

PDFA Honoraria Policy

Policy Number: PO 2022-04

Date Approved: August 25, 2022

Summary

This policy formalizes the process for monetarily recognizing the volunteer work that is done by the Board Members of the Postdoctoral Fellows Association (PDFA) of the University of Alberta to further the goals of the Association and its members.

Policy

The purpose of this policy is to set out formal parameters for recognizing the volunteer work that is done for PDFA Board Members. It is acknowledged the work is clearly volunteer work, which would not normally draw any payment. However, PDFA wishes to provide a nominal monetary payment in appreciation of the fact that the members are giving of their time to further the work of the Association.

PDFA will only pay honoraria to members who are performing volunteer committee work directly for PDFA and its members. This includes Executive Board members (President, VP Internal, VP External, VP Communications, VP Finance, VP Operations) and Members-at-large (2-4 members). Based on the amount of work contributed to the association, we will have 3 different tiers for the honorarium. Tier 1 (includes the President) with \$350/month, Tier 2 (includes the Vice Presidents) with \$250/month, and Tier 3 (includes the Members-at-large) with \$150/month.

PDFA expects that the committee members will endeavour to attend at least 75% of all the scheduled meetings. Where a member is unable to attend a meeting, he/she is still expected to ensure he/she is up to date on the workings of the committee. The various Committee Chairs/Leads are responsible for ensuring the members of their committees are engaged and working with the committee. Unjustified absence of board members from scheduled meetings (i.e., scheduled meetings include monthly PDFA Board meetings, sub-committee meetings, Annual General Meeting, and Postdoctoral Appreciation Week meetings (counting each day as 1 meeting and require 75% attendance on the day) or failure to meet their deadlines, set by the PDFA President or Committee Chair will be taken into consideration in calculating their honoraria.

For the fiscal year of (Oct 2021-Oct 2022), board members' honoraria will be set at 10% of revenue (collected August 2022-Oct 2022) and distributed according to the tiers. Triannual payments will be made in February, June, and October. From October 2022, the payments will be prorated based on the number of months the member is in the position.

Changes to the honoraria rate schedule are made by recommendation of the VP of Finance, to the Executive Board, and then to a General Meeting.

Background

The bylaws of the PDFA stated that the PDFA will be providing honoraria payments to its Board Members with minimal guidelines around who should receive honoraria, for what and in what amount. Therefore, this policy will provide guidance into who will receive these honoraria payments, for what, and in what amount. This policy will be revisited every year.

Policy Responsibility:

Treasurer

Policy History:

Date Originally Approved: August 25, 2022

Date Revised: