



 Canadian  
Diabetes  
Association

Association  
Canadienne  
du Diabète

# **DIABETES EDUCATOR SECTION**

## **POLICY AND PROCEDURES MANUAL**

**DATED: JANUARY 2011**

**DIABETES EDUCATOR SECTION**  
**Policy and Procedure Manual**

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# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved by:** DES National Executive      **Number:** 1000  
**Date:** Date established June 1999      **Category:** National Executive  
Last revised September 2007

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**Title:** DES MEMBERSHIP MAILING CRITERIA

**Policy:** DES membership labels will be used for National DES and CDA mailings. Approved mailings for organizations or individuals other than DES or CDA will be conducted through the National DES Office.

**Purpose:** To appropriately provide DES membership mailing labels in a manner to protect DES membership confidentiality.

**Procedure:**

1. Organizations or individuals must provide a letter outlining the purpose of the mailing. The information the organization or individual wishes to circulate to the DES membership must accompany the request.
2. The request will be reviewed by the Appropriate CDA/DES National Office staff, using the DES Membership mailing criteria. (Appendix a) If the request meets the established criteria, the organization will be forwarded a letter of acceptance outlining the number of copies required for the mailing and a fee schedule by the CDA/DES National Office staff.
3. A written non-endorsement statement should be included with the mailing should there be any reference of the DES logo, CDA logo or the Canadian Diabetes Association in general.
4. Upon receipt of the fee for the DES membership mailing and the appropriate number of copies, a mailing will be organized by the CDA/DES National Office staff. This mailing will occur within one month of receipt of the requested fee and the number of copies.
5. The fee for this service will be reviewed annually (in consultation with Senior Manager, National Corporate Alliances in the Development Department) and be approved by the Vice President, Research and Professional Education of the National Office and is subject to change.
6. Requests that do not meet the established criteria will be reviewed by the DES Executive at an executive meeting. The organization or individual will be informed of the outcome of these proceedings.
7. The fee will be waived for nonprofit organizations and individuals or organizations whose information concerns products or events, which generate revenue for the CDA as per an agreement between CDA and the individual or organizations. The fee will be determined by the Vice President, Research and Professional Education on the basis of cost recovery and will be reviewed annually.
8. Nonprofit organizations will be given the option of either paying mailing costs for a separate DES membership mailing or the mailing costs will be waived if the nonprofit organization is willing to have their information included in one of the semi-annual DES membership mailings.

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**Distribution:**  
DES National Executive  
CDA/DES National Office  
Chapter Chairs

**Portfolio:**  
Chair – Elect

**Evaluation Mechanism:**  
National Executive Review  
Each term of office

**Appendix A**  
***DES Mailing Label Criteria Checklist***

Request from: \_\_\_\_\_

Date received: \_\_\_\_\_

Description of Request: \_\_\_\_\_

***Criteria Checklist***

***Desired Response***

- |  |     |
|--|-----|
| 1. The mailing pertains to the practice of diabetes educators<br>Yes _____ No _____  | (Y) |
| 2. The mailing is a monetary request (i.e. donation)<br>Yes _____ No _____   | (N) |
| 3. The information is for the purpose of establishing a mailing list<br>for an individual or company.<br>Yes _____ No _____                  | (N) |
| 4. Advertisements for products are for products that have been<br>approved by appropriate Canadian Agencies or Boards.<br>Yes _____ No _____ | (Y) |
| 5. The mailing is to be forwarded to all DES members.<br>Yes _____ No _____  | (Y) |
| 6. The product/information for the mailing is in conflict with CDA or<br>DES activities or projects.<br>Yes _____ No _____                   | (N) |

***Request: Materials must meet all  
criteria to be accepted.***

Accepted \_\_\_\_\_

Rejected \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Vice President, Research and Professional Education

**Fee Schedule for DES Membership Mailings  
Diabetes Educator Section  
Policy and Procedure 1000**

**Revised September 2007**

The fee schedule for an approved mailing is as follows:

1. \$2500 and postage for items such as educational materials.
2. \$5000 and postage for mailings with product information.

An additional fee may be added to the \$5000 fee when a poly bag sample of the product is included as part of the mailing.

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive      **Number: 1001**

**Date:** Date established October 1998      **Category:** National Executive  
Last revised June 2008

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**Title:** JOB DESCRIPTIONS

**Policy:** Job Descriptions will exist for all DES positions and be available to the DES membership

**Purpose:** To ensure all members accepting a DES position are informed of the responsibilities of the position.

**Procedure:**

1. DES National Executive position descriptions will be reviewed once during each term of office.
2. Chapter Executive position descriptions will be developed by the Director of said portfolio in conjunction with the National Executive.
3. Position descriptions for DES representatives on CDA committees, liaison positions and tasks forces will be developed by the National Executive in conjunction with associated individuals.
4. A copy of all position descriptions will be held at National Office.
5. Any DES member will have access to any position description for review upon request.

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**Distribution:**  
DES National Executive  
CDA/DES National Office

**Portfolio:**  
Chair – Elect

**Evaluation Mechanism:**  
National Executive Review  
Each Term of Office

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive      **Number:** 1002

**Date:** Date established June 1999      **Category:** National Executive  
Last reviewed: January 2011

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**Title:** NOMINATION FOR DES NATIONAL EXECUTIVE POSITIONS

**Policy:** Nomination of DES members to the DES National Executive will take place yearly in accordance with approved procedures.

**Purpose:** To ensure national representation of DES members on the National Executive and to maintain the democratic process.

**Procedure:**

1. A standing Nominations Committee will oversee the nominations process.
2. The Immediate Past Chair of the DES National Executive shall serve as the Chair of the Nominations Committee.
3. A call for nominations will be published in two preceding issues of the Diabetes Communicator prior to May Leadership Forum.
4. Nominations must be received on the official form and signed by two active DES members and the nominee.
5. Nominations must be received in the National Office by the stated date.
6. If no nominations for a specific position are received in the National Office by the stated date, the deadline may be extended, with the agreement of the DES National Executive, until a candidate can be identified.
7. Executive positions will be staggered on a three year basis.

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**Distribution:**  
DES National Executive  
CDA/DES National Office

**Portfolio:**  
Chair – Elect

**Evaluation Mechanism:**  
National Executive Review  
Each Term of Office

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive      **Number:** 1003

**Date:** Date established March 1996      **Category:** National Executive  
Last reviewed: January 2011

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**Title:** PROCESS OF ELECTION DES NATIONAL EXECUTIVE

**Policy:** Election of the DES National Executive will be conducted electronically.

**Purpose:** To ensure fair election of members to the DES National Executive.

**Procedure:**

1. Nominations will be obtained by the Nominations Committee
2. Each nomination must include the required information as outlined on the official form.
3. Biographical details will be provided for each candidate.
4. Ballots will be prepared in alphabetical order for each position.
5. Ballots will be reviewed by the Nominations Chair prior to circulation.
6. Biographical details and ballots will be emailed to all members in June of each year, with a return date clearly stated.
7. Ballots received in the National Office after the return date will not be counted.
8. Ballots will be counted at National Office by 2 volunteers, who are not DES members.
9. All candidates will be notified of the results of the ballot by the Chair of the Nominations Committee no later than August 1.
10. Electronic Ballots will be deleted by the CDA National Office.

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**Distribution:**  
DES National Executive  
CDA/DES National Office

**Portfolio:**  
Chair – Elect

**Evaluation Mechanism:**  
National Executive Review  
Each Term of Office

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive      **Number:** 1004

**Date:** Date established March 1996      **Category:** National Executive  
Last reviewed: October 2010

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**Title:** TERMS OF REFERENCE FOR DES COMMITTEES AND TASK FORCES

**Policy:** All committees and Task Forces of DES will have Terms of Reference. These will be kept at the CDA/DES National office and will be available to all DES members.

**Purpose:** To ensure all Committees and Task Forces are working within the goals of DES. To increase the understanding of the purpose and functions of DES Committees and Task Forces.

**Procedure:**

1. The Chair of the Committee or Task Force is responsible for developing the Terms of Reference and ensuring these remain current.
2. Copies of the Terms of Reference must be sent to the CDA/DES National Office.
3. The CDA/DES National Office staff will retain copies of the Terms of Reference.
4. Any DES member will have access to the Terms of Reference for review on request.

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**Distribution:**  
DES National Executive  
CDA/DES National Office

**Portfolio:**  
Chair – Elect

**Evaluation Mechanism:**  
National Executive Review  
Each Term of Office

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive      **Number: 1005**  
**Date:** Date established September 1997      **Category:** National Executive  
Last revised June 2008

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**Title:** GUIDELINES FOR A DES COMMITTEE CHAIRPERSON

**Policy:** A DES Committee Chairperson will follow Standard Guidelines for Committee Operations.

**Purpose:** To promote efficient & consistent operation of DES committees.

**Procedure:**

1. Minutes should be taken at all committee meetings. If the meeting is a face to face meeting, the minutes should be taken by the CDA/DES National Office staff (if present) or should be a rotating position within committee members.
2. Terms of Reference for DES Committees should include the following categories and using the following format:
  - a) Purpose
  - b) Committee Membership
  - c) Committee Reporting Structure
  - d) Committee Responsibilities
  - e) Committee Meeting
  - f) Date
3. New terms of reference should be forwarded the DES National Executive for approval.
4. Terms of reference should be reviewed and updated annually.
5. Committee membership guidelines should include the following when possible:
  - Members shall represent different geographic locations across Canada.
  - Members shall represent multidisciplinary scope of diabetes management, education and care.
  - A member may serve on the committee for a maximum of four consecutive years.
  - Consideration should be given to consumer (person with diabetes) representation. DES membership shall be represented on the committee but DES membership is not a requirement for Committee membership.
6. If needed, meeting arrangements, minutes and agenda distribution and preparation and other related clerical work can be obtained by contacting the CDA/DES National Office staff.
7. Copies of committee membership and minutes should be forwarded to the National office who will forward copies to the DES National Chairperson and appropriate DES National Portfolio Director.

