

Guidelines for the Canadian Association of Independent School Advancement Professionals (CAISAP)

Background:

Development Officers working in Ontario member schools of the Canadian Independent Schools held their first “informal” annual conference, chaired by Mr. John Lockyer, Director of Development, at Pickering College in the spring of 1981.

Since that time the group has met annually until 2003 (with the exception of one year), gradually broadening both its membership and its choice of venues, until now it is truly a national organization and conference.

At their annual conference in 1988, the development officers were asked by then president of CAIS, Mr. Roy Napier, to prepare a brief on corporate giving to independent schools for presentation to the upcoming annual conference of the Institute for Donations and Public Affairs Research. A committee was struck and the brief was duly prepared and presented.

However, as a side-effect of the approach from CAIS, a number of development officers felt that perhaps the time has come for their group to organize itself along somewhat more formal lines. Benefits to be derived included the enhancing of communications between the development officers and the CAIS as groups (rather than as individuals and individual schools), and the general growth of professionalism among those working in the field of independent school advancement.

Accordingly, the members present at the annual business meeting at the 1988 conference authorized a steering committee consisting of Michael DesRoches (Appleby College), Susan Smith (St. George’s School, Montreal) and Brian Duclos (Strathcona-Tweedsmuir School) to draw up suggested guidelines for an association of development and advancement professionals and volunteers to be known as The Association of Canadian Independent Schools Development Officers.

These guidelines (as amended) were adopted by the membership at the annual business meeting of the Association at Lakefield College School on February 24, 1989. The founding executive elected on that occasion included Michael DesRoches as president, Susan Smith as vice-president, Susan Armitage (Havergal College) as secretary, Mary Birt (St. John’s Ravenscort School) as conference chair, and David McCart (Trinity College School) and Brian Duclos as members-at-large.

In 2003, a new name for the organization was adopted to reflect the broadening membership which includes all advancements professionals. The name CAISAP, Canadian Association of Independent School Advancement Professionals, was approved and adopted by the membership in January 2003. In addition, the membership decided to meet bi-annually.

In 2009, the Executive Committee of CAISAP proposed the guidelines be amended to reflect the current operations.

CAISAP Guidelines

(Adopted in Feb. 1989, Amended Jan. 29, 2009, Review Jan., 2013)

I. Statement of Purpose

The Canadian Association of Independent School Advancement Professionals (CAISAP) is an association of development and advancement directors and officers. The purpose of the Association shall be to provide lifelong learning opportunities and resources for its members, allow for greater contact among development and advancement professionals in independent schools; and to work co-operatively with the Canadian Association of Independent Schools (CAIS) in furthering the interests of independent education generally. The members of the Association meet nationally bi-annually and regionally annually to network, educate and to discuss items of mutual concern and interest.

II. Conditions of membership

- a. Active Members of CAISAP shall be employed in a development or advancement capacity by a member school of the CAIS.

When no development/advancement person as such is employed by a CAIS member school, and when the principal responsibility for development or advancement activities devolves upon a School Head, Governor, Trustee or volunteer, then that Head, Governor, Trustee or volunteer shall be considered an Active Member.

- b. Associate members shall be those who have some responsibility or interest in development or advancement, while not being employed primarily in that capacity. Associate membership may include school Heads, Governors, and/or Trustees, and volunteers.
- c. Past members or retired members of CAISAP may be named Honorary Members of the Association with the approval of the Executive Committee. Honorary members shall not use their membership for solicitation or financial gain.

III. Privileges of membership

- a. All Members of CAISAP shall receive all general correspondence relating to CAISAP.

Associate members shall receive the same for a period of one year following the last Conference which they attended. Heads of CAIS schools which do not employ a development/advancement officer shall receive the same as a courtesy.

- b. Each CAIS school represented at the Business Meeting shall have one vote in the business of the Association. Honorary members shall not have a vote.
- c. Honorary members may serve as a volunteer on a committee, but may not serve on the Executive.

