chairs of our working groups. (Information on the working groups is in the next section on page 7.) It meets five times per year, not in the same month as a general meeting, or at the call of the coordinator. If neither the chair nor the co-chair of a working group can attend a Coordinating Group meeting, they send a written report.

The primary duties of the Coordinating Group are to:

- Make decisions as necessary between general meetings.
- Review submissions for fundraising events from members using VG4A's criteria for fundraising events. (See page 14 for the criteria.)
- Approve transfers of funds from VG4A to the SLF.
- Review and make decisions on requests to use funds raised by membership dues.
- Update the Structure and Policies document bi-annually, if needed. Ideally, the updated document is approved at a general meeting in June.
- Prepare and submit reports for general meetings and attend these meetings.

Working groups

We have two types of working groups:

1. **Ongoing:** Education, Sales and Crafts, Communications, and Cycle Tour
2. **Special Events:** African Dinner, National Stride Walk, and other special events (which are formed as needed)

We encourage all members to join at least one working group. We value all our efforts, whether we are raising awareness by participating in the Education Working Group, raising funds by making crafts as part of the Sales and Crafts Working Group, or planning an event.

Working groups are accountable to the Coordinating Group and the general membership. Each working group selects a chair and co-chair from its members, either by asking for volunteers or by election. These positions do not have fixed terms but are usually reviewed each year. Some groups also select a bookkeeper who reports to the VG4A treasurer. The chair and co-chair are members of the Coordinating Group, but only one usually attends meetings. If both attend only one has a vote.

The primary duties of our working groups are to:

- Work to achieve their agreed-upon objectives.
- Present any new objectives and recommendations to the Coordinating Group for approval. If approved by the Coordinating Group, present them to the next general meeting for ratification by the members.
- Communicate information about coming events.
- Produce and circulate a participant evaluation after each major event. Make the evaluation results available to members.
- Prepare a report outlining any major events, decisions, and action items and submit it to the coordinator before each general meeting.
- Take minutes of working group meetings.
- Keep the website page for the working group up to date.

Election of the Core Group

Who is eligible for office

We hold elections at our annual general meeting (AGM) in February. Any member who has paid their annual fees for the current year may run for a position on the Core Group.

Terms of office

We have chosen terms of office that provide members with a period of mentorship before they assume all the duties of a position. This also facilitates sharing of the workload and continuity of the work.

Let's look at an example to see how this works. A member interested in the position of recorder would stand for the position of co-recorder at the AGM. She would hold that position for one year during which she would learn the job from the current recorder. The next year, after the AGM, she would automatically assume the position of recorder. This is the same for the position of coordinator, except that when she completes her year as coordinator, she remains on the Core Group as the past coordinator.

The positions of treasurer, co-treasurer, membership chair, and membership co-chair work the same way except these positions are for two years. In effect, this means that the people who run for treasurer and

membership chair are in office for four years—two years as co-treasurer or membership co-chair and then two years as treasurer and membership chair.

The table below illustrates the terms of office for the positions in the Core Group starting from their first year in office.

Year 1	Year 2	Year 3	Year 4
Co-coordinator	Coordinator	Past Coordinator	
Co-recorder	Recorder		
Co-treasurer	Co-treasurer	Treasurer	Treasurer
Membership Co-chair	Membership Co-chair	Membership Chair	Membership Chair

Table 1: Comparison of Terms of Office

Vacancies on the Core Group

If a position isn't filled at the AGM, or if someone must resign before the end of her term, the Core Group may appoint a member who is interested in the position. The Coordinating Group and the membership-at-large must endorse the appointment as soon as practical.

Nominating Committee

The coordinator forms the nominating committee with the co-coordinator and the past coordinator for the election of incoming Core Group members.

