



# **Policies and Procedures Manual**

**Prepared by:**

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**BrockTV.ca**

**Brock University Students' Union Inc.**

**Last Update: July, 2015**

# **Policies and Procedures Manual**

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## 1. About this Document and the Amendment Procedure

This document outlines standardized policies and procedures specific to BrockTV.ca (hereafter referred to as BTV). Additional procedures are outlined in the **Brock University Students' Unions Policies and Procedures Documents** found on the BUSU website [www.BUSU.net](http://www.BUSU.net). For a guide of the subject heading found in these documents (see Appendix A).

### Amendment Procedure

A proposed change to this document (the BrockTV.ca Policies and Procedures) must be brought to the BTV Advisory Board. Only through consultation with the Advisory Board can a change be made. The proposed change must be approved by a majority vote.

## 2. BTV Structure

### Administration

There are three entities that administer the overall operation of BTV:

- **Student Leadership** - this may be defined as a singular executive director or an administrative team
- **BTV Advisory Board** - a blend of BTV and BUSU representatives
- **Administrative Coordinator** - the permanent BTV staff member

The following describes each of these entities:

#### a. Student Leadership

The Student Leadership refers to the individual(s) selected to assume the top decision-making roles for the organization. The BTV Leadership model for the year (May 1 - April 30) is formulated by the current administrators and the BTV Advisory Board prior to the Spring/Summer hiring(s). The individual(s) hired for the leadership role(s) act with the input of the Advisory Board.

Those in the leadership position(s) oversee all departments; maintaining consistencies in operations, communications and logistics that coincide with the BrockTV mission of "content for students, by students". They assist in all aspects of program planning and production, train staff and are the official representative to Brock University Students' Union (BUSU), fellow students and the community at large.

## **b. BTV Advisory Board**

The BTV Advisory Board is both a sounding board for the leadership as well as a decision-making body for BTV. Departmental delegates should represent the views of their colleagues. The Advisory Board is composed of the following:

1. \* The current BTV Leadership (e.g. Executive Director or Administrative Team)
2. BTV Administrative Coordinator (non-voting)
3. BUSU President (non-voting, but he/she or General Manager should be present for a vote. However they may grant permission for a vote to take place in their absence.)
4. BUSU General Manager (non-voting, but he/she or President should be present for a vote. However they may grant permission for a vote to take place in their absence.)
5. 5. Any and all staff members that are willing to attend meetings consistently

If a motion is made that requires a vote, a quorum must be met. Six (6) of nine (9) board members need be present for quorum and all six (6) members must vote "yes" to pass a motion (based on 2013-2014 Committee Membership. This number may change from year to year depending on the number of members). It is preferable that the BUSU President and the General Manager be present at a meeting when a vote is to take place. However there may be occasions when these two members are unable to attend. It is proposed that the Board may seek permission from these individuals to carry out a vote in their absence.

## **c. Administrative Coordinator**

This permanent position provides administrative/clerical support and institutional memory to BTV. This individual reports to both the General Manager of BUSU and the Leadership of BTV. Responsibilities include:

- budget management/monitoring
- invoicing / cash disbursements/petty cash
- record-keeping / equipment inventory database / historical archives
- human relations / staff contracts / payroll
- communications

## **Staff**

BTV staffing needs are determined from year to year and are dependent on the current budget. BTV staff titles and their implied roles may include:

- Senior Producers
- Producers
- Associate Producer
- Senior Marketing Coordinators
- Marketing Coordinators
- Graphics Coordinator(s)
- Informational Technology Coordinator(s)
- Volunteers

### 3. Meetings

Regularly scheduled meetings ensure open communication and collaboration between all the parts of BTV. The suggested goals and recommended schedule for meetings are as follows:

#### **Advisory Board (Monthly)**

The **Advisory Board** will endeavour to meet twice per month to discuss and decide major short-term and long-term goals of the organization including:

- Strategic direction of BrockTV - This includes revisiting the BTV Strategic Plan Document annually at year's end to keep it and BTV's activities relevant to the current needs of the Brock Community
- Future organizational chart depictions
- Significant changes in operations
- Funding allocation for major purchases and project (with purchases over \$500 approved by BUSAC)
- Short notice urgent discussions that arise in dealing with BTV matters
- Organizational issues that cannot be resolved without additional assistance
- Hiring of new staff
- Review of BTV.ca budgetary reports presented at selected Advisory Board Meetings (quarterly is the goal)

Voting Members are asked to attend all meetings. In the event that a voting member misses three (3) meetings per semester, they are asked to step down and a new member is nominated and elected to the position.

It is recommended that the Administrative Coordinator be present at all meetings as this individual should have the most historical knowledge of the organization. They will additionally take the minutes of the meeting and will share them electronically with all staff and have them available through the website.

#### **Staff Meeting (weekly)**

A weekly meeting date/time is selected when the majority of the staff are able to attend to:

- Share progress reports / schedule production / set deadlines development for production and website
- Plan future segments / events / marketing projects / website content
- Provide feedback on completed segments / viewership / social media updates
- Determine staff Assignments and requests to fill staffing needs
- Discuss H.R. housekeeping items / staff training need

The Administrative Coordinator will take minutes of the meeting and will share them electronically with all staff and have them available through the website.

## **Marketing (weekly)**

- Weekly planning and update meetings attended by Marketing staff and BTV Leadership
- Marketing meetings, as needed, attended by Marketing staff

## **4. Staff Training (on-going)**

Staff training should be an on-going process with senior staff assisting newer employees and volunteers. The BTV Leaders should endeavour to ensure all staff are proficient in their use of BTV equipment and are exposed to the most up-to-date production techniques. A schedule should be set forth for either:

- brief weekly training sessions, or
- comprehensive day-long (weekend) seminars

Leaders may choose to use the sample Training Schedule found in (Appendix B) as a guide for their staff training.

## **5. Hiring Procedure & Staff / Volunteer Guidelines**

### **BTV Leadership Hiring**

The hiring process for the leadership role(s) begins the week prior to the Winter Reading Week and concludes in mid-March to allow for a smooth transition.

The following section outlines BTV's procedure for hiring the Leadership of the Organization. The most up-to-date procedures (possibly not outlined here) adhere to the hiring practices of BUSU. Applicants must meet the following requirements for consideration:

- Must have at least one year of experience either working at or volunteering with BTV
- Legally eligible to work in Canada
- Minimum of 18 years of age at time of employment

And at the discretion of the current Leadership:

- Must be a Brock University Student at the time of application

### **Step 1: Call for nominations (deadline: Friday, January 30, 3:00 p.m.)**

All BrockTV.ca staff and interns are asked (via email and at the staff meeting) to consider their interest in running for the Executive Director position. They are given at least one week's notice prior to a scheduled voting date and are asked to contact Mary, Administrative Coordinator with their self-nomination by this Friday, February 7 (3:00 p.m.).

### **Step 2: Announcement of Interested Individuals (Friday, January 30 – via email)**

A Public announcement of the individuals who have come forward for candidate consideration is made via email on Friday.

### **Step 3: Mandatory Staff Voting (The following staff meeting)**

BTV.ca staff are asked to vote anonymously at the 1:00 p.m. staff meeting for the individuals that they would like to see interviewed for the position. Only those staff, who are not in the running, will vote for a potential candidate. Staff who will not be present for the staff meeting are asked to contact the Administrative Coordinator prior to the vote. Alternative voting arrangements will be made for staff who absolutely cannot attend the meeting.

The Administrative Coordinator will keep track of staff who have indicated that they have voted and will remind all to participate.

### **Step 4: Determination of Candidates**

The results of the vote are then sent to the President and General Manager of BUSU. Those individuals who the BUSU administration feel have garnered adequate support and are deemed eligible for consideration via an interview are contacted.

### **Step 5: BrockTV.ca Interview Committee Representation**

In addition to the standard makeup of the BUSU hiring committee, two outgoing BrockTV.ca employees (based on seniority) are invited to participate in the interview/hiring process.

### **Step 6: Interviews / Hiring (Winter Reading week - Target)**

The interviews are scheduled and the hiring process proceeds in accordance with standard BUSU hiring procedures. If after the interview process an adequate candidate has not been found, BUSU may ask BTV.ca to re-start the process, hoping for a sufficient outcome or the position may be opened up to outside applicants.

### **Step 7: Offer of Employment**

The successful applicant will be contacted and offered the position for which they applied.