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**Distribution:**  
DES National Executive  
CDA/DES National Office

**Portfolio:**  
Chair – Elect

**Evaluation Mechanism:**  
National Executive Review  
Each Term of Office

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive      **Number:** 1006

**Date:** Date established November 2000      **Category:** National Executive  
Last reviewed: October 2010

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**Title:** NOMINEE WITHDRAWAL FROM ELECTION PROCESS

**Policy:** Written notice is required if a nominee wishes to withdraw from the DES election.

**Purpose:** To remove a nominee's name from the ballot following withdrawal from the election process.

**Procedure:**

1. The nominee wishing to withdraw from the election process must verbally notify the DES National Nominations Committee and CDA/DES National staff immediately.
2. This must be followed by written confirmation received at CDA National office by 2 weeks prior to the mailing of the ballots.

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**Distribution:**  
DES National Executive  
CDA/DES National Office

**Portfolio:**  
Chair-Elect

**Evaluation Mechanism:**  
National Executive Review  
Each Term of Office

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive      **Number:** 1100  
**Date:** Date established March 1996      **Category:** Chair  
Last revised June 2002

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**Title:** THE CHAIR OF DES'S ROLE REGARDING THE STANDING COMMITTEES OF DES

**Policy:** The chair of DES is an ex-officio member of all standing committees of DES.

**Purpose:** To keep the chair of DES current with committee operations.

**Procedure:**

1. The Chair of DES may attend any committee meetings as appropriate.
2. Chairpersons of all Committees must forward the Chair of DES current Committee membership lists, and any revisions.
3. Chairpersons of all committees must forward to the Chair of DES minutes of all meetings.

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**Distribution:**  
DES National Executive  
CDA/DES National Office

**Portfolio:**  
Chair

**Evaluation Mechanism:**  
National Executive Review  
Each Term of Office

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive                      **Number:** 1101  
**Date:** Date established March 1998                      **Category:** Chair  
Last revised June 2002

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**Title:** DES STATIONERY

**Policy:** DES Stationery (paper and envelopes) may be used by the DES National Executive, DES Committees, DES Chapter Executives, DES liaison to CDA National Committee, and CDA/DES Division representative for the purpose of conducting DES related business or expressing a DES opinion or concern.

**Purpose:** To ensure the DES name and logo is used only for DES related business and that its use reflects positively on the Association.

**Procedure:**

1. Members of the DES National Executive, Chairs of Committees, and DES Chapter Chairs may request DES stationery from the CDA/DES National Office staff.
2. Internal communications (CDA/DES/C&SS) do not require prior approval, but copies will be forwarded to CDA/DES National Office staff to be filed.
3. Communications expressing a DES opinion or concern to external agencies or individual must receive prior approval from the DES National Executive.
4. Copies of such communication must be sent to the DES Chair.
5. Retiring executive members, committee members and Chapter Executives will either return the stationery to DES National Office or pass the stationery on to their successors.

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<b>Distribution:</b> DES National Executive CDA/DES National Office Chapter Chairs CDA/DES Division Reps DES Liaison to CDA National Committees	<b>Portfolio:</b> Chair	<b>Evaluation Mechanism:</b> National Executive Review Each Term of Office
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# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive      **Number:** 1202  
**Date:** Date established June 1999      **Category:** National Executive  
Revised September 2008

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**Title:** PREPARATION OF DES MEMBERS IN LEADERSHIP ROLES AT THE NATIONAL LEVEL

**Policy:** DES believes that building a strong volunteer base, nurturing and supporting members in leadership roles are key elements in developing quality relationships which value people – the organizations’ greatest resource. Processes exist which offer leadership training opportunities to volunteers.

**Purpose:** To support the development, maintenance and recruitment of DES members in leadership roles at the National level.

**Procedure:**

1. It is recognized that DES members bring different skills to leadership roles. Members in leadership roles are encouraged to evaluate and identify their personal learning needs. The annual National DES budget contains a category, ‘leadership development’: to support leaders in their efforts to enhance their knowledge and skills.
2. Whenever possible, mentoring is encouraged as a means to support and encourage leaders as they assume new roles.
3. CDA National, Division and Branch staff offers additional support and mentoring opportunities.
4. The DES National Executive and the National Nominations Committee plans for succession of the DES National Executive by encouraging members to assume leadership positions.

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**Distribution:**  
DES National Executive  
CDA/DES National Office

**Portfolio:**  
Chair-Elect

**Evaluation Mechanism:**  
National Executive Review  
Each Term of Office



# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive      **Number:** 1303  
**Date:** Date established March 1996      **Category:** Treasurer  
Last revised: April 2010

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**Title:** REPORTS TO EXECUTIVE

**Policy:** The Treasurer is accountable to the National Executive of DES and to the membership at large.

**Purpose:** To provide adequate and timely accounts of DES financial status

**Procedure:**

1. Current Budget and Summary Reports for the upcoming year should be distributed to the DES National Executive face to face meetings that take place in January, April/May and October each year.
2. A summary report is prepared for inclusion in the Annual General Meeting report, and as well as final operating statement for the previous fiscal year.
3. It is suggested that the current budget plan for the coming year also be presented at the AGM.

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<b>Distribution:</b> DES National Executive CDA/DES National Office	<b>Portfolio:</b> DES Treasurer	<b>Evaluation Mechanism:</b> DES Treasurer Each Term of Office
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# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive      **Number:** 1306  
**Date:** Date established June 1999      **Category:** National Executive  
Last revised: April 2010

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**Title:** MEMBERSHIP FEES

**Policy:** Members of DES will be charged an annual fee which will entitle each member to be an active member of the Diabetes Educator Section of CDA and their local CDA Branch

**Purpose:** To generate funds to sustain DES activities and to encourage commitment from the membership.

**Procedure:**

1. All membership fees will be received at CDA National Office.
2. All renewal forms will be issued by CDA National Office.
3. The first membership renewal notice will be issued in June, with Second Notices in October.
4. DES membership is recorded on a central database list at CDA National Office.
5. Revenue collected from membership will be shown on the monthly financial statements.
6. Prorated fees are not available.
7. The membership year is September 1 to August 31.
8. The DES membership fee structure will be reviewed annually during the term of the Treasurer in consultation with the National Executive.
9. The discussion and review of the membership fee structure will be coordinated with the review of membership applications.
10. Any changes in fee structure must be approved by the membership at the Annual General Meeting.

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<b>Distribution:</b> DES National Executive CDA/DES National Office	<b>Portfolio:</b> DES Treasurer	<b>Evaluation Mechanism:</b> Reviewed at least once per term Each Term of Office
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# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive      **Number:** 1403  
**Date:** Date established September 1998      **Category:** Communications  
Last reviewed: October 2010

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**Title:** OFFICERS OF CHAPTER (EXECUTIVE)

**Policy:** The executive members shall be elected by Chapter members.

**Purpose:** To provide leadership, organization and coordination of Chapter Activities.

**Procedure:** Any active member of a Chapter in good standing may run for a Chapter Executive position.

1. Each member of the Executive will serve a two or three year term and shall be eligible to be elected for a maximum of six years in one position.
2. The Executive should be comprised of at least two people; a Chairperson and Secretary/Treasurer.
3. A Chapter may include other positions on their Executive, as required eg. Chair-Elect, Professional Development Co-ordinator.
4. The Director of Communications will act as the National DES Executive contact person.
5. Elections will be held in the spring of each year in advance of the National DES Leadership Forum.
6. Names of new officers must be submitted to Director of Communications as part of the annual report package.

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<b>Distribution:</b>	<b>Portfolio:</b>	<b>Evaluation Mechanism:</b>
DES National Executive	Chair - Elect	Annual Finance Review
CDA/DES National Office	Director, Communications	Each Term of Office
Chapter Chairs		

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive      **Number:** 1404  
**Date:** Date established May 2004      **Category:** Chapter  
Last reviewed: October 2010

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**Title:** REPLACEMENT OF CHAPTER EXECUTIVE DURING TERM OF OFFICE

**Policy:** If a chapter Executive member is unable to fulfill his/her duties for a period of six months, or less, the position may be replaced temporarily by a chapter member or the remaining chapter Executive can assume the duties. In the event the temporary replacement should exceed six months, the chapter members should appoint a new Executive member for the remainder of the term.

**Purpose:** To ensure active status and continued operations of existing chapters when Executive chapter members are unable to fulfill their duties during their term.

**Procedure:**

1. The replacement for Chapter Executive member(s) must be a DES member in good standing.
2. A letter must be sent to the attention of the appropriate National Office Staff Member and the Director of Communications indicating the current chapter Executive and replacement member(s).
3. A copy of the letter will be filed in the chapter folder.

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<b>Distribution:</b> DES National Executive CDA/DES National Office Chapter Chairs	<b>Portfolio:</b> Chair - Elect Director, Communications	<b>Evaluation Mechanism:</b> National Executive Review Term of Office
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# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive      **Number:** 1408

**Date:** Date established March 1999      **Category:** National Executive  
Revised September 2008

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**Title:** THE APPOINTMENT OF DES ACTIVE MEMBERS TO COUNCILS, COMMITTEES, TASK FORCES AND BOARDS.

**Policy:** Appointment of DES members to committees, councils, task forces and boards, internal and external, to DES will follow a standard process.

**Purpose:** To ensure that DES is represented in the best possible manner and that communication opportunities are optimized for DES.

