

HONORARIA POLICY

PURPOSE

This policy sets out the terms and conditions under which the Society may give an honorarium (cash or gift).

DEFINITION OF HONORARIUM

A payment given, as to a professional, for services rendered (as making a speech) for which custom or propriety forbids a price to be set, or to express gratitude, or to confer distinction on the recipient. Honoraria are one-time payments, and are not typically paid on an ongoing basis.

CONTEXT

From time to time, the Society may wish to express its thanks for, or recognition of, acts or professional services given on a voluntary basis.

RESPONSIBILITY

Recognizing an appropriate occasion for giving honoraria may be done by any Board committee. Approval and determination of the amount is the responsibility of the Finance Committee which may develop guidelines or approve specific requests for honoraria.

A Board Committee must determine whether or not it wishes to give an honorarium to a person prior to delivery of any volunteered service to the Society. The Board Committee must not use the honoraria as an incentive to entice the volunteer to offer a service. If an honorarium has not previously been given for a particular service to the Society, the sponsoring Board Committee must obtain verification from the Finance Committee that use of honoraria is appropriate and the appropriate amount of honoraria to be given.

It is the responsibility of the sponsoring Board Committee to inform the Society's Administrative Assistant of details of the honoraria given. The Administrative Assistant will maintain records of honoraria given, including the sponsoring committee, service provided, the date of service, amount given, and the name of the recipient.

SCOPE AND LIMITS OF THE POLICY

1. Honoraria may be given only to individuals who volunteer their services to the Society, and no legal obligation to the recipient exists for payment of any kind.
2. Honoraria are not substitutes for expenses incurred in the provision of the service to the Society; such expenses must be invoiced and approved for payment in the regular way.
3. Giving of honoraria to an individual must not be confused with hiring or contracting an individual to perform a service for the Society – a service contract. If the Society hires a person for performance of a service, the Society is obligated to pay liabilities such as CPP, income tax, and required insurance coverage for the individual. If the person is contracted to provide a service, the Society must provide required coverage or verify that the contractor will comply with these obligations.
4. As a general guideline, an honorarium will be given to a person for a unique service to the Society. Situations where the service is offered on a repeat basis must be fully assessed to determine whether or not the service provider is an employee or a contractor.
5. Honoraria will not be used as a means to compensate a person carrying out a service at the direction (i.e., instructions as to what to do) of a director or employee of the Society.

RELATED DOCUMENTS

KCCS Awards and Honours Policy
Signing Authority Policy