### **Step 8: Commence Hire**

The Administrative Coordinator will obtain and assemble the most current contract and hiring package from BUSU along with the BTV-specific documents. Successful applicant will read, fill out, sign and return or retain necessary paperwork including:

- Offer of Employment (signed by the BUSU President)
- BUSU Contract with BTV Job Description
- BTV Employee Member Services Agreement
- BUSU Hiring package (govt. tax forms, employee handbook, email release, policy sign-off)

## **BTV Staff Hiring**

The process for hiring additional BTV staff adheres to BUSU's Hiring Policy and Procedures (Bylaw 800).

Applicants must meet the following requirements for consideration:

- Legally eligible to work in Canada
- Minimum of 18 years of age at time of employment

And at the discretion of the Leadership:

- Must be a Brock University Student at the time of application

In general, hiring for these positions is as follows:

### **Step 1: Job Postings**

In accordance with BUSU guidelines postings may appear on / at:

- BUSU Website
- Career Zone - Brock University website
- BUSU Job Fair

### **Step 2: Candidate Selection**

The Leadership selects candidates from the applications received. Interviews are scheduled with the Hiring Committee who will select the new BTV staff, if needed by majority vote. The Hiring Committee may be composed of a minimum of three persons:

- 1 BUSAC Board Member
- BUSU General Manager or designate
- Leadership (e.g. Executive Director) of BTV
- Senior Producer or Producer (optional) one who is in a superior position to that which is being hired

### **Step 3: Offer of Employment**

Successful applicants will be contacted and offered the position for which they applied.

### **Step 4: Commence Hire**

The Administrative Coordinator will obtain and assemble the most current contract and hiring package from BUSU along with the BTV-specific documents (see Section 5, Step 7).



## **Staff and Volunteer Agreements**

It is mandatory that **ALL STAFF** and **ALL VOLUNTEERS** sign a BrockTV conduct expectations / agreement:

- Employee Members Services Agreement (Appendix C)
- Volunteer Members Services Agreement (Appendix D)

This agreement must also be signed by the BTV Leadership.

### **Volunteer Evaluation**

Due to the special privileges to which BrockTV Volunteers will be privy (I.e.: access to Brock University Students' Union Inc. events, etc.), BrockTV Paid Employees will evaluate the performance and comment on the initiative of each individual volunteer in order to create references for future volunteer or employment opportunities.

### **BrockTV Employee / Volunteer Injury**

Upon signing of a BrockTV Employment Contract, Member Services Agreement, BrockTV Policies Document and associated waivers BrockTV employees and volunteers agree to the terms and conditions of the Brock University Students' Union, Inc. Health and Safety Policy, the Occupational Health and Safety Act (OHSA). As a division of the Brock University Students' Union, BrockTV falls under Brock University Students' Union insurances and protections policies.

## **6. BrockTV Website Privacy Policy**

BrockTV may use private contact information to send out further information about new and improved services and/or products. If contacted via email, BrockTV may keep both the email and contact information to respond to your message and/or further improve BrockTV products and services.

BrockTV's server automatically records statistical information, created by the user, that may include information such as IP addresses, referral domains, browser types, pages visited, banner interactions, duration of visit and search terms, etc.

BrockTV may disclose information if it is believed to be reasonably necessary to comply with the law, or legal request; to protect the safety of any person; for maintaining security or resolving technical issues; or to protect BrockTV's rights or property.

BrockTV utilizes Google Analytics to help improve products and services. Google Analytics collects all information sent by the browser in part of the page request, including, but not limited to, cookies and IP addresses. Google also receives this information as their use is governed in their Privacy Policy.

BrockTV retains the right to modify this, hereby referred to as the BrockTV Website Privacy Policy, section 6 of the BrockTV Policies and Procedures, periodically as needed. The version that currently governs the site for the usage of personal information will always remain at "<https://www.brocktv.ca/privacy.php>". If there is a change to this policy, which at BrockTV's discretion is labeled as imperative, BrockTV will notify the included parties of these changes. By continuing to access the products or the use of services after said changes take effect, agreement to be bound by the revised BrockTV Website Privacy Policy is undertaken.

## **7. BrockTV Video Visual Privacy Policy**

BrockTV will only retain raw footage for a time amount of two weeks (fourteen days) after the footage has been edited into a video and posted on the BrockTV website. After this time has passed, there is no way to gather all raw footage on a segment and requests to do so will be denied. Persons not affiliated with a segment's main initiative may not on any grounds request footage from BrockTV.

BrockTV reserves the right to all video footage recorded for BrockTV projects. This includes recorded verbal consent. Any request to take down a video on the BrockTV website after the appropriate agreement (verbal or written) has been made may be denied.

BrockTV may disclose video footage and information if it is believed to be reasonably necessary to comply with the law, or a legal request; to protect the safety of any person; for maintaining security or resolving technical issues; or to protect BrockTV's rights or property.

BrockTV retains the right to modify this, hereby referred to as the BrockTV Video Visual Privacy Policy, section 7 of the BrockTV Policies and Procedures, periodically as needed. The version that currently governs the site for the usage of personal information will always remain at "<https://www.brocktv.ca/privacy.php>".

## **8. Verbal and Written Consent**

### **Verbal Consent**

It may arise where BrockTV requires an interview with persons on short notice, (where no written consent

has been obtained). Should this be the case BrockTV will request an interview with said person with the following statement:

“My name is (insert: BrockTV Employee or Volunteer Name). I work for BrockTV.ca, may I record you and do you agree to an interview about (insert: topic of segment) for a BrockTV.ca segment?”

BrockTV will consider the removal of a segment from the BrockTV website only if any of the following occur: Persons were interviewed without verbal consent; persons interacted with camera and identity is obvious and there was no verbal or written consent to do so; or persons were in the background of scene but identity is obvious and doing something deemed reasonably inappropriate.

### **Written Consent**

BrockTV Written Consent is inclusive of any contract, BrockTV Members’ Services Agreement (Employee or Volunteer), B.U.S.U. Members’ Services Agreement (Employee or Volunteer) signed and dated by the manager to which department it concerns.

### **9. Segment Request Procedure and Post-Segment Procedures**

BrockTV will consider those segment requests outlined in a “Segment Request Form”

BrockTV reserves the right to refuse any segment that is not submitted within the necessary time limit of two weeks prior to the coverage of any promotional video or event in order to not interfere with regular programming.

BrockTV reserves the right to refuse any segment request that opposes the following guidelines:

- to inform students at Brock University of topics relevant to student life
- to respect all parties involved with content and treat them equally as such
- to create a tactile learning opportunity for students of Brock University

and further BrockTV shall not produce material that promotes hatred, discrimination, or contempt against an individual or group(s) of individuals on the basis of:

- race
- nationality or ethnic origin
- religion
- gender
- age
- mental or physical disability
- sexual orientation

and to produce no material

- showing excessive nudity (out of cultural or artistic context)
- unreasonably offensive text, language or images

BTV may choose to attach a warning label to a segment that they feel might infringe on the sensitivities of some viewers.

BrockTV reserves the right to own the final edited copy of each BTV segment, and will keep the raw footage of such segment for a maximum of two weeks. After of which the rights to the raw footage revert to the filmmakers for personal use only.

BTV reserves the right to have its Leadership / Executive Director have final creative authorization over a segment associated with programming and/or posting on HYPERLINK "<https://www.brocktv.ca/home>".

## **10. Capital Funds, Funds Reimbursement and Petty Cash**

### **Capital Funds**

Proposed BTV expenses of \$500 or more are considered Capital expenses and must therefore be approved by the BUSU Board of Directors. Payment for these and all major expenses must be processed in accordance with BUSU policies and procedures.

### **Funds Reimbursement**

When an employee of BTV wishes to file a cheque requisition for reimbursement of a purchase (over \$30) associated with BrockTV ongoing operations, they must bring an associated receipt or bank statement to the attention of the BTV Administrative Coordinator. The expense must fall within the category of "Allowable expenses" as outlined in BUSU's Operating Policies (for example no funds may be used to purchase alcohol). BTV's organizational leader must sign the associated cheque requisition form in order to authorise the purchase on behalf of BrockTV. Then the cheque requisition form can be sent to the Brock University Students' Union accountant.

### **Petty Cash Policy**

Petty cash will be on hand for small receipted expenses of \$30 or less; that are in accordance with BUSU's "allowable expenses". The Administrative Coordinator shall be responsible for the petty cash float of \$200 (contained in a locked cash box within a locked cabinet in BTV's SLIC Office). In the instance of an after-hours event the cash box may be alternately stored in a locked drawer in BrockTV's Earp Lab until the next business day.

#### **Cash Reimbursement Procedure**

- Those seeking reimbursement should provide the Administrative Coordinator with a receipt for a purchase or expense
- The recipient is paid and acknowledges the receipt of funds by signing the entry made on a Petty Cash Payout Sheet (Appendix E)
- The receipt is assigned an account number(s) and is placed in the