IV. Officers and their Duties

- a. This Association shall be governed by an Officers consisting of the President, President-Elect, Past-President, the Secretary and the Treasurer.
- b. Duties of officers shall be those traditionally associated with such positions, including those specifically detailed from c through g below.
- c. The President shall chair and call meeting of the Executive Committee and develop priorities and goals for the association. The President shall liaise with CAIS.
- d. The President-Elect shall assist the president and members of the Executive Committee as required.
- e. The Past-President shall chair the Nominating Committee, arrange for the gifts for departing members and generally be available as a source of advice to the Executive Committee.
- f. The Secretary shall take and distribute the minutes of the Business Meeting; and shall keep and maintain the records of motions and guidelines of the Association.
- g. The Treasurer shall maintain finances of the Association, recommend investment strategy, report to the Executive Committee and report bi-annually to the membership.

V. Executive Committee

- a. The Executive Committee shall consist of the Officers and Directors as necessary to efficiently conduct the business of CAISAP.
- b. Officers and Directors shall serve a two year term until the close of the Business Meeting (which is held at the Bi-Annual Conference) at which a successor is elected or named or until the director sooner resigns, is removed or becomes disqualified. At each Business Meeting, the Active Members shall elect sufficient Officers and Directors to fill vacancies from a slate of persons recommended for those positions by the Nominating Committee. If a person is elected as an Officer or Director to fill a vacancy and serves for an unexpired term, such service shall not be counted in determining eligibility for re-election. New Officers and Directors shall take office at the close of the Business Meeting of CAISAP.
- c. Members of the Executive Committee must work for a CAIS school. When an executive member leaves their employment they must resign from the executive and should they wish, ask to be an honorary member.
- d. The Executive Committee shall meet by teleconference on a schedule determined by the President as necessary to carry out the purpose of the organization. The Quorum for the Executive shall be 5 members.

- e. Any vacancy in the membership or in the Executive Committee, including a vacancy resulting from the enlargement of the Committee, may be filled by a CAISAP Member by the Executive Committee by vote of a majority of the Executive Committee then in office. Each such successor shall hold office for the unexpired term and in the case of the President, President-Elect, Treasurer or Secretary until the successor is chosen and qualified, or in each case until sooner dies, resigns, is removed or becomes disqualified. The Executive Committee shall have and may exercise all their powers notwithstanding the existence of one or more vacancies in their number.

VI. Directors and their Duties

Directors shall oversee the following CAISAP functions or where applicable committees. The Directors of CAISAP are, but are not limited to; National Conference, Regional Professional Development for West, Ontario, Québec and East, Communication, Mentor, Membership and Awards. Director's roles are specifically detailed in a through e below and section IX in the case of the National Conference.

- a. Regional Professional Development Directors shall host or recruit a school/committee to host a regional professional development event in the conference off years. The program presented should be at low cost or no cost to CAISAP members. In addition the day's program should be submitted to CFRE for point evaluation and must include a follow up survey
- b. The Communication Director shall oversee and maintain the CAISAP web-site, produce a newsletter quarterly and assist with marketing requirements of the National Conference Committee. The Communications Director shall recruit volunteers as required to fulfill the communications for CAISAP.
- c. The Mentor Director shall recruit mentors and match with mentees. The Mentor Director should keep records of the matches and semi-annually touch base with those involved in the mentor program. The Mentor Director shall recruit volunteers as required to manage the mentor program.
- d. The Membership Director shall maintain the membership list, approve new active members and remind the membership to update their records on a periodic basis.
- e. The Award Director shall oversee the Sam Heaman and Rising Star Awards nomination process as well as the awards ceremony at the National Conference. The Awards Director shall recruit volunteers as required to facilitate the process. The Awards Director should develop and modify nominating guidelines as necessary and present to the Executive Committee for approval.

VII. Committees

- a. The Conference Committee shall be chaired by the Conference Director/Chair, who shall appoint to the committee such members as he/she deem necessary to fulfill the committee's function. The Conference Chair and the committee shall be responsible for arranging the conference facilities, agenda, speakers and for the matters specified in Articles VIII, IX, and XII below.