**Procedure:**

1. The appointment of any individual who is serving as representative/liason for DES on any CDA or external agency board or task force must be approved by the DES National Executive.
2. Representatives or liaisons which are position specific do not require DES National Executive approval. For example, the DES chair automatically is a member of the CDA National Board. However, if the specified person is unable to fulfill the commitment to the committee, board, council or task force, the DES National Executive must approve a substitute.
3. The term of office will be stated at the time of the appointment. If an individual wishes to remain for a longer period of time, approval must be obtained from the National DES Executive.
4. A DES member who is serving in an expert capacity on a committee or task force does not need to be approved by the DES National Executive, however, the chair of such committee or task force should forward the name of the person to the Chair of DES to allow for appropriate volunteer recognition.
5. The following appointments must be approved by the National DES Executive:
  - Editor of The Diabetes Communicator
  - DES Associate Editors CJD
  - DES Liaison to Canadian Diabetes
  - Professional CDA/CSEM Conference Co-Chair
  - All Chairs of DES Committees
  - DES Liaison to National Research Council
  - DES Liaison to Advocacy Council
  - DES Liaison to National Nutrition Committee

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**Distribution:**  
DES National Executive  
CDA/DES National Office

**Portfolio:**  
Chair - Elect

**Evaluation Mechanism:**  
National Executive Review  
Each Term of Office

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive                      **Number:** 1410  
**Date:** Date established July 2000                      **Category:** Communications  
Last revised February 2008

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**Title:** CDA/DES COMMITTEE REPRESENTATIVES/LIAISONS  
COMMUNICATION

**Policy:** Communication between the DES National Executive and all DES  
Representatives/Liaison will occur on a regular basis.

**Purpose:** To provide a reporting mechanism for DES  
Representatives/Liaison on CDA committees.

**Procedure:**

1. The Director of Communications or assigned Director will organize the distribution of the DES Representatives/Liaisons Reporting Form.
2. The DES Representatives/Liaisons will provide a report after each of their committee meetings to the assigned Director and to CDA/DES National Office Staff.
3. The DES Executive will present issues for discussion from the reports at National Executive meetings.

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<b>Distribution:</b> DES National Executive CDA/DES National Office CDA/DES Committee Representatives and Liaisons	<b>Portfolio:</b> Director, Communications	<b>Evaluation Mechanism:</b> National Executive Review Each Term of Office
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# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive      **Number:** 1600  
**Date:** Date established March 1996      **Category:** Membership  
Last revised: October 2010

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**Title:** REGISTRATION OF NEW MEMBERS

**Policy:** All new DES members will be assigned to a Chapter.

**Purpose:** To facilitate communication between new members and local Chapter chairs and to provide DES members access to networking with other DES members

**Procedure:**

1. All new DES members will receive acknowledgement of their membership with a membership card and receipt of payment.
2. New members are assigned to a Chapter by the CDA office. This is usually the chapter closest to the member's address on file at the CDA office.
3. There are no restrictions as to which Chapter a member may join; a member can choose to join another Chapter instead of the one assigned by the CDA office.

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**Distribution:**  
DES National Executive  
CDA/DES National Office  
Chapter Chairs

**Portfolio:**  
Director, Membership

**Evaluation Mechanism:**  
Chapter Chair Review  
Each Term of Office

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive      **Number:** 1602  
**Date:** Date established March 1996      **Category:** Membership  
Last revised: October 2010

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**Title:** DES MEMBERSHIP RECRUITMENT

**Policy:** All membership recruitment proposals must be approved by the DES Executive

**Purpose:** To provide support, guidance and recognition to members coordinating recruitment drives.

**Procedure:**

1. Recruitment drives are encouraged at both a Chapter and National level.
2. Proposals for drives must be submitted to the Executive for review at least three months prior to implementation.
3. Proposals must include a budget outlining anticipated costs for the drive.
4. If incentive prizes are to be provided as part of the drive, guidelines for eligibility, and process for drawing and notifying winners must be included.

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**Distribution:**  
DES National Executive  
CDA/DES National Office  
Chapter Chairs

**Portfolio:**  
Director, Membership

**Evaluation Mechanism:**  
National Executive Annual Review  
Each Term of Office

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive

**Number:** 1702

**Date:** Date established March 1996  
Last revised June 2002

**Category:** Professional Development

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**Title:** LOAN OF EDUCATIONAL TAPES.

**Policy:** DES study tapes and tapes of Annual Professional Conference will be available for loan to DES members from the CDA/DES National Office.

**Purpose:** To support members in ongoing education.

**Procedure:**

1. Availability of tapes to be advertised in Diabetes Quarterly on a regular basis.
2. A request for loan must be accompanied by a \$100 deposit and the date materials are needed.
3. The Administrative Assistant will inform the borrower if the tapes are available on the date requested.
4. A lending agreement will be sent to the borrower on receipt of the deposit.
5. Tapes will be shipped on receipt of the lending agreement in National Office.
6. Tapes will be shipped to the borrower by courier three days prior to the requested date.
7. Loan period will be two weeks from the CDA mailing date.
8. It is the responsibility of the borrower to return the tapes by the due date. If the tapes have not been returned within three days of the due date, Administrative Assistant will call the borrower. If they have not been returned within 10 days, the borrower will be invoiced the cost of the material.

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**Distribution:**

DES National Executive  
CDA/DES National Office

**Portfolio:**

Director, Professional Development

**Evaluation Mechanism:**

National Executive Review  
Each Term of Office

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive      **Number:** 1703

**Date:**                      Date established June 1999      **Category:** Professional Development  
Last revised June 2002

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**Title:**                      NEW AWARDS APPROVAL

**Policy:**                      All new awards must be approved by the DES Executive prior to implementation.

**Purpose:**                      To ensure that DES Awards reflect the mission & goals of CDA & DES.

**Procedure:**                      1. Proposals for new awards are to be directed to the Director of Professional Development.  
2. The request for a new award must be reviewed by the DES National Executive.  
3. The Director of Professional Development will work with the award sponsor to draft initial purpose, criteria and award selection process.  
4. This draft is discussed at a DES Executive meeting. All changes must be approved by both DES executive and the award sponsor before the award is finalized.  
5. Once final approval is given, the award will be included in the awards binder and advertised similar to other DES awards.

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<b>Distribution:</b> DES National Executive CDA/DES National Office	<b>Portfolio:</b> Director, Professional Development	<b>Evaluation Mechanism:</b> National Executive Review Each Term of Office
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# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By** DES National Executive **Number: 1704**

**Date:** Date established March 1996 **Category:** Professional Development  
Last revised June 2002

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**Title:** REVIEW OF AWARDS BROCHURE

**Policy:** All Awards Brochures produced by the sponsors of the awards must be approved by the Director of Professional Development prior to publication and distribution

**Purpose:** To ensure that CDA and DES logos are present and comply with regulations related to logo usage and that the information in the brochure is current and consistent with the award criteria.

**Procedure:**

1. Award sponsors send the draft brochure to the CDA/DES National Office staff for review. The CDA/DES National Office staff forwards the brochures to the Director of Professional Development.
2. The Director of Professional Development reviews the brochure and requests necessary changes. Approval is provided in writing by the Director of Professional Development.

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<b>Distribution:</b> DES National Executive CDA/DES National Office	<b>Portfolio:</b> Director, Professional Development	<b>Evaluation Mechanism:</b> National Executive Review Each Term of Office
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# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:**DES National Executive      **Number:** 1705

**Date:** Last revised April 2004      **Category:** Professional Development

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**Title:** AWARDS PROCESS – LETTERS OF RECOMMENDATION

**Policy:** Letters of recommendation for an application must be current within a 12 month period.

**Purpose:** To ensure an applicant's accomplishments are completely recognized and current.

**Procedure:**

1. Awards applications requiring references should reflect the 12-month window. Awards application will be submitted to the appropriate National Office Staff who will then forward onto the Awards Committee.
2. If a candidate letter is outdated the letter will be disqualified.

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<b>Distribution:</b> DES National Executive CDA/DES National Office	<b>Portfolio:</b> Director, Professional Development	<b>Evaluation Mechanism:</b> National Executive Review Each Term of Office
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# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:**DES National Executive      **Number:** 1706

**Date:**                      Date established March 1996    **Category:** Professional Development  
Last revised June 2002

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**Title:**                      AWARDS RECOGNITION – MORE THAN ONE SUBMISSION

**Policy:**                      A candidate may submit one or more applications for various awards, however only one award will be granted to a successful applicant within one category. If an applicant submits for more than one award, however the reasons for submission are totally different. i.e.: submits for a research grant, Diabetes Educator of the Year Award and Camp Educator of the Year Award they may be recognized in all three areas.

**Purpose:**                      To ensure a members contribution is recognized and allow other applicants a fair chance for recognition.

**Procedure:**                      1. Awards application will be submitted to the appropriate National Office staff who will then forward onto the Awards Committee  
2. If a member submission is successful for more than one ward, in more than one category the Director, Professional Development will be notified who will then bring it to the attention of the Awards Committee for review. The goal will then be to identify which is the most suitable award.  
3. In the events that a submission is disqualified as indicated in number 2, the applicant who ranks next highest will receive the award.  
4. The following are the award categories:

- Scholarships (continuing education, research)
- Project Grants (education product development, manuscript, practical diabetes)
- Public Service Awards
- Personal Awards (volunteer service, chapter, personal, camp)

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**Distribution**

DES National Executive  
CDA/DES National Office

**Portfolio**

Director, Professional Development

**Evaluation Mechanism**

National Executive Review  
Each Term of Office

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:**DES National Executive      **Number:** 1708

**Date:**                      Date established March 1996    **Category:** Professional Development  
Last revised June 2002

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**Title:**                      ELIGIBILITY FOR DES AWARDS

**Policy:**                      Recipients of any awards that are selected by the DES Awards Committee must be members of DES for a minimum of six months prior to the award application deadline in order to be eligible for consideration by the Awards Committee. The remainder of the eligibility criteria for each individual award is jointly determined by the Awards Committee and the sponsor of the award.

**Purpose:**                      To ensure that membership in DES is not obtained just prior to the award deadline in order to be considered for an award.

**Procedure:**                      1. The Co-ordinator of Professional Membership and Projects will check that each awards applicant has been a DES member for six months prior to the deadline for that award application.  
2. The Director of Professional Development as Chair of the Awards Committee will notify applicants of ineligibility for an award due to this policy.