Meetings

We have the following types of formal meetings:

1. **Annual general meeting** (AGM), which we hold each year in February. Elections for the Core Group positions are held at this meeting. All members are eligible and encouraged to attend. Only members who have paid their annual fees for the current year are eligible to vote.
2. **General meetings** are held in April, June, and October, with primarily social meetings in August and December. All members are eligible and are encouraged to attend. The Education Working Group greets and introduces guests and new members at general meetings.
3. Each **working group** determines their meeting schedule.
4. The **Coordinating Group** meets five times per year.

Territorial acknowledgement

In the spirit of truth and reconciliation, and in keeping with VG4A values, we open our meetings by acknowledging and thanking the Indigenous Peoples on whose lands we are meeting. Information to help meeting hosts create their acknowledgements is available on our website.

How we welcome and orient new members

The membership chair distributes contact information and interests of new members to the Coordinating Group and the newsletter editors. Each working group designates someone to contact new members who have expressed an interest in that group. Preferably, the first contact is a phone call as that is often perceived to be friendlier than email.

We welcome new members and those interested in becoming members at small get-togethers we call Welcome Gatherings. We have designed these gatherings to help new members integrate into our organization. They are also intended to help prospective members decide if they would like to join VG4A. They provide an opportunity for newcomers to discuss their interests and consider where they might fit within our organization.

The membership chair and co-chair organize Welcome Gatherings three times a year on annually preset dates. They may arrange a meeting with a new member or prospective new member if it is a long time until the next gathering.

The Education Working Group participates in all Welcome Gatherings. One or two members of the working group attend to present an overview of the SLF, Grandmothers Campaign, VG4A, and the working groups. At these get-togethers, attendees introduce themselves to other participants and have opportunities to ask questions about VG4A. They receive a package of printed materials including a contact list of current Coordinating Group members, a VG4A brochure, a VG4A bookmark, and copies of the SLF publications, *Grassroots* and the *Granny Bulletin*.

The Education Working Group is also responsible for greeting and introducing guests and new members at general meetings.

When new members agree we publish a short profile of them in the VG4A newsletter. The editors of the newsletter, who are members of the Communications Working Group, contact the new members to develop the profiles.

How we keep members up to date

Our general meetings are just one way that we keep members actively engaged in and informed about all our activities. Between meetings, we have other means of communicating with members to provide updates and interesting information about many topics such as the Grandmothers Campaign, the SLF, the activities of other Grandmothers Campaign groups, community events, and books and movies about Africa. Our methods of communicating include:

- Distributing information and updates about events, Grandmothers Campaign newsletters, minutes, and items of interest via email.
- Publishing a newsletter, which we email to members about 10 times a year. The newsletter includes a calendar of upcoming events, news and photos of our activities, information about new crafts made by the Sales and Crafts Working Group, and general interest items such as reviews of books and films.

- Maintaining a website, vg4a.ca, which includes a list of the current members of the Core Group, the Coordinating Group, and the chairs and co-chairs of the working groups, and an email address and phone number to contact us. The website also contains a section for each of the working groups, which provides information on what each of them does.
- Posting photos and short news items on our Facebook page (Victoria Grandmothers for Africa). These are about our events and other activities we do in the community.

The newsletter, website, and Facebook page are produced and maintained by members of the Communications Working Group.

How we show care and compassion to our members

Grandmothers in Africa have taught us the wisdom and strength gained in sharing both the joys and heartaches that life presents. Our Hearts 'n' Flowers Team (HFT) reaches out to members in times of celebration, illness, hard times, and loss. See page 16 for guidelines the HFT uses in determining how to reach out to members.

Quorum, decision-making, and voting rights

Quorum is the minimum number of members that must be present for decisions made at a meeting to be valid. The number of members that must be present to achieve quorum:

- At Coordinating Group meetings is 50 percent plus one voting member of the Coordinating Group
- At AGM and general meetings is 20 percent of VG4A members

At AGM, general meetings, and Coordinating Group meetings, if there is no quorum within a reasonable time of the advertised hour for a meeting, those present may agree to proceed with the agenda in an informal manner, on the understanding that any decisions taken will have to be presented at a future meeting for approval.

In meetings, we make most of our decisions through consensus, which means we make our decisions by agreement, rather than conducting votes. When it appears that we are unlikely to achieve agreement, we conduct votes. For votes, we define the majority as fifty percent plus one of the voting members in attendance. (There are two occasions when votes must be taken on financial matters, i.e., when transferring funds to the SLF and on major expenses by working groups. See the section on financial policies on page 12.)

Each Core Group member has a vote at Coordinating Group and membership meetings. While both the chair and co-chair of working groups are members of the Coordinating Group, only one of them will usually attend each Coordinating Group meeting and be entitled to cast a vote. At general meetings, they each have a vote as this is a right of being a member.

When the coordinator or the chair of a working group conducts a vote, they are entitled to cast a vote. Refer to page 11 for the procedures we use to conduct votes.

Relationships with other groups

Distribution of information from other groups

We distribute information from other Grandmothers Campaign groups in the BC Islands region. We may also distribute information from Grandmothers Campaign groups that are not part of the BC Islands region. Requests to circulate information from other groups are considered on a case-by-case basis by the coordinator and co-coordinator and, when possible, in consultation with the VG4A Core Group.

Grandmothers regional liaisons

Grandmothers regional liaisons (GRLs) are selected by the Grandmothers Campaign team to represent regions across Canada. VG4A is part of the BC Islands region, which has several Grandmothers Campaign groups, and two GRL positions. Because we are one of several groups within the region, the GRLs are not necessarily members of VG4A.

The role of the GRLs is to:

- Share key Grandmothers Campaign messages and information with groups in their region.
- Ensure that the Grandmothers groups they work with know about the Grandmothers Campaign resources, materials, and other supports.
- Act as conduits to the Grandmothers Campaign by sharing challenges, successes, and strategies from groups in their region.
- Play a connecting role between groups to help facilitate collaborative efforts.
- Work with the Grandmothers Campaign team to set goals and national initiatives for the Campaign.

Members who would like to serve as a GRL must apply to the Grandmothers Campaign. The term of office is usually two years.

Regional Gatherings

We participate in (and sometimes host) Regional Gatherings, which are under the umbrella of the SLF Grandmothers Campaign, where we get together with the other grandmother groups from the BC Islands region. The GRLs are instrumental in organizing these gatherings, which provide members with opportunities to meet people from other grandmother groups, share information on successes, discuss fundraising strategies, and attend educational workshops. They also provide opportunities to meet and hear updates from staff at the SLF and Grandmothers Campaign.

Part 2: Policies, guidelines, and procedures on specific topics

VG4A voting procedures

These are the steps VG4A takes when conducting a vote:

1. A member proposes a motion (i.e., a proposal for action).
2. The chair of the meeting (i.e., the coordinator or working group chair) asks for a seconder. If no one seconds the motion, the motion fails. The person who seconds a motion does not have to agree with the intent of the motion. Seconding a motion means that the seconder thinks the motion should be considered by the meeting.
3. After a motion has been seconded, the chair repeats the motion (or asks the recorder to repeat it.) The motion should be repeated as many times as needed to ensure all members have heard the motion. Everyone should know exactly what they are voting on.
4. The chair opens discussion on the motion.
5. When the group is ready to vote, the chair will ask members to vote by a show of hands. The chair may ask others to help count the vote. The chair conducts the vote as follows:
 - a. The chair asks who is in favour of the motion and counts the hands raised.
 - b. She then asks who is opposed and counts the number of hands raised.
 - c. She then asks who is abstaining from the vote and counts those raised hands.
6. The chair reports the results and, if necessary, may repeat the motion that passed or failed.

If the person chairing a meeting thinks that a motion may be needed to resolve an issue or conclude an item of business, she may suggest that a motion is in order. Chairs do not normally move motions but encourage someone else to move them. They may, however, suggest the wording of a motion.

