

# Synod Executive Approval of Programs

Effective Date: December 1, 2009

Approved by: Synod Council (SC Motion # sc 72-09-17)

Review Date:

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1. This policy shall apply to anyone (particularly Synod Staff and Synod Committees) who initiates programs on behalf of the Synod. This policy does not apply to wholly owned subsidiaries of the Synod, who operate under the direction of their own Boards of Directors.
2. Synod Council has the responsibility to ensure that all programming, payments, fundraising, etc. is in compliance with applicable law and Synod policies. Synod Executive is responsible for exercising this function between Synod Council meetings. For this reason, prior approval by Synod Executive is required before any of the following activities or commitments are undertaken:
  - a. Fee payments in excess of \$500 per person, or requests for donations to the Synod in any amount, for any Synod event/program, whether to a restricted fund or to general purpose funds;
  - b. Payments to anyone who is not a Canadian Registered Charity with a valid Charitable Registration Number, other than payment for goods or services to be received by the Synod.
  - c. Any program that will involve travel provided by the Synod using rental vehicles, chartered busses, air travel, etc.
  - d. Any program that will include activities that take place outside of Canada.