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<b>Distribution:</b> DES National Executive CDA/DES National Office	<b>Portfolio:</b> Director, Professional Development	<b>Evaluation Mechanism:</b> National Executive Review Each Term of Office
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# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:**DES National Executive      **Number:** 1709

**Date:**                    Dates Established November 1998 **Category:** Professional Development  
Last revised June 2002

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**Title:**                    DES MEMBERS MAY BE GRANTED HONOURARY MEMBERSHIP  
FOR LIFE BY THE DES NATIONAL EXECUTIVE

**Policy:**                    DES members may be granted honorary membership for life by the DES  
National Executive

**Purpose:**                    To recognize long standing excellence in the practice of diabetes  
education, management and care and significant contribution towards  
improving the quality of life for people affected by diabetes.

**Procedure:**                    1. A call for nominations for DES members to be recognized as honorary  
members will be included in the annual awards package which is mailed to  
each DES member.  
2. The call for nominations will specify selection criteria and include an  
“Honorary Member Nominations” form which is to be completed.  
3. Only nominations which include a completed “Honorary Member  
Nomination” form will be considered.  
4. The Director of Professional Development will present the nomination  
results to the DES National Executive who will select up to a maximum of  
four honorary members per year.  
5. The names of new DES honorary members will be announced at the  
DES Annual General Meeting and the recipients presented with a plaque  
by the Director of Professional Development.

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**Distribution:**                    **Portfolio:**  
DES National Executive    Director Professional Development  
CDA/DES National Office

**Evaluation Mechanism:**  
National Executive Review  
Each Term of Office

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:**DES National Executive      **Number:** 1710

**Date:**                    dates established October 2003 **Category:** Professional Development  
Last revised June 2004

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**Title:**                    ALTERNATE SELECTION OF AWARD RECIPIENTS

**Policy:**                    Award recipients must meet the criteria for selection as outlined for a specific award. If there are no applicants for an award or the criteria for an award is not met; an alternate process for selection will be initiated. This policy applies to the Distinguished DES Volunteer Service Awards, the Camp Educator Award, the Being There Award and the Diabetes Educator of the Year Award.

**Purpose:**                    To recognize the contributions of the Diabetes Educators and to maintain the integrity of the awards process.

**Procedure:**                    1. If there are no applicants for the above named awards the DES Executive will be notified by the Director, Professional Development.  
2.If the applicants for an award do not meet the criteria or in absence of applications, the Awards Committee can recommend an alternate choice for the award. The recommendation will be forwarded to the DES National Executive for approval.  
3.The DES National Executive will discuss potential candidates and can nominate a Diabetes Educator for the award. Award recipients must meet the criteria for selection as outlined for the award. The recommendation will be communicated to the Awards Committee and the National office of the Canadian Diabetes Association.  
4. The DES National Executive will facilitate the completion of the application for the award.

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<b>Distribution:</b> DES National Executive CDA/DES National Office	<b>Portfolio:</b> Director Professional Development	<b>Evaluation Mechanism:</b> National Executive Review Each Term of Office
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# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:**DES National Executive

**Number:** 1711

**Date:** Dates established May 2005

**Category:** Professional Development

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**Title:** CRITERIA FOR NEW AWARDS

**Policy:** New awards received by CDA National Office must be screened based on the following criteria established by the awards committee.

**Purpose:** To ensure new awards support the vision, mission and goals of the CDA/DES

**Procedure:**

1. *Source of the Awards:* must come from a stable affiliate appropriate to the mandate of CDA/DES.
2. *Presentation:* to be awarded at the CDA/DES AGM.
3. *Stipulations:* recipients are not required to publicly endorse the company's product. Unreasonable restrictions are not to be attached to the award. It is reasonable to expect an article to be written.
4. *Award Recipient:* open to any active DES member with at least one year of membership
5. *Brochure for the award:* must be developed in accordance with CDA's format, approved by CDA/DES and distributed with CDA mailings. Member's information is not to be provided to the company sponsoring the award.
6. *Monetary Value of award:* should reflect the nature of the award.
7. *Purpose of the Award:* Criteria should be based on support for an educational product, research, an achievement for further education, or support for the other endeavors that benefits the care, education or management of the client or health care provider or support the vision, mission and goals of CDA/DES.
8. *Length of Term:* should be a minimum of 5 years.

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**Distribution:**

DES National Executive Director, Professional Development  
CDA/DES National Office

**Portfolio:**

**Evaluation Mechanism:**

National Executive Review  
Each Term of Office

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

### CRITERIA FOR NEW AWARDS

Name of the new Award: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

- |   | Yes                      | No                       |
|---|--------------------------|--------------------------|
| 1. <i>Source of the Awards:</i> must come from a stable affiliate appropriate to the mandate of CDA/DES.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. <i>Presentation:</i> to be awarded at the CDA/DES AGM.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. <i>Stipulations:</i> recipients are not required to publicly endorse the company's product. Unreasonable restrictions are not to be attached to the award. It is reasonable to expect an article to be written.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. <i>Award Recipient:</i> open to any active DES member with at least one year of membership   | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. <i>Brochure for the award:</i> must be developed on accordance with CDA's format, approved by CDA/DES and distributed with CDA mailings. Member's information is not to be provided to the company sponsoring the award.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. <i>Monetary Value of award:</i> should reflect the nature of the award. Consideration for larger awards should be given to cover travel and accommodation expenses for conference.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. <i>Purpose of the Award:</i> Criteria should be based on support for an educational product, research, an achievement for further education, or support for the other endeavors that benefits the care, education or management of the client or health care provider or support the vision, mission and goals of CDA/DES. | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. <i>Length of Term:</i> should be a minimum of 5 years.   | <input type="checkbox"/> | <input type="checkbox"/> |

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive **Number:** 1801  
**Date:** Date established November 1998 **Category:** Quality  
June 2002, revised  
Last reviewed: January 2011

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**Title:** USE OR REPRODUCTION OF CDA/DES LOGO AND/OR NAME.

**Policy:** The CDA/DES logo may only be used/reproduced with the permission of the National DES Executive according to the following procedure.

**Purpose:** To ensure that the symbol of CDA/DES is utilized or reproduced in a proper and consistent manner.

**Procedure:**

1. The logo has been approved for use in the following areas:
  - Diabetes Communicator
  - CJD
  - CDA/DES letterhead
  - Executive Business Cards
  - National DES Campaign materials
  - DES Awards
  - Diabetes Services Directory
  - Standards for Diabetes Education in Canada
  - DES Committees
  - Standards and Recognition Program
2. All other endeavors must seek DES National Executive approval prior to the use of the CDA/DES logo. (Appendix)
3. Requests for approval of the use of the CDA/DES logo should be forwarded the CDA/DES National Office for appropriate executive distribution and review.
4. The CDA/DES logo must be used as per CDA guidelines. (Appendix)

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**Distribution:**  
DES National Executive  
CDA/DES National Office  
Chapter Chairs

**Portfolio:**  
Director Quality

**Evaluation Mechanism:**  
National Executive Review  
Each Term of Office

## **Appendix to 1801**

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The following outlines the role and guidelines of the DES National Executive for assessing materials submitted for consideration of CDA/DES logo approval.

1. DES logo is not to stand alone but always appear after the CDA logo.
2. All materials submitted for consideration will comply with CDA Guidelines for Educational Materials Partnerships and/or Guidelines for the Formation of External Partnerships where applicable.
3. Materials must also comply with the CDA guidelines for branding and use of logos. Contact the National Office for information regarding branding and logo guidelines.
4. The material submitted pertains to the practice of diabetes education, management, care or professional development and promotes the multidisciplinary nature of diabetes education wherever possible.
5. The material submitted meets and/or recommends current Standards for Diabetes Education in Canada and current Canadian Guidelines.
6. The material submitted is presented in a manner which reflects appropriate cultural and political sensitivity.
7. The material submitted will be vetted through the CDA Senior Manager, Professional Sections.
8. Material submissions should include:
  - Title
  - Goal/Purpose
  - Target Audience
  - Expectations of DES
  - Copyright/Ownership
  - References
  - Proof of qualifications of author/submitter
  - Previous CDA considerations of submission
9. The DES National Executive upon completion of the review process will recommend one of the following:
  1. Accepted.
  2. Accepted following appropriate/recommended revision.
  3. Rejected.
10. Upon acceptance, the CDA/DES logo approval will be valid for a period of a maximum of five years and subject to review if the material is revised prior to the expiration of the approval period.

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive      **Number:** 1803  
**Date:** Date established November 1998      **Category:** Quality  
Last reviewed: January 2011

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**Title:** FEE FOR DIABETES STANDARDS RECOGNITION PROGRAM PROCESS (SRP)

**Policy:** The fee for the CDA Recognition process is set by the DES National Executive (fee to be assessed on a yearly basis). It does not include the cost of the Diabetes Education Standards Recognition Program binder.

**Purpose:** To determine and plan incoming submissions.  
To offset expenses incurred by Association to operate and maintain this program.

**Procedure:** Application Fee:  
Diabetes Education Centres (DEC's) who intend to apply for recognition, must submit \$50.00 non-refundable fee.

Review Fee:  
DEC's who apply for the Recognition must then submit a fee to the CDA National Office.

- a) Applications for recognition are reviewed on an annual basis
- b) Incomplete applications will be returned with a cheque minus a \$50 processing fee which will be retained by the Association.

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<b>Distribution:</b> DES National Executive CDA/DES National Office Standards Recognition Program Cttee	<b>Portfolio:</b> Director, Quality	<b>Evaluation Mechanism:</b> National Executive Review Each Term of Office
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# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive                      **Number: 1805**

**Date:** Date established November 1998                      **Category: Quality**  
Last revised: October 2010

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**Title:** CRITERIA FOR GRADING SUBMISSIONS FOR THE STANDARDS RECOGNITION PROGRAM

**Policy:** Recognition Process Granting for Diabetes Education Centers (DEC's).

**Purpose:** The purpose of the Recognition process is to evaluate how well the Education Program meets the Standards for Diabetes Education in Canada (2009).

**Procedure:** Education programs must obtain 80% or better in each of the Outcome, Process and Structure standards categories to achieve Recognition as a Program that meets the Canadian Diabetes Association Standards for Diabetes Education in Canada (2009).

<b>Standard</b>	<b>Must Meet</b>
Outcome Standards	4 of 5 outcomes
Process Standards	5 of 6 outcomes
Structure Standards	5 of 6 outcomes

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<b>Distribution:</b> DES National Executive CDA/DES National Office Standards Recognition Program Cttee	<b>Portfolio:</b> Director, Quality	<b>Evaluation Mechanism:</b> National Executive Review Each Term of Office
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# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive **Number:** 1806  
**Date:** Date established September 1997 **Category:** Quality  
Last revised: October 2010

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**Title:** APPEAL PROCESS FOR CDA RECOGNITION

**Policy:** Diabetes Education Centers (DEC's) may appeal any or all aspects of the report generated from the Standards Recognition Program (SRP).

**Purpose:** To give Diabetes Education Centers an opportunity to respond to the evaluation generated by the SRP committee through the peer review process.

**Procedure:**

1. A DEC can appeal the SRP report within 60 days of receiving the report.
2. The Diabetes Education Center appealing the report must specify in writing to the Director of Quality, CDA/DES what areas of the report they believe need to be re-addressed and clearly state why. Documentation to support this claim must accompany the appeal.
3. Three new peer reviewers who will be members of the Standards Recognition Review Committee to review the appeal.
4. The appeals team will respond in writing to the Director of Quality within 90 days, the result of their review.
5. The Director of Quality will forward the report to the DEC.
6. Depending upon the outcome of the appeal process the original decision may be changed.

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<b>Distribution:</b> DES National Executive CDA/DES National Office Standards Recognition Program Cttee	<b>Portfolio:</b> Director, Quality	<b>Evaluation Mechanism:</b> National Executive Review Each Term of Office
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# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive **Number: 1809**  
**Date:** Date established January 1998 **Category: Quality**  
Last reviewed: January 2011

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**Title:** CRITERIA FOR HANDLING OF MATERIALS SUBMITTED TO THE STANDARDS RECOGNITION PROGRAM (SRP).

**Policy:** Materials submitted by Diabetes Education Centers (DECs) will be handled appropriately during the recognition process.

**Purpose:** To ensure confidential, responsible and professional handling of material submitted by DECs for recognition.

**Procedure:**

1. Materials should be submitted in electronic format and by registered mail or courier to the CDA Coordinator – SRP of the Canadian Diabetes Association.
2. Materials will be distributed to SRP committee members and peer reviewers in an appropriate manner.
3. In the event of a granted recognition, SRP members and peer reviewers will retain copied material for 60 days after center has been notified and then shred for disposal.
4. There will be no unauthorized use of materials where the centre could be readily identified.

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<b>Distribution:</b> DES National Executive CDA/DES National Office Standards Recognition Program Cttee	<b>Portfolio:</b> Director, Quality	<b>Evaluation Mechanism:</b> National Executive Review Each Term of Office
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# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive **Number: 1810**  
**Date:** Date established January 1998 **Category: Quality**  
Last revised: October 2010

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**Title:** PROCEDURE FOR EXTERNAL REVIEW

**Policy:** All Portfolios' will be reviewed by the Standards Recognition Committee Members. The committee members will be blinded as to the site they are reviewing.

**Purpose:** To ensure that the external review process is fair and unbiased, the triangulation method of evaluation will be used for the recognition process

**Procedure:**

1. All completed portfolios will be reviewed initially by the Standards Recognition Program Coordinator at CDA.
2. If complete, the portfolio will be blinded, assigned and sent to committee members to critique before a face to face meeting.
3. Volunteers for reviewing documents will be approved by the DES committee on the basis of diversity i.e. geographical and professional diversity.
4. Each submission will be reviewed by a minimum of two members with a third person to assist if there is a discretion.
5. Membership on the committee will be in accordance with the number of programs being reviewed

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<b>Distribution:</b> DES National Executive CDA/DES National Office Standards Recognition Program Cttee	<b>Portfolio:</b> Director, Quality	<b>Evaluation Mechanism:</b> National Executive Review Each Term of Office
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# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive **Number: 1811**  
**Date:** Date established September 2005 **Category:** Quality  
Last revised: October 2010

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**Title:** ELIGIBILITY AND FEES CRITERIA FOR DIABETES EDUCATION CENTRES APPLYING FOR CDA RECOGNITION – **Multiple Sites**

**Policy:** Diabetes Education Programs that are located in multiple sites are eligible for recognition. DE Programs may deliver services in multiple locations. To be considered as one program the program must operate under a single organizational structure.

**Purpose:** The Diabetes Education Standards Recognition Program is designed to provide an external review for diabetes education centers operating at multiple sites.

**Procedure:** Centre's/Programs who are unclear regarding eligibility to be evaluated as one Program should contact CDA National Office.

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<b>Distribution:</b> DES National Executive CDA/DES National Office Standards Recognition Program Cttee	<b>Portfolio:</b> Director, Quality	<b>Evaluation Mechanism:</b> National Executive Review Each Term of Office
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# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive      **Number:** 2002  
**Date:** Date established July 2001      **Category:** Chapter  
Last revised October 2007

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**Title:** CHAPTER FORMATION

**Policy:** A minimum of twenty DES Members, in good standing, is required to form a DES Chapter. Chapter formation must follow the described procedures and be approved by the DES National Executive.

**Purpose:** To provide a forum for DES Members to:

1. communicate, share and exchange knowledge (or information)
2. participate in a supportive, organizational network
3. participate in educational events
4. collaborate on projects that support the mission and goals of CDA and DES

**Procedure:**

1. Appoint or elect a Chapter Executive. The Executive must be active DES Members in good standing.
2. Obtain a Chapter Application Form from the DES Director, Communications, or the Administrative Assistant, Professional Sections at National Office.
3. Forward completed Chapter Application Form to the DES Director, Communications, who will submit the request at the next scheduled DES National Executive Meeting.
4. A letter of confirmation will be sent from the DES Director, Communications, to the Chapter Chairperson. A copy will be forwarded to the Administrative Assistant, Professional Sections.
5. The DES Director, Communications, will send the Chapter information to the Editor of the Diabetes Quarterly for the purpose of publication.

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**Distribution:**  
DES National Executive  
CDA/DES National Office  
Chapter Chairs

**Portfolio:**  
Director, Communications

**Evaluation Mechanism:**  
National Executive Review  
Each Term of Office

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive **Number:** 2004  
**Date:** Date established September 2000 **Category:** Chapter  
Last revised June 2002

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**Title:** JOB DESCRIPTION - CHAPTER EXECUTIVE

**Policy:** DES Chapters must include a chapter executive. This will facilitate communication with DES National Executive and coordinate chapter activities.

**Purpose:** To provide leadership, organization and coordination of chapter activities.

**Procedure: Chairperson:**

- Calls meetings of the Chapter Executive and Chapter members
- Sets agenda for meetings with input.
- Presides at all meetings of executive or members.
- Maintains communication with Chapter members through regular meetings, teleconferencing, written communication, etc.
- Coordinates activities of Chapter members.
- Encourages and supports Chapter activities that support DES goals.
- Invites new DES members in catchment area to join the Chapter.
- Acts as liaison with DES National Executive through DES Director, Communications.
- Provides the DES Director, Communications with an annual Chapter report due June 1st of each year (see appropriate form).

**Secretary:**

- Records minutes of the Chapter and Executive meetings.
- Conducts the correspondence for the Chapter.
- Sends a copy of the Chapter minutes to DES Director, Communications.
- Maintains a file on Chapter minutes and current membership list.

**Treasurer:**

- Takes charge of the monies of the Chapter and deposits the funds in a financial institution.
- Coordinates and accounts for funds received from workshop fees and other sources, as per DES regulations.
- Holds and disburses funds, subject to the direction of the Chapter Executive.
- Completes the Annual Budget form and to be submitted to DES Treasurer care of Senior Manager, Professional Sections by June 30th.

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<b>Distribution:</b> DES National Executive CDA/DES National Office Coordinator, Recognition Program Chapter Chairs	<b>Portfolio:</b> Director, Communications	<b>Evaluation Mechanism:</b> National Executive Review Each Term of Office
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# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive      **Number:** 2008  
**Date:** Date established June 1999      **Category:** Chapter  
Last revised June 2002

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**Title:** SELECTION OF DES CHAPTERS TO HOST THE DES EDUCATOR OF THE YEAR.

**Policy:** Selection of the DES Chapter(s) to host the DES Educator of the Year will be done by draw. The draw will be done by the Director of Professional Development

**Purpose:** To promote the Diabetes Educator of the Year Award and to honor the recipients.

**Procedure:**

1. Lifescan will sponsor the Diabetes Educator of the Year as a guest speaker at two selected DES Chapters following the announcement of the Educator of the Year at the AGM.
2. A request form (Appendix) will be sent to all DES Chapters in the first mailing following the AGM.
3. The forms must be returned to the CDA/DES National Office by 1600 hours December 15th.
4. The draw to select the two successful chapters will occur by December 20th and will be done at CDA National office.
5. All chapters who have applied to have the Educator of the Year as a guest speaker will be notified of the successful chapters by letter following the election. Copies of the letters will be forwarded to the Lifescan Education Institute.
6. The Lifescan Education Institute representative will contact the successful chapters and coordinate the arrangements and scheduling of the speaking engagement between the Educator of the Year and host chapters.
7. If a chapter has been selected to host the DES Educator of the year the chapter will be ineligible for the draw for the next 4 years following.

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<b>Distribution:</b> DES National Executive CDA/DES National Office Director, Professional Development Chapter Chairs	<b>Portfolio:</b> Director, Communications	<b>Evaluation Mechanism:</b> National Executive Review Each Term of Office
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# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive      **Number:** 2010  
**Date:** Date established September 2000      **Category:** Chapter  
Last revised June 2002

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**Title:** ORIENTATION AND POLICIES & PROCEDURES MANUALS

**Policy:** Each DES Chapter will be provided with an Orientation Manual and a Policies & Procedures Manual. These will be provided through access on the CDA Website, unless a chapter formally requests a hard copy of the binder be sent.

**Purpose:** To provide Chapters with access to a copy of DES policies and procedures.

**Procedure:**

1. Upon approval of Chapter Status by the DES National Executive, CDA/DES National Office will inform the chapter chair of the location of the Orientation and Policies & Procedures Manuals on the CDA website.
2. Subsequent to the election of a new chairperson, the information will also be communicated by CDA/DES national office to the new chair.
3. Any New and/or revised Chapter policies and procedures will be communicated to the Chapter Chairpersons via a notice of the updated information on the website.
4. The Orientation Manual will be updated on a yearly basis by the Director of Communications, with input from DES National Executive and Chapters, as appropriate.

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**Distribution**  
DES National Executive  
CDA/DES National Office  
Chapter Chair Review  
Chapter Chairs

**Portfolio:**  
Director, Communications

**Evaluation Mechanism:**  
National Executive Review  
Each Term of Office

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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<b>Approved By:</b>	DES National Executive	<b>Number:</b> 2014
<b>Date:</b>	Date established: April 2010	<b>Category:</b> Chapter
	Last revised: April 2010	

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**Title:** **Eligibility for Annual Chapter Subsidy**

**Policy:** DES Chapters must meet specified annual reporting requirements and operate in accordance with DES Policies and Procedures to be eligible to receive a Chapter Subsidy. The DES National Executive under the supervision of the National Treasurer and in conjunction with CDA National Guidelines determines these DES Policies and Procedures.

**Purpose:** To state the requirements that each Chapter must meet to be eligible for subsidy.

- Procedure:**
1. The annual Chapter reporting requirements must be met each year by **June 30<sup>th</sup>**. DES subsidies **will not** be awarded unless this information has been received in completed format by this date.
  2. The **Chapter Annual Report Package** is comprised of:
    - Chapter Annual Report as **outlined in Policy 2015**
    - Completed **Policy 2016 Appendix “A”** - “Signing Officers for Canadian Diabetes Association” for upcoming fiscal year
    - **Photocopy** of Chapter Account Book and **original** expense receipts as **outlined in Policy 2017**
    - Chapter Annual Budget for upcoming year as **outlined in Policy 2018**
  3. The National Office will notify all Chapters of eligibility and subsidy amount annually.
    - This will occur in the fall, after completing the review and approval of the Chapter’s Annual Report Package and determining the August 31<sup>st</sup> bank balance.
  4. The annual Subsidy Calculation is based on the actual August 31<sup>st</sup> bank balance shown on the Chapter’s bank statement, **not** on the amount in the Chapter Account Book.
  5. Bank balances will be “topped-off to a maximum of \$1,000.00.”
    - For example, if the Chapter’s August 31<sup>st</sup> bank balance is \$365.00 on the bank’s statement, then the Chapter will receive \$635.00 in subsidy.
  6. Subsidies will be provided to eligible Chapters via automatic bank transfers.
  7. Chapter Annual Report Packages must be submitted by **June 30<sup>th</sup>** to:  
Diabetes Educator Section  
Coordinator, Professional Memberships and Projects  
Canadian Diabetes Association  
1400-522 University Avenue  
Toronto, ON M5G 2R5

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<b>Distribution:</b>	<b>Portfolio:</b>	<b>Evaluation Mechanism:</b>
DES National Executive CDA/DES National Office Chapter Executive & Signing Officers	Director, Treasurer	National Executive Review Each Term of Office

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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<b>Approved By:</b>	DES National Executive	<b>Number:</b> 2015
<b>Date:</b>	Date established: April 2010	<b>Category:</b> Chapter
	Last revised: April 2010	

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**Title:** Chapter Semi-Annual and Annual Reports

**Policy:** DES Chapters must submit Chapter Reports in accordance with the Chapter guidelines as determined by the DES National Executive in conjunction with CDA National Guidelines.

**Purpose:** To ensure that all Chapters submit semi-annual and annual reports in a correct and timely manner, adhering to CDA National guidelines.

**Procedure:**

1. DES Bylaws and governing rules and regulations for Chapters indicate that a Chapter **must** submit semi-annual and annual reports on Chapter activities.
2. All Chapters must submit a completed form **Policy 2015 Appendix “A”** – “DES Chapter Semi-Annual Report” by **January 31<sup>st</sup>** of each year:
  - a. To report on Chapter meetings and activities as well as any issues or concerns for the DES Executive.
  - b. The semi-annual report is to be submitted via fax or mail to:

Diabetes Educator Section  
c/o Coordinator, Professional Memberships and Projects  
Canadian Diabetes Association  
1400-522 University Avenue  
Toronto, ON M5G 2R5  
*OR* via fax: 416-363-7465
3. All Chapters **must** submit a completed form **Policy 2015 Appendix “B”**- “DES Chapter Annual Report” as part of the Chapter Report Package, by **June 30<sup>th</sup>**, as outlined in **Policy 2014**.

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<b>Distribution:</b> DES National Executive CDA/DES National Office Chapter Executive & Signing Officers	<b>Portfolio:</b> Treasurer Director, Communications	<b>Evaluation Mechanism:</b> National Executive Review Each Term of Office
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# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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### Policy 2015 Appendix “B” – DES Chapter Annual Report

#### Due June 30<sup>th</sup> of each year

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Do you want to be considered for Chapter of the Year Award (Y)\_\_\_\_\_ (N) \_\_\_\_\_

Chapter: \_\_\_\_\_ Province: \_\_\_\_\_

# of members: \_\_\_\_\_ # of meetings: \_\_\_\_\_

Chairperson: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Completion of the Chapter Annual Report is one component of the Chapter Annual Report Package to be submitted **as outlined in Policy 2014**

Meeting Dates	Attendance	Location/Agenda Topics	Highlights

Eligible for Award (Y)\_\_\_\_\_ (N) \_\_\_\_\_ *(Chapter has met DES operating and reporting requirements as determined by Canadian Diabetes Association/Diabetes Educator Section.)*  
 This form is available in Word format in the DES Policy and Procedure area of the Members Only website.

**DES GOAL #1: To demonstrate leadership in diabetes education**

CHAPTER GOALS/OBJECTIVES	CHAPTER ACTION PLAN	CHAPTER OUTCOMES

**DES GOAL #2: To provide an organization that supports diabetes educators in their practice**

CHAPTER GOALS/OBJECTIVES	CHAPTER ACTION PLAN	CHAPTER OUTCOMES

**DES GOAL #3: To proactively influence and shape policies regarding the practice of diabetes educators**

CHAPTER GOALS/OBJECTIVES	CHAPTER ACTION PLAN	CHAPTER OUTCOMES

**DES GOAL #4: To promote research related to the practice of diabetes educators**

CHAPTER GOALS/OBJECTIVES	CHAPTER ACTION PLAN	CHAPTER OUTCOMES



## CHAPTER EXECUTIVE LIST

<b>Chapter Position</b>	<b>Name</b>	<b>Address</b>	<b>Phone/Fax/Email</b>
Chair			
Treasurer			
Secretary			

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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<b>Approved By:</b>	DES National Executive	<b>Number:</b> 2016
<b>Date:</b>	Date established: April 2010	<b>Category:</b> Chapter
	Last revised: April 2010	

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**Title:** Chapter Bank Account and Signing Officer Administration

**Policy:** DES Chapter Signing Officers must act in accordance with DES Policies and Procedures to have and maintain a DES Chapter bank account. The DES National Executive under the supervision of the National Treasurer and in conjunction with CDA National Guidelines and the Association’s bank determines these DES Policies and Procedures.

**Purpose:** To state the bank account administration procedures to be followed to establish and maintain signing officers for the Chapter bank account.

- Procedure:**
1. Chapter bank accounts are accounts of the Canadian Diabetes Association.
  2. Signing Officers must be active DES members.
  3. Each Chapter will require three signing officers on their accounts:
    - Chapter Secretary /Treasurer
    - Chapter Chair
    - One other Chapter member who is an active DES member
    - In the event that any of the three signing officers change during the year, the Chapter must submit updates of the forms identified in #5, below
  4. Authorized Signing Officers of the Chapter account must be identified annually to the Canadian Diabetes Association.
    - Complete and submit **Policy 2016 Appendix “A”** - “Signing Officers For Canadian Diabetes Association” form, even if there is no change in Chapter Executive
  5. Please read carefully (**Appendix C**) about the new process for signing authorities for your Royal Bank of Canada (RBC) Chapter Banking. It is a legislative requirement that all new signing authorities present themselves to a RBC representative for verification of identity.
  6. All new bank accounts must be established through the Coordinator, Professional Memberships and Projects at the Canadian Diabetes Association National Office.
  7. The **Policy 2016 Appendix “A”** – “Signing Officers For Canadian Diabetes Association” form is one component of the Chapter Annual Report Package that must be submitted by **June 30<sup>th</sup>**, as outlined in **Policy 2014**.

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<b>Distribution:</b> DES National Executive CDA/DES National Office Chapter Executive & Signing Officers	<b>Portfolio:</b> Director, Treasurer	<b>Evaluation Mechanism:</b> National Executive Review Each Term of Office
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**TO: Diabetes Educator Section (DES) Chapter Chairs and  
Treasurers  
APPENDIX C**

**Please read carefully about the new process for your signing authorities  
and your Royal Bank of Canada (RBC) Chapter Banking.**

During the past two years for change in chapter signing authority each Chapter used a Memo on Canadian Diabetes Association (CDA) letterhead to be submitted to the bank, to complete the signing authority process. This is no longer the case.

It is a legislative requirement that all new signing authorities present themselves to a RBC representative for verification of identity.