Financial policies

This section contains policies we have developed to ensure the proper handling of funds.

Reserve funds

- A minimum of \$3,000 must be retained as reserve funds in the VG4A bank account at all times.

Transfers of funds from VG4A to the SLF

- A decision to transfer funds from VG4A to the Grandmothers Campaign of the SLF requires agreement by a majority of 50 percent plus one members of the Coordinating Group.

Membership fees

- The membership fee is \$30 per year. The coordinator, treasurer, and membership chair may waive this fee at their discretion.
- A new member who joins after October 1st will have her membership extended to the end of the following year.

Membership fund (for operating expenses)

- The \$30 annual membership fees go into a membership fund (for operating expenses). We pay the costs we incur to run VG4A from this fund.

Surplus membership funds

- A decision to send surplus membership funds to the Grandmothers Campaign of the SLF must be brought to a general membership meeting for approval. If not donated, surplus funds will be carried over to the following year.

Fundraising proceeds

- All the proceeds from fundraising activities are sent to the Grandmothers Campaign of the SLF.

Working group finances

Each working group is responsible for its expenses and income for consistency, equity, and ease of accounting.

- A motion must be voted on and recorded in the working group's minutes when considering any major expense.
- A written request must be submitted to the Coordinating Group for approval when a working group wishes access to membership funds (for operating expenses).

Travel support for VG4A members

VG4A benefits in many ways when our members and other grandmothers in our region travel to participate in events and activities. These include:

- Trips to Africa organized by the SLF. This travel allows members to:
 - See first-hand the results of the SLF's work
 - Bring the messages of the grandmothers in Africa to us
 - Reach out to inform the wider community
- Travel by the GRLs to fulfill their duties. The GRLs:
 - Take reports of our work and issues to the SLF
 - Bring news of the SLF's work and issues back to our region
 - Work to unify the region
- Travel to attend SLF-sponsored gatherings and other events

We have developed policy to allow us to subsidize a member to lessen the burden she bears for the costs of such travel. Our policy is to:

1. Dedicate ten percent of each member's membership fees annually to maintain a fund in support of members' travel to out-of-town meetings relating to the SLF (e.g., Regional Gatherings). The fund is cumulative. The Coordinating Group decides how to allocate the fund.
2. Fundraise within VG4A in support of any member who has been chosen to go on an SLF-organized tour to Africa. However, VG4A cannot commit to covering all an individual's costs of travelling to Africa, via these fundraising efforts.

Double Your Money fundraiser policy

Some time ago the family of a deceased member donated \$25,000 to the Grandmothers Campaign through VG4A, with the challenge that over time we double that amount. We have set up a Double Your Money (DYM) program by which a member can access seed money for a project in the hope that her profits from the project will double the seed money.

How the program works

Eligible projects may be individual or small group fundraising projects. The program is managed by a member who has volunteered to run it. This is how the program works:

1. The treasurer provides the DYM fund manager with \$300 once a year in seed money. Members can request seed money from as little as \$10 to as much as \$300 (or more for projects that are certain to pay for themselves).
2. The member presents her idea and the amount she is requesting to the DYM fund manager.
3. After the member completes her event or project, she returns the seed money and the profits to the DYM manager.
4. The DYM manager keeps track of funds loaned, expenses incurred, profits earned, and reports these to the treasurer.
5. The seed money is returned to the VG4A treasurer at the end of each fiscal year and reallocated at the beginning of the following year.
6. The treasurer submits the project profits to the SLF.
7. The member and the project participants or purchasers of its products are not eligible for tax receipts for charitable donations.

Criteria for fundraising events

We strive to maintain a balance between the number of events we hold and our group's ability to organize them. To that end, the Coordinating Group considers the following criteria when deciding whether to approve a proposal to undertake a new fundraising venture:

General Criteria

- It is ethical, environmentally friendly, and supports fair trade practices.
- It has the potential to reach new donors and new members.
- The anticipated revenue matches the time and effort involved.
- It is likely to draw a reasonable number of people.

