



PTG BOARD POLICY 1-3

POLICY TITLE: Payment for Services

BACKGROUND

The Peterborough Theatre Guild is an organization operated by its members and volunteers. From time to time, there may be a need to pay a fee for the services of an individual who may be a member. This policy outlines circumstances in which such payment is permitted.

POLICY

1. The Guild operates on the general principle that all jobs/tasks within the Guild are to be accomplished by volunteers unless the scope of the task is beyond the ability and capacity of available volunteers. Though catering is an option that can be provided by our PTG volunteers; Catering can also be purchased from an external sources as long as it falls within the budgeted catering amount for the production.
2. Should a task be too onerous for the volunteers involved, the first strategy is to divide the task among more volunteers, rather than contract the task out.
3. After reasonable efforts to find a qualified volunteer have failed, a member whose normal professional business activities provide such services for a fee, may be paid for those services by the Guild, provided the individual has been selected through an open and transparent procurement process. Any Board or Executive member who is connected in any way to said business must declare a conflict of interest and remove him or her self from the selection process.
4. Certain regular jobs/tasks have been identified as being appropriate for payment. A member can bid or apply for the position in an open bid process. Typically, these positions include:
 - a. Janitorial services
 - b. Building maintenance or repairs usually accomplished by a skilled or semi-skilled tradesperson
 - c. Marketing consultant services
 - d. Bookkeeping services
 - e. Other tasks or legislated work
5. It will be understood that all other things being considered equal, the lowest bid that meets all requirements will be accepted.
6. Minute-taking for the Board of Directors can be considered for payment only where a volunteer recording secretary cannot be found and the Corporate Secretary is unable to cover this function.
7. The Guild recognizes that because it is primarily a theatre organization, rather than a musical one, it should be prepared to pay an honorarium to attract high quality musicians (who may or may not be Guild members) for musical productions. Musicians will be informed that they can

assist the production financially, and receive a charitable donation receipt, by donating their honorarium back to the Guild. The honorarium amount, which will be recommended by the Production Executive and approved by the Board, will be written into the show's budget.

8. When other special skills are needed, and when a volunteer who possesses an acceptable level of those skills cannot be found (example: someone to construct a special prop or set piece), the Production Executive may choose to pay an honorarium to individuals who may or may not be Guild members. The Production Manager will submit a request for payment with a quote for the cost of the service to the Production Executive President before the work is done. The Production Executive President will present the request to the Board of Directors for approval. The Board will determine the amount and it will be included in the show's budget.

MONITORING:

The President will communicate any decision regarding payment of services in her/his next report to the Board.

Rev #1: Approved by the Board of Directors March 22, 2006

Rev #2: Approved by the Board of Directors October 20, 2010

Rev #3: Approved by the Board of Directors (October 22, 2014- deferred for further discussion)

Review Date: October 2016

Related Policies:

Related Documents: