



# Interlake–Eastern Regional Health Authority

## **FIVE DOLLAR CLUB Terms of Reference**

### **Preamble:**

The Interlake-Eastern Regional Health Authority (Interlake-Eastern RHA) is committed to building and sustaining a *Culture of Philanthropy* built on these guiding tenets:

1. Corporate giving is a worthwhile and valuable undertaking.
2. As the largest employer in the Interlake-Eastern region, the Regional Health Authority (RHA) has an opportunity to demonstrate leadership in the area of corporate giving by supporting and enhancing regional health projects and initiatives that are consistent with its Vision, Mission and Values.
3. It is a central role of the Interlake-Eastern RHA to provide opportunities for its Board and staff to participate in charitable giving as an empowering and satisfying way for Board and staff to contribute to the health and well-being of our residents, communities and non-profit organizations.
4. Board and staff participation in any activities, initiatives or undertakings associated with the RHA's *Culture of Philanthropy* are entirely voluntary and do not entail any special privilege or consideration.

### **1. Description**

- The Interlake-Eastern RHA *Five Dollar Club* is a discretionary charitable fund managed by the Interlake-Eastern RHA funded entirely through tax-deductible contributions from RHA Board and staff.
- Interlake-Eastern RHA Board and staff can voluntarily choose to participate in the *Five Dollar Club* through payroll deduction available to both RHA Board and staff. Board members may opt into a \$5 bi-weekly deduction from their board stipend and staff members may opt into a \$5 bi-weekly deduction from their payroll. These deductions could total a maximum of \$130 per person per calendar year.
- *The Five Dollar Club* is managed by the Interlake-Eastern RHA as an annual, calendar year fund.

### **2. Mandate**

- To annually raise funds to support initiatives, projects and undertakings across the Interlake-Eastern region or within Manitoba's health system that directly benefit the health and wellness of Interlake-Eastern residents and are consistent with the Vision, Mission and Values of the RHA. The *Five Dollar Club* will not accept unsolicited funding proposals.

### **3. Designating and Distributing *Five Dollar Club* Funds**

- The Interlake-Eastern RHA Board of Directors, Regional Leadership Team and staff will be consulted annually through an on-line survey to identify potential initiatives, projects and undertakings for *Five Dollar Club* funds consistent with the *Five Dollar Club* mandate.
- Every February, the Interlake-Eastern RHA Senior Leadership Team and Board of Directors will determine an annual *Five Dollar Club Short List* comprised of three to five potential funding recipients and based on the recommendations received through the annual on-line staff survey. Potential recipients may be asked for written documentation to help inform the creation of the *Five Dollar Club Recipient Short List*.
- The *Five Dollar Club Short List* will be distributed to all donors to the Interlake-Eastern RHA *Five Dollar Club* and these donors will be asked to vote for the project or initiative they wish to support with *Five Dollar Club* funds by ranking their support from first choice to fifth choice. Based on available funds in any given year the Board Finance Committee will assign donation amounts to the top three ranked initiatives, projects and undertakings.
- *Five Dollar Club* recipients will be contacted by the office of the Interlake-Eastern RHA CEO and arrangements will be made for public presentations attended by Board members, the CEO, and interested staff.
- Any and all funds raised within any calendar year will be designated for expenditure within 24 months following December 31<sup>st</sup> of said calendar year.

### **4. Governance, Accountability & Reporting**

- The Interlake-Eastern Regional Health Authority CEO and Finance Department are responsible for oversight and control of the *Five Dollar Club*.
- The *Five Dollar Club* shall be included in the Interlake-Eastern Regional Authority Annual Report to the Minister and the Public including a brief synopsis of the tenets of the *Five Dollar Club*, dollars raised and where *Five Dollar Club* funds were distributed.

### **5. Board and Staff Participation in the *Five Dollar Club***

- Each November Interlake-Eastern RHA Board members and full and part time Staff members and casual employees will be provided the opportunity to voluntarily opt-in to the *Five Dollar Club* through a \$5 automatic deduction to their bi-weekly Board Stipend/Staff Payroll covering 26 pay periods between January 1<sup>st</sup> and December 31<sup>st</sup> each calendar year.
- *Five Dollar Club* members may opt out of the club at any time during the calendar year but cannot rejoin until the new cycle at the beginning of the next calendar year.
- A charitable tax deduction will be included on the T4 slips of all members of the *Five Dollar Club* (e.g. 26 pay periods X \$5 = \$130)
- Volunteers will be provided the opportunity to participate in the *Five Dollar Club* through specific donations to the Interlake-Eastern RHA and designated to the *Five Dollar Club*.
- Participation in the *Five Dollar Club* is not available to the general public.