Education Awareness

- It will increase VG4A exposure.
- It will contribute to the education of the public about VG4A and the SLF.
- It will increase awareness of SLF.

Member Involvement

- It will broaden member involvement.
- It will not overtax our members.
- It will provide opportunities to socialize and develop friendships.

Other Considerations

- It will be enjoyable.
- The location is accessible.
- There is sufficient parking.
- The rental costs are reasonable and affordable.

VG4A statement on protection of privacy

VG4A is committed to safeguarding the personal information entrusted to us by our members. Personal information is information that can be used to identify, locate, or contact an individual. In VG4A this includes members' names, home addresses, email addresses, and phone numbers.

We collect only the personal information that we need for someone to become a member of VG4A, maintain their membership, and participate in our fundraising, educational, and social activities. We only collect, use, and disclose the amount and type of personal information that is reasonable to meet the above purposes.

We assume that members have consented to the collection and use of their personal information as they provide it to us voluntarily when they seek and maintain their VG4A membership and participate in our activities.

If we wish to use or disclose members' personal information for any new purpose, we will ask for their consent.

We make every reasonable effort to ensure that personal information is accurate and complete. We rely on members to notify us if there is a change to their personal information

These are examples of how we protect members' personal information:

- Once a year, we distribute the names, phone numbers, and email addresses of members to the membership.
- We do not share members' contact information with other organizations, except for the SLF. Once a year, we provide the SLF with members' names and email addresses, but only for those members who have given us permission to share it with the SLF.
- Our newsletter is only distributed to VG4A members. We also post it on the website, but it can only be accessed in the members only section.
- The web-based software that we use for our website and to manage membership (e.g., process payments, send out emails, register event attendees) provides traffic encryption (https), which ensures that data entering and exiting the system is protected. The software also meets standards for protecting credit card data.
- We retain personal information only as long as is reasonable to fulfil the purposes for which the information was collected.
- We will use appropriate security measures if we need to destroy personal information including shredding paper records and permanently deleting electronic records.

Speaking publicly about VG4A, the SLF, and the Grandmothers Campaign

The Education Working Group handles requests for speaking in public about VG4A, the Grandmothers Campaign, or the SLF. Since the Education Working Group is responsible for most VG4A public speaking, its members will be familiar with the current language, statistics, and stories distributed by the Grandmothers Campaign, and be comfortable sharing this information in group settings. These are the guidelines they follow:

- Education Working Group members always try to work in pairs at a public speaking engagement. However, if no one is available to accompany an experienced speaker, the Education Working Group chair may give her permission to present alone rather than turn down the invitation.
- Speakers giving presentations will report back to the Education Working Group regarding the experience.
- The Education Working Group maintains a record of speaking engagements, including names of speakers, date, time, location, contact person, topics covered, and audience response.
- Those who speak in public regularly are expected to update their material with the latest facts and changes in the SLF approach.
- Speakers are encouraged to share their presentations with others in the Education Working Group to enlarge the scope of material available for everyone's use.
- Some Education Working Group members may offer workshops to help other VG4A members know about the Campaign or practice speaking in public.
- VG4A members in speaker training will be accompanied by an experienced Education Working Group public speaker when they are assigned to speaking engagements.

Hearts 'n' Flowers Team guidelines

The guidelines below are intended to help the Hearts 'n' Flowers Team (HFT) determine how to support and acknowledge VG4A members in times of celebration, illness, hard times, and loss. They are flexible as our more than 100 members have varying degrees and years of involvement with VG4A. We will distinguish between long-term members who have contributed significantly to VG4A and members who are minimally involved in the organization or are relatively new members.