**Please follow these instructions and read about the new CDA process for Chapter signing authority changes.**

1. When your chapter signing authority changes during the year, please use the attached Chapter Executive Change Form. Once this is sent into me I will then update my RBC Signing Authority Schedule.
2. Once the RBC Signing Authority Schedule is signed off by a CDA Executive, I will then send it to my contact at the RBC.
3. I will then release through email a signature Card template. (see attached)
4. You will print this card.
5. **\*\*\*IMPORTANT\*\*\*** Print the name and account number of the chapter at the top right hand corner of the card. Take this card along with your signing authorities into the RBC Branch and have each person sign the card in front of the RBC teller. Please print the names of the new signatories on the signature card on the left column and give specimen signatures on the right side while at the RBC teller. The teller will make a copy of the signed card for their records and you keep the original signed card.
6. Once this is complete please send the original signed card to the attention of Jennifer Belding and mail to: CDA at 1400-522 University Avenue Toronto ON M5G 2R5.
7. Once received Jennifer Belding will forward your signature card to the RBC Head Office in Toronto Ontario.
8. Within a few days you will be able to go to your nearest RBC branch that is suitable for you to do your chapter banking.

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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### Policy 2016 APPENDIX "A" - SIGNING OFFICERS FOR DES CHAPTER BANK ACCOUNTS OF THE CANADIAN DIABETES ASSOCIATION

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This form is to be completed **annually** and submitted as a component of the Chapter Annual Report Package. It must also be completed and submitted when signing officers of the Chapter's bank account change.

Date: \_\_\_\_\_

Chapter Name: \_\_\_\_\_ Province: \_\_\_\_\_

Account #: \_\_\_\_\_ Transit #: \_\_\_\_\_

The following individuals are authorized signing officers for the account of the above-mentioned unit of the Canadian Diabetes Association. All cheques issued require two signatures. The signing officers are:

**Bank Signing Officers** (Any 2 of 3 required on cheques):

1. \_\_\_\_\_

**(Name and Chapter Position)**

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Home Phone Number)

\_\_\_\_\_  
(Business Phone Number)

2. \_\_\_\_\_

**(Name and Chapter Position)**

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Home Phone Number)

\_\_\_\_\_  
(Business Phone Number)

3. \_\_\_\_\_

**(Name and Chapter Position)**

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Home Phone Number)

\_\_\_\_\_  
(Business Phone Number)

**Signing Officer to receive bank statements:** \_\_\_\_\_ *(normally the Treasurer)*

Approved by:

\_\_\_\_\_  
Chapter Chair

\_\_\_\_\_  
Chapter Secretary/Treasurer

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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<b>Approved By:</b>	DES National Executive	<b>Number:</b> 2017
<b>Date:</b>	Date established: April 2010	<b>Category:</b> Chapter
	Last revised: April 2010	

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**Title:** Chapter Account Book

**Policy:** Each Chapter will maintain a Chapter account book to report on financial transactions in accordance with DES Policies and Procedures. The DES National Executive under the supervision of the National Treasurer and in conjunction with CDA National Guidelines determines these DES Policies and Procedures.

**Purpose:** To ensure that Chapters are conducting and reporting on financial transactions in a standard manner, adhering to CDA National financial and audit preparation guidelines. These processes are in place to ensure responsibility and accountability for the use of CDA funds.

- Procedure:**
1. Each Chapter will maintain a Chapter account book, example shown in **Policy 2017 Appendix “A” – “Chapter Account Book Example”**
  2. Transactions must be entered as separate line items to correlate with the bank statement.
  3. For revenue transactions:
    - Include details regarding the source of revenue e.g.: registration fees
    - Documentation of Corporate sponsorship **must** include photocopies of deposited cheques
    - You must report a deposit over \$500 to CDA using the Deposit Information Form (Appendix D). This information is needed for the CDA yearly audit.
  4. For each expense incurred:
    - Enter the corresponding cheque number
    - Enter the transaction details
    - The amount entered must equal the amount shown on the receipt(s)
    - Write the corresponding cheque number on the receipt(s)
  5. Enter bank charges and/or interest income.
    - The Chapter account book must reflect all bank transactions
  6. Keep a running balance in the balance column.
    - The Chapter bank account must maintain a balance greater than \$0.00 throughout the entire year. Overdraft balances are not permitted.
  7. The Canadian Diabetes Association reviews Chapter account transactions and balances each month.
    - Use of funds is for the benefit of Chapter members in accordance with **Policy 2019**
  8. The Chapter account book and **original** receipts must be submitted annually for review by **June 30<sup>th</sup>, as outlined in Policy 2014.**
    - Submit a photocopy of the Chapter Account Book
    - Photocopy all receipts and **submit the original receipts** (copies are for retention at the Chapter level)

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**Distribution:**  
DES National Executive  
CDA/DES National Office  
Chapter Executive & Signing Officers

**Portfolio:**  
Director, Treasurer

**Evaluation Mechanism:**  
National Executive Review  
Each Term of Office

**DES DEPOSIT INFORMATION  
APPENDIX D**

**Please fill out this form for all deposits exceeding \$500**

Chapter Name/Bank Account Number:	
Deposit Date:	
Total Deposit Amount:	
Deposit breakdown:	
<ul style="list-style-type: none"> <li>• Registration/Membership Fees</li> </ul>	
<ul style="list-style-type: none"> <li>• Sponsorship from Pharmaceutical Companies</li> </ul>	
<ul style="list-style-type: none"> <li>• Sponsorship from Non-Pharmaceutical Companies</li> </ul>	
<ul style="list-style-type: none"> <li>• Other (Please specify)</li> </ul>	

Chapter Name/Bank Account Number:	
Deposit Date:	
Total Deposit Amount:	
Deposit breakdown:	
<ul style="list-style-type: none"> <li>• Registration/Membership Fees</li> </ul>	
<ul style="list-style-type: none"> <li>• Sponsorship from Pharmaceutical Companies</li> </ul>	
<ul style="list-style-type: none"> <li>• Sponsorship from Non-Pharmaceutical Companies</li> </ul>	
<ul style="list-style-type: none"> <li>• Other (Please specify)</li> </ul>	

Chapter Name/Bank Account Number:	
Deposit Date:	
Total Deposit Amount:	
Deposit breakdown:	
<ul style="list-style-type: none"> <li>• Registration/Membership Fees</li> </ul>	
<ul style="list-style-type: none"> <li>• Sponsorship from Pharmaceutical Companies</li> </ul>	
<ul style="list-style-type: none"> <li>• Sponsorship from Non-Pharmaceutical Companies</li> </ul>	
<ul style="list-style-type: none"> <li>• Other (Please specify)</li> </ul>	

**List of Pharmaceutical Companies:**

Sanofi Aventis Pfizer Roche/Disetronic Bayer Beckton Dickinson	Merck Frosst GSK Novo Nordisk Auto Control Medical/Cozmore	Abbott Lifescan/Animas Eli Lilly Servier Biovail	Astra Zeneca Medtronic Novartis Bristol Myers Squibb
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# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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### Policy 2017 Appendix “A” – Chapter Account Book Example

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DES ABC Chapter Account Book						
Date	Cheque #	Transaction details: Name (To or From) & Description	Debit (\$ Out)	Credit (\$ In )	Balance	Notes
31-Aug-2006					12.00	
15-Sep-2006		Non member meeting fees collected at Sept 12th meeting		240.00	252.00	
26-Sep-2006	132	Sally Jones - reimburse for Sept 12th meeting costs (coffee & muffins)	32.00		220.00	Write cheque # on receipts
28-Oct-2006		CDA subsidy deposit		988.00	1,208.00	
31-Oct-2006		Interest		0.13	1,208.13	
11-Nov-2006	133	Jane Smith - CDA/CSEM Conference travel expenses	98.00		1,110.13	Write cheque # on receipts

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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<b>Approved By:</b>	DES National Executive	<b>Number:</b> 2018
<b>Date:</b>	Date established: April 2010 Last revised: April 2010	<b>Category:</b> Chapter

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**Title:** Chapter Annual Budget

**Policy:** To have a Chapter bank account, each DES Chapter will develop an annual financial budget to plan the administration of Chapter funds in accordance with DES Policies and Procedures. The DES National Executive under the supervision of the National Treasurer and in conjunction with CDA National Guidelines determines these DES Policies and Procedures.

**Purpose:** To ensure that all Chapters are planning and conducting financial transactions in a standard manner, adhering to CDA National financial guidelines. These processes are in place to ensure responsibility and accountability for the use of Canadian Diabetes Association funds.

**Procedure:**

1. Each year DES Chapter Executives will solicit Chapter members to assist in identifying Chapter priorities for the use of funds prior to proposing a budget for the next fiscal year.
2. An annual budget will be developed and approved by the Chapter Executive. The budget will be reported to the DES National Executive using **Policy 2018 Appendix "A" – "CDA/DES Annual Budget Form"**.
3. **Policy 2018 Appendix "A"** is one component of the Chapter Annual Report Package that must be submitted by **June 30<sup>th</sup>**, as outlined in **Policy 2014**.
4. The Annual budget will be reviewed and approved as a component of the Eligibility for Annual Chapter Subsidy Policy 9014.

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**Distribution:**  
DES National Executive  
CDA/DES National Office  
Chapter Executive & Signing Officers

**Portfolio:**  
Director, Treasurer

**Evaluation Mechanism:**  
National Executive Review  
Each Term of Office

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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### **Policy 2018 Appendix “A” - CDA/DES Annual Budget Form**

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**Date:** For fiscal year September 1, \_\_\_\_\_ to August 31, \_\_\_\_\_  
Chapter Name \_\_\_\_\_ Province: \_\_\_\_\_  
Treasurer \_\_\_\_\_ Chapter Chair \_\_\_\_\_

**AUGUST 31<sup>st</sup> BANK ACCOUNT BALANCE (Predicted)** \_\_\_\_\_

#### **PLAN FOR UPCOMING YEAR:**

##### **REVENUE**

DES Subsidy (If eligible \$1000 – projected balance August 31<sup>st</sup>.) \_\_\_\_\_

Industry Sponsorship \_\_\_\_\_

Registration Fees (workshops, events) \_\_\_\_\_

Special Projects \_\_\_\_\_

Other \_\_\_\_\_

**TOTAL Revenue** \_\_\_\_\_

##### **EXPENSES**

Mailing (postage, paper, photocopy) \_\_\_\_\_

Phone \_\_\_\_\_

Leadership Forum (ground transportation, meals) \_\_\_\_\_

\* Sponsorship \_\_\_\_\_

Speakers (at Chapter meetings) \_\_\_\_\_

Projects \_\_\_\_\_

Workshops/Conference \_\_\_\_\_

Other \_\_\_\_\_

**TOTAL Expenses** \_\_\_\_\_

**Projected net for the year (Revenues – Expenses)** \_\_\_\_\_

**Projected August 31<sup>st</sup> Bank Balance      Zero or greater** \_\_\_\_\_

\***Sponsorship** is defined as funding for activities consistent with the mission, goals and vision of the CDA/DES as outlined in **Policy 2019**.