- b. The Nominating Committee shall be chaired by the immediate Past President, and shall comprise of the Chair of CAIS and a one Active Member of CAISAP. In preparing a slate for election, the Nominating Committee shall have due regard to ensuring that all regions and types of schools are represented on the proposed Executive, to the extent that this is possible and consistent with an effective Executive Committee.
- c. The Officers may appoint, or authorize the President to appoint, such other committees and task forces, as it deems necessary to carry out the purpose and carry on the activities of the Association.
- d. The Officers shall define the duties and powers of all committees and task forces.
- e. Unless the Officers otherwise designate, committees or task forces shall conduct their affairs in the same manner as is provided in these Guidelines.

VIII. Bi-Annual Conference

- a. CAISAP shall hold a national bi-annual conference in a location that would allow for the greatest number of members to attend.
- b. It is recommended that the duration of the annual conference shall be approximately seventy-two hours.

IX. Responsibilities of the Conference Chair (Director)

- a. The Conference Chair and the host school(s) is (are) responsible for:
recommending a date for the annual conference for discussion and approval by the CAISAP Executive.
- b. submitting conference plans to the CAISAP Executive at least 180 days prior to the conference;
- c. circulating details of the conference to all members, honorary members, associate members and Heads of CAIS schools
- d. the fee structure of the Conference should be based to break-even or a profit. The conference budget shall be reviewed by the Treasurer of CAISAP and approved by the Executive Committee.
- e. Working with a committee, secure sponsorship to help offset the conference costs.
- f. CAISAP is an approved CFRE provider. The conference program should be submitted to CFRE for point classification in advance, the tracking form should be posted to the web-site and made available to attendees. A follow up survey of attendees is needed.

X. Costs of Professional Development

- a. The Conference Chair and the host school(s) shall prepare a conference budget including the delegate fees for approval by the CAISAP executive. Upon receiving budget approval, the host school shall request payment of deposits and other fees from the CAISAP treasurer.
- b. The goal of CAISAP regional professional development events should be to provide an opportunity for networking, on-going learning and education at a reduced fee, preferably no charge. Provided sufficient funds exist, CAISAP will provide the host school with grant towards the professional development event. The amount of the grant shall be pre-approved by the executive. Sponsors may be sought for regional PD but must be cleared in advance with the Executive Committee and in particular the Conference Chair.

XI. CAISAP Business Meeting

- a. The Business Meeting shall be held bi-annually as part of the program of the Bi-Annual Conference.
- b. Active Members shall have a vote in the business of the Association; subject to the provision that only one vote per school may be cast upon any question. Associate and Honorary members may enter into discussion, but shall not have a vote.
- c. A quorum for any vote shall be one-third of the votes registered at the Conference, representing not fewer than ten CAIS member schools.
- d. At the discretion of the President, all or part of any Annual Business Meeting may be held in camera. A session declared to be in camera shall be open only to delegates from CAIS member schools.

XII. Code of Ethics

Members of this Association shall comply with and adhere to the Association of Fundraising Professionals Donor Bill of Rights and adhere to the Statement of Ethics as set out by the Council for the Advancement and Support of Education and to the Principles of Good practice in Fundraising for Independent Schools as set out by the National Association of Independent Schools, save and except where such principles may conflict with Canadian common laws, statutes or regulations, or with express policies of the CAIS, should such conflicts arise.

XIII. Amending these Guidelines

- a. These Guidelines may be amended at any regular or special meeting of Active Member by a resolution, duly moved and seconded, and passed by two-thirds of the members present at the Business Meeting, provided that a quorum is present.

- b. These guidelines shall be reviewed by the Executive Committee every 4 years.

Canadian Association of Independent Schools Advancement Professional Conferences

1981 Pickering College, Ontario
April 10, 11
Chair: John Lockyer

1982 Ashbury College, Ontario
April 16, 17
Chair Keith Cattell

1983 Bishop's College School, Quebec
April 8, 9
Chair John Cowan

1984 not held

1985 Bishop Strachan School, Ontario
Branksome Hall School
April 19, 20
First rep (STS) from outside Ontario/Quebec
Chair: Hugh Vernon