General guidelines

- Members and working group chairs are responsible for keeping the HFT informed of members needing a card or other forms of support. There should be regular reminders in newsletters about this protocol.
- If members of HFT do not have any knowledge of the person needing a card they will defer to the person who initiated the request.
- Concerned members are responsible for requesting follow-up cards for members who have a long-standing issue.
- HFT will keep a record of cards that have been sent and will provide that to the Coordinating Group regularly.

Guidelines for specific life events

- When support may be needed beyond sending a card, we will:
 - Rely on organic or natural liaisons between the HFT and members in need of support. We recognize that most people will have a circle of family and friends to provide support and we do not want to be intrusive. It is not up to the HFT to co-ordinate this support but to work in a liaison role when needed.
 - Rely on working groups to inform Hearts 'n' Flowers of issues.
- When a VG4A member dies, we will:
 - Inform members in a brief email and in more detail in the newsletter. We will not post information about the member's death on the website, including the members only section.

- Acknowledge the member’s death at a meeting, when appropriate, considering length of membership and contributions.
- When a member experiences a significant loss of a family member, we will:
 - Work with the Coordinating Group to try to ensure that all VG4A members who have a connection with the affected members are aware of their loss.

VG4A Cycle Tour registration policy

Every year we raise funds for the SLF by riding our bikes. As cycling is a common mode of transportation for many grandmothers in Africa, this is one of the many fitting ways for grandmothers in Canada to fundraise.

The purpose of the Cycle Tour is to:

- Raise funds to support the SLF Grandmothers Campaign
- Increase awareness of the challenges faced by grandmothers in Africa raising their grandchildren whose parents died by AIDS
- Provide grandmothers in Africa with a tangible demonstration of empathy, understanding, and partnership with the physical and mental struggles they are experiencing
- Build support, strength, and a shared purpose among regional Grandmothers Campaign groups

Riders must register for the VG4A Cycle Tour and can participate as individual riders or by joining group rides organized by VG4A. The Cycle Tour takes place from mid-August to mid-September each year. During this time, the participating cyclists will take on their own personal cycling challenge and fundraise for the SLF. Cyclists can opt to register for the 275 km Campbell River to Victoria (CR-V) group ride, which has been our major fundraiser to date. An additional registration is required for this flagship ride inaugurated in 2007. Other group rides of varying distances will also be offered.

Rider eligibility

Riders participating in the Cycle Tour must be women 55 years of age or older by December 31st of the year of the tour and be a member of a SLF Grandmothers Campaign group.

Registering for the VG4A Cycle Tour

Registration for the tour will take place online on the Events page of the website (vg4a.ca)

Registering for the CR-V ride and maximum number of riders

Registration for the CR-V Ride will take place online on the Events page of the website (vg4a.ca). This ride is limited to 30 riders because of logistics and safety. The position of sweep for the 275 km ride is not included in calculating the number of riders. This position supports riders by providing on-road safety and mechanical maintenance.

Selection process for the CR-V ride

1. Application packages for the ride are available online in the spring. Registration is considered open on the date that the online link is made available.
2. Applications from members of the Cycle Tour Working Group are approved first when received within two weeks of registration opening.

3. Applications from members of SLF Grandmothers Campaign groups whose applications are received within the six weeks following the date registration opens will be considered equally for the remaining spaces on the ride.
4. During this six-week period, if more than 30 applications are received, a waitlist will be created.
5. Applications received from any eligible riders after the six weeks will be approved or waitlisted in the order they are received.

VG4A iPad lending guidelines

Introduction

As part of the Digital Skills Project, VG4A has acquired a bank of iPads that it may loan to VG4A members. These guidelines have six components:

1. The purpose of the iPad bank
2. Who is eligible to borrow an iPad
3. The loan period
4. The cost of data
5. Training
6. The criteria that the administrators of the project will use to select those members who will be assigned iPads

Purpose of the iPad bank

The iPad bank has two purposes:

1. Help VG4A members who don't have the skills to confidently use one become more digitally skilled.
2. Make it easier for members of working groups to do their work. Examples of how working group members could use an iPad include:
 - Taking minutes during meetings
 - Posting information on the website
 - Performing a useful task that they have taken on as their contribution to the working group

Eligibility

VG4A members who do not have an up-to-date iPad or tablet are eligible to apply to the Digital Skills Project to borrow one.

Loan period

The iPads, which are the property of VG4A, will usually be lent to members for up to a year, but may be lent for a longer period at the discretion of the Digital Skills Team.

Cost of data

In 2023-4, the first year of the Digital Skills Project, the cost of data needed to access the Internet will be paid from the monies received from the New Horizons for Seniors Program grant awarded to VG4A.

Training

In 2023-24, the first year of the Digital Skills Project, Connected Canadians will offer one-on-one training delivered by their volunteers to the members borrowing the iPads.

Connected Canadians will also train VG4A technology mentors how to safely remove all personal data before an iPad is passed on to another member.

Criteria for selecting recipients

The Digital Skills Team will consider the following criteria to select those members who will be lent an iPad:

1. The skill of the applicant. At least three of the iPads will go to the least skilled applicants, based on a survey conducted by phone. As the membership becomes more skilled this number may be reduced.
2. The remaining iPads will go to applicants who indicate how an iPad will make their work for VG4A easier and more productive.
3. If all things remain equal among applicants after applying the first two criteria, the following criteria will be used:
 - Length of membership in VG4A
 - Number of leadership roles of any sort in Vg4A taken by the applicant
 - Value of proposed end use of the iPad to VG4A
4. If there is still no final decision, names of the remaining applicants will be drawn by lot.

Appendix 1: Core Group job descriptions

Coordinator

- Chairs Coordinating Group, AGM, and general meetings.
- Sets dates for general and AGM meetings, Coordinating Group meetings, and social gatherings after consulting with the Coordinating Group.
- Creates agendas for general and Coordinating Group meetings, in consultation with Coordinating Group members.
- May request advice and support from former coordinators, when preparing for meetings.
- Informs members about meetings, special events, and opportunities via the website. Occasionally she may distribute a message from a member.
- Keeps in touch with the working groups and requests reports from their chairs for distribution before general meetings.
- Consults with the Core Group on whether to distribute information from other groups to members.
- Collaborates with the Coordinating Group to make decisions about which events and activities of other organizations may be advertised via our website.
- Coordinates responses to SLF requests.
- Facilitates review of the VG4A Structure and Policies document by the Coordinating Group annually or as needed.
- Participates in ad hoc committees created for special events and other opportunities and to review fundraising suggestions.
- Communicates and consults frequently with the co-coordinator, past coordinator, and the Coordinating Group. She may also seek advice and support from former coordinators.
- Collaborates with the co-coordinator to familiarize her with the coordinator's tasks.
- Collaborates with the web manager to ensure our website is current.
- Is the primary contact person for VG4A for both the GRLs and the Grandmothers Campaign.
- Sends annual updates of the coordinator and co-coordinator's contact information to the Grandmothers Campaign manager and GRLs.
- Forwards to the SLF a spreadsheet of members who have given permission for the SLF to receive their contact information each year. (This may be forwarded to the SLF by the membership chair.)
- Makes decisions about when to contact supporters, composes the message, and distributes it via the website.
- Forms the nominating committee with the co-coordinator and the past coordinator for the election of incoming Core Group members.
- Distributes the newsletter to members via the website.

Co-coordinator

- Works closely with the coordinator to prepare for the following year when she takes on the role of coordinator and to ensure continuity of the work.
- Participates in preparing agendas for AGM, general, and Coordinating Group meetings, in consultation with Coordinating Group members, and chairs the meetings in the absence of the coordinator.
- Keeps the membership informed of meetings, opportunities, and special events via VG4A's email function of the website, if the coordinator is not available.
- Is a backup contact person for VG4A for the GRLs and the SLF Grandmothers Campaign office.

