

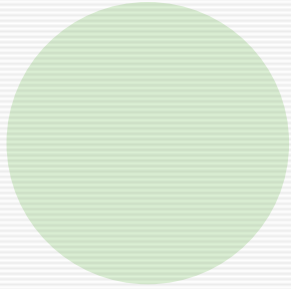
Gatineau- July 6-9, 2023



CPF Leader Networking Event

Re-Imagining CPF 2.0

Optimizing Opportunities for Collaboration within the
CPF Network



Looking Forward to CPF 2.0: CPF National as Backbone Organization

- ❖ CPF Network Contribution Agreements 2023-2026
- ❖ Financials
- ❖ Human Resources: STAFF
- ❖ Human Resources: VOLUNTEERS



CPF 2.0: Governance and Operations –Leading Together, Learning Together

CPF Network Contribution Agreements 2023-2026

- Review the front matter – Recognition of Funding; Expectations for Communications in both Official Languages
- Review 4 Pillars, Summary of Activities, Performance Indicators, Expected Results
 - Youth and Family Programming
 - Outreach, Members, Volunteers, Chapters/Teams
 - Advocacy

4. OFFICIAL LANGUAGES REQUIREMENTS

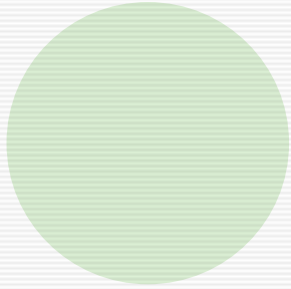
Through its funding, the Government of Canada wishes, among other things and where appropriate, to promote English and French to assist the Government in achieving this objective, the Recipient agrees to:

- Provide, when applicable, information and public messages in both official languages;
- Organize activities in such a manner as to encourage the participation of both the Francophone and Anglophone communities; and
- Include reference to these measures and results achieved in the final report to be submitted for the current agreement.

5. PUBLIC ACKNOWLEDGMENT OF FINANCIAL SUPPORT

The Recipient must publicly acknowledge, in French and in English, the financial support received from the Government of Canada, in all communication materials and promotional activities related to the Agreement, such as advertising, promotional and program materials, public announcements, speeches, website, social media, etc., as stated in Annex E of this Agreement. However, the Minister may deem advisable to withdraw the requirement for recognition of the federal funding by the Recipient.

The Department's *Guide on the Public Acknowledgment of Financial Support* will assist the Recipient in complying with the requirements stated in Annex E of this Agreement. The Guide can be found at the following address: <https://www.canada.ca/en/canadian-heritage/services/funding/acknowledgement-financial-support.html>).



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Financials:

NETWORK STAFF CONTACT is Sylviane Pichardie, Director of Finance

- Digital Processes: QB Online, Plooto, Hubdoc, and Wagepoint (HR support)
- Budget / Financial Reporting: Consistent format by Pillar and by Project
- Role of the Treasurer

ACTIONS : Review Budget Template, Cash Flows, Quarterly Financial Reports and End of Year Audited Financial Statements – Consistent Formats



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Human Resources: STAFF

NETWORK STAFF CONTACT is Deb Powers, Manager of Human Resources

- BambooHR for Personnel Management – Emergency contact information, Tracking vacation, in lieu time, other time off. Remote Access to retrieve the Information.
- Bamboo HR for Staff performance reviews – Consistent and Standard Process for all employees
- CPF Code of Conduct as separate document to be signed by all
- CPF Network Employee Handbook – Updated, more user friendly
- CPF Hiring Protocol – Consistent process

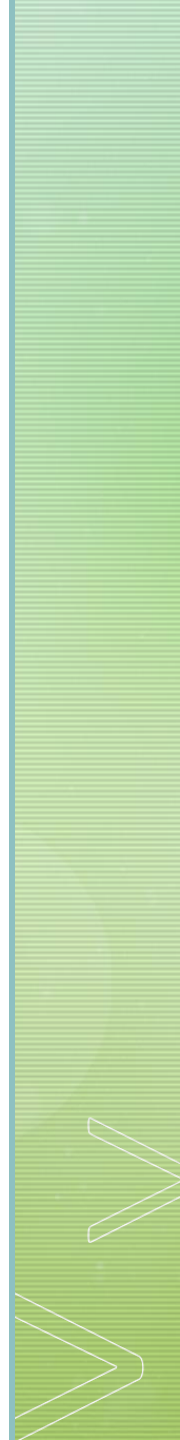


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Human Resources: VOLUNTEERS

NETWORK STAFF Support is Marin Hawley, Coordinator, Members, Volunteers and Donors

- Better Impact for Volunteer Management – Contact information, Tracking volunteer hours for in kind contribution reporting. Volunteer learning space – Training Videos, role descriptions, policies, etc.
- Profile for every CPF Leader and Volunteer = Insurance Coverage.



The job
isn't done
until you
say Thank
You