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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<b>Approved By:</b>	DES National Executive	<b>Number:</b> 2019
<b>Date:</b>	Date established: April 2010	<b>Category:</b> Chapter
	Last revised: April 2010	

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**Title:** Chapter Use of Funds

**Policy:** Chapter Executive and signing officers will ensure the use of Chapter funds is in accordance with DES Policies and Procedures. The DES National Executive under the supervision of the National Treasurer and in conjunction with CDA National Guidelines determines these DES Policies and Procedures.

**Purpose:** To clearly state the Chapter Use of Funds criteria to ensure Chapter signing officers understand and authorize the proper use of funds for Chapter activities.

- Procedure:**
1. DES Chapter Executives must approve the use of funds prior to incurring expenses.
  2. Use of Chapter funds may include but are not limited to the following:
    - a. Promotion - ads, displays, business cards, banners, membership recruitment
    - b. Programs - conference calls, workshops, speakers
    - c. Products - books, videos, etc., for resource development
    - d. Services - lending library, promote DES in the community
    - e. Chapter expenses - phone, fax, mailings, stationery, travel, printing, conference calls and meeting expenses
    - f. Education - sponsorships for attendance of Chapter members to diabetes related workshops, conferences
      - A presentation outlining information gained will be made to other members at the next Chapter meeting
    - g. Donations to Canadian Diabetes Association e.g.: sponsorship of a child to a Canadian Diabetes Association diabetes camp, honoraria or memorial donations
  3. DES subsidies and funds are **not** intended for:
    - a. Purchase of products for individual education centers, programs or educators
    - b. Sponsorship of educational events for the benefit of individual chapter members (see 2 f. above)
    - c. Activities inconsistent with mission, vision, and goals of CDA
    - d. Alcohol and entertainment**
    - e. Donation to a non-profit organization other than CDA
  4. All transactions related to use of funds must be recorded in the Chapter Account Book, **as outlined in Policy 2017.**

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<b>Distribution:</b> DES National Executive CDA/DES National Office Chapter Executive & Signing Officers	<b>Portfolio:</b> Director, Treasurer	<b>Evaluation Mechanism:</b> National Executive Review Each Term of Office
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# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive      **Number:** 3001

**Date:** Date established November 2000      **Category:** Conference  
Last Reviewed: October 2010

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**Title:** PROFESSIONAL CONFERENCE AND ANNUAL GENERAL MEETING EXPENSES FOR DES EXECUTIVE IMMEDIATE PAST CHAIR

**Policy:** The expenses for the immediate past chair to attend the CDA Professional conference shall be paid by CDA/DES.

**Purpose:** To provide an opportunity for the immediate past chair to act as an ambassador for DES at the National conference.

**Procedure:** All approved expenses to attend the professional conference and Annual General Meeting (AGM) of the Canadian Diabetes Association (CDA) for the Immediate Past Chair of the DES Executive shall be paid subject to the following terms and conditions:

1. Only the expenses of the Immediate Past Chair shall be paid. There can be no alternate or designate.
2. The Immediate Past Chair shall make herself/himself available for meetings and events as planned in consultation with the Chair of the DES Executive. Participation in conference activities is expected.
3. Approved expenses shall be those expenses and amounts currently deemed acceptable by current CDA travel expense policies. Expenses shall include: hotel, airfare, meals, ground transportation and conference fees.
4. Travel shall be booked through CDA's approved travel agent. Hotel accommodations shall be made in conjunction with the designated individual at CDA's National office.

***The Immediate Past Chair of DES shall be defined as the individual who has completed their two-year term as Chair of DES. They shall be deemed Immediate Past Chair for a period of time not to exceed two years. There cannot be two Immediate Past Chairs.***

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**Distribution:**  
DES National Executive  
CDA/DES National Office

**Portfolio:**  
Chair-Elect

**Evaluation mechanism:**  
National Executive Review  
Each Term of Office

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive      **Number:** 3004  
**Date:** Date established September 2000      **Category:** Conference  
Last reviewed: October 2010

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**Title:** REGISTRATION FEE WAIVER FOR THE ANNUAL CONFERENCE

**Policy:** Registration fees to the Annual Professional Conference will be waived for certain individuals and positions.

**Purpose:** To promote attendance and relationships with DES affiliates and to recognize service to DES.

**Procedure:** Registration fees will be waived for the following:  
DES National Executive (incumbent and incoming)  
Members of the local planning committees) (maximum 10)  
Immediate Past Chair (see Policy & Procedure #3001)  
DES Associate Editor(s) of Canadian Journal of Diabetes Care (CJDC)  
Editor(s) of Diabetes Communicator (DC)  
President & CEO, American Association of Diabetes Educators (AADE)  
or designate  
DES Local Planning Committee (Maximum 6)  
Guests as invited and approved by National DES Executive

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<b>Distribution:</b> DES National Executive CDA/DES National Office	<b>Portfolio:</b> Chair-Elect	<b>Evaluation Mechanism:</b> National Executive Review Each Term of Office
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# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive      **Number 3005**

**Date:** Date established March 1996      **Category:** AGM/CONFERENCE  
Last revised: January 2006

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**Title:** CONTENT OF HONOURS SOCIETY BOARD

**Policy:** The Honour Board will be displayed at the Annual DES AGM and CDA Professional Conference and will:

- identify the names and pictures of the current award winners
- list the sponsor of each award
- display pictures of and list the current DES Executive.

**Purpose:** To acknowledge and honour the DES award recipients; to increase awareness of the awards and to increase familiarity with the DES Executive.

**Procedure:** 1. The Director of Professional Development and the Coordinator, Professional Membership and Projects will work together to ensure that the Honour Board is prepared for each Annual General Meeting (AGM).

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**Distribution:**  
DES National Executive  
CDA/DES National Office  
Chapter Chairs

**Portfolio:**  
Director, Professional  
Development

**Evaluation Mechanism:**  
National Executive Review  
Each Term of Office

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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**Approved By:** DES National Executive      **Number:** 3006  
**Date:** Date established September 2000      **Category:** CONFERENCE  
Last Reviewed: October 2010

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**Title:** COMPANY SPONSORED 'DRAWS' PRESENTATION AT DES AGM

**Policy:** The DES Awards Presentations: the Annual General Meeting (AGM) will only be used to present CDA/DES awards as selected for the current awards year. Drawing and/or presentation of sponsors "draws" will not occur during the presentations.

**Purpose:** The Awards Presentations is to honour and highlight DES members who have been selected to receive CDA/DES awards. These awards are selected by previously determined criteria.

**Procedure:** 1. Draws are not based on levels of criteria or achievement, therefore, Company sponsored "draws" will not be performed at the AGM during the DES Awards Presentation.

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**Distribution:**  
DES National Executive  
CDA/DES National Office

**Portfolio:**  
Chair-Elect

**Evaluation Mechanism:**  
National Executive Review  
Each Term of Office

# DIABETES EDUCATOR SECTION

## Policy and Procedure Manual

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<b>Approved By:</b>	DES National Executive	<b>Number: 3007</b>
<b>Date:</b>	Date established October 2003 Last revised February 2008	<b>Category:</b> DES Chapters

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**Title:** DECLARING DES CHAPTERS AS INACTIVE  
**Policy:** The DES National Executive can declare a Chapter as inactive if the Chapter does not meet established criteria.

**Purpose:** To delineate criteria by which Chapter status can be changed from active to inactive, and to ensure accountability for Chapter administration.

**Procedure:** Any Chapter may be declared inactive when the Chapter:

1. Does not submit an annual report, budget, and financial records for two successive years, or as outlined in Policies 2014 - 2019, or
2. Is unable to fill the Chapter Executive position of Chair, or
3. Indicates in their annual report that there was no Chapter activity for two successive years, and no funds were expended, or
4. Funds are expended inappropriately in two successive years as determined by current applicable CDA and CDA/DES policies.

Declaring a Chapter inactive will be determined by a majority vote at a CDA/DES Executive meeting. National DES Executive members who are members of a Chapter being considered for a change in status to inactive may not participate in the vote or discussion.

Notification of intent to change a Chapter's status (active to inactive) will be sent to DES members in the Chapter's catchment area. The Chapter members who are orphaned or affected by the change of their Chapter's status to inactive will be provided with a list of other Chapters (and contact information) that may be geographically adjacent. These affected members may choose to become a member of one of these adjacent Chapters within 30 days of being advised of their Chapter's change in status to inactive. If a member does not select an adjacent Chapter, they may be assigned to one by the National Office Staff.

If a change in status is made (active to inactive) a notice will also be sent out to the general membership in The Diabetes Communicator. These communications will be coordinated by the appropriate National Office Staff member on behalf of the National Executive.

Chapters may appeal the decision to declare them inactive, but must do so in writing to the Chair of the Diabetes Educator Section, within 30 days of receiving the notice of status change. DES members may request a chapter become active again, using the same format and criteria for the creation of new Chapters, as outlined in Policy 2002.

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<b>Distribution:</b>	<b>Portfolio:</b>	<b>Evaluation Mechanism:</b>
DES National Executive CDA/DES National Office Chapter Executives	Director, Communications	National Executive Review Each Term of Office