- Participates in the Coordinating Group’s biannual review of the VG4A Structure and Policies document if it happens when she is in the role.
- May participate in ad hoc committees created for special events and other opportunities and to review fundraising suggestions.
- May collaborate with the web manager to ensure our website is current.
- May help with editing of the newsletter.
- Forms the nominating committee with the coordinator and the past coordinator for the election of the incoming Core Group members.

Past coordinator

- Consults and offers support to the coordinator and the Coordinating Group when requested.
- Continues to attend bi-monthly Coordinating Group meetings.
- Is a voting member of the Core Group and the Coordinating Group.
- May participate in and chair or co-chair a working group.
- Forms the nominating committee with the coordinator and the co-coordinator for the election of the incoming Core Group members.

Recorder

- Takes minutes at AGM, general, and Coordinating Group meetings.
- Forwards minutes to the coordinator and co-coordinator within two weeks of the meeting for them to edit and distribute to the membership.
- Posts minutes in the Members Only page of the website.

Co-recorder

- Is mentored by the recorder so that she is ready to assume the position at the end of the current recorder’s term.
- Stands in for the recorder when she is away or unable to attend a meeting.

Treasurer

- Presents the treasurer’s report at Coordinating Group, general, and AGM meetings.
- Collects money from fundraising events and various working group members.
- Receives membership money from the membership chair and works with her to confirm that the number of memberships recorded matches membership money received.
- Makes up deposit slips and deposits money to the VG4A bank account.
- Monitors and records e-transfers to our bank account and notifies working groups of deposits.
- Writes cheques and issues e-transfers to cover bills.
- Ensures sufficient Core Group members have signing privileges on the VG4A bank account.
- Sends accumulated donations to the SLF.
- Keeps the general ledger and other financial records. Reports are compiled for working groups by the VG4A treasurer.

- Ensures that the surplus membership funds (for operating expenses) at the end of the fiscal year are brought forward to the new fiscal year.

Co-treasurer

- Is mentored by the treasurer so that she is ready to assume the position at the end of the current treasurer's term.
- Stands in for the treasurer when she is away or unable to attend a meeting.

Membership chair

- Processes membership applications received via our website, vg4a.ca.
- Processes paper membership applications by:
 - a. Entering the information on the paper membership form onto the website.
 - b. Providing the new member with a receipt for payment made by cash or cheque.
 - c. Ensuring that the treasurer receives the cash or cheque payment.
- Notifies the Coordinating Group and newsletter editors of the names of new members, their contact information, and the working groups in which they have an interest.
- Adds new members' information to the Excel spreadsheet of members.
- Adds new members' names to the Welcome Gathering spreadsheet.
- Enters updated information she receives about members on the spreadsheet and the website.
- Uses the member spreadsheet, once a year, to create a document with the names, email addresses, and phone numbers of all members. The membership chair or the coordinator distributes this document to the membership.
- Uses the member spreadsheet, once a year, to create a document including names and email addresses of all members who have agreed to have this shared with the SLF. The membership chair or the coordinator submits this document to the Grandmothers Campaign staff.
- Asks working group chairs to remind their members to renew before the AGM.
- Consults with the coordinator and treasurer about waiving fees for members who may not be able to pay their annual fees.
- Provides nametags to new members at a general meeting.
- Organizes and attends Welcome Gatherings. This includes:
 - a. Confirming that the preset date will be convenient for both the host and the Education Working Group representative
 - b. Inviting potential and new members
 - c. Handing out membership forms and accepting membership fees if offered
 - d. Recording responses to the Welcome Gathering invitation on a spreadsheet
- Maintains a spreadsheet of people who are supporters but do not wish to be members.

Membership Co-chair

- Is mentored by the membership chair so that she is ready to assume the position at the end of the current membership chair's term.
- Assists the membership chair with the organization of Welcome Gatherings.