1986 Selwyn House/ECS, Quebec
April 18, 19
Chair: Heather Ballon

1987 Appleby College, Ontario
April 3, 4
Chair: Michael DesRoches

1988 Strathcona-Tweedsmuir School, Alberta
April 28-30
First conference outside Ontario/Quebec
Chair: Brian Duclos

1989 Lakefield College School
Crescent School
Trinity College School
February 22-24
ACISDO Guidelines Adopted
Chair Alan Kiddell

1990 St. John's-Ravenscourt School, Manitoba
April 25-27
Chair Mary Birt

1991 Bishop's College School, Quebec (April)
Chair: Brad Mitchell

1992 Ridley College, Ontario (March)

Co-Chairs: Brian Iggulden, Bob Stanley and Derek Fraser

1993 Shawnigan Lake School, British Columbia (April)

Chair: John Davies

1994 Ashbury College, Ontario (April)

Chair: Vicky Wilgress

1995 Bishop Strachan School and Upper Canada College, Ontario (April)

Co-Chairs: Ginny Medland-Green and Paul Winnell

1996 St. George's School, British Columbia (May)

Chair: Scott Smardon

1997 Selwyn House School, Quebec (May)

Chair Jaime McMillan

1998 St. John's-Ravenscourt School, Manitoba (October)

Chair: Mary Burt

1999 Branksome Hall, Havergal College and St. Andrew's College, Ontario (October)

Co-Chairs: Nancy MacDonnell, Jill Planche and Jim Herder

2000 not held

2001 Armbrae Academy, Halifax Grammar School, King's Edgehill School, RCS

Netherwood, and Sacred Heart School of Halifax, Nova Scotia (May)

Co-Chairs: Kerry Keith, Gay Silverman, Linda Landymore, Douglas Edwards, and Barbara Martell

2002 Brentwood College, Glenlyon-Norfolk School, Shawnigan Lake School, St. George's School, St. Michael's University School and York House School, British Columbia (April)

Co-Chairs: Tim Maloney and Chris Spicer

Committee: John Davies, Laura Edwards, Derek Fraser, Lara McDonald and Mandy Parker

2003 Pickering College, Ontario (February)

Decision to go every other year & name change

Conference Chair: Ingrid Healy

2004 Regional PD held at:

RNS & Halifax Grammar in Halifax (March)

2005 Selwyn House School, Quebec

Conference Chair: Jamie McMillan

Regional PD held at: Havergal, ON

2006 Regional PD held at:

UCC, ON

St. Michaels College School, BC

2007 Ridley College, Ontario (January)
Co-Chairs: Bryan Rose and Tara George

Regional PD Held at TCS, ON

2008 Regional PD held at:
Trafalgar School for Girls, QC
Shawnigan Lake School, BC
Appleby College, ON

2009 Strathcona Tweedsmuir, Alberta (January)
Co-Chairs: Jeanette Hepburn and Caroline Banadar (Derek Fraser until Aug 08)
Committee: Louis de Melo, Jaime McMillan, John Davies, Courtney Prieur,
Gwen Nowosad, Nic Carhart, Laura Edwards

Past-Presidents

2007-2009	Jeanette Hepburn	Albert College
2007-2007	Tara George CFRE	Rothesay Netherwood School
2004-2007	Derek D. Fraser CFRE	Strathcona-Tweedsmuir School
2003-2004	Ingrid Healy CFRE	Strathcona-Tweedsmuir School
2002-2003	James F. McMillan	Selwyn House School
2001-2002	Christopher Spicer	St. Michaels University School
2000-2001	Christopher Spicer	St. Michaels University School
1999-2000	Christopher Spicer	St. Michaels University School
1998-1999	Douglas Edwards	Rothesay Netherwood School
1997-1998	Victoria A. Wilgress	Ashbury College
1996-1997	Brian A. Iggulden	Ridley College
1995-1996	Brian A. Iggulden	Ridley College
1994-1995	Brian A. Iggulden	Ridley College
1993-1994	Allan Wightman/ Brian A. Iggulden	Lower Canada College/ Ridley College
1992-1993	Mary M. Birt	St. John's Ravencourt School
1991-1992	Mary M. Birt	St. John's Ravencourt School
1990-1991	Mary M. Birt	St. John's Ravencourt School
1989-1990	Michael W. DesRoches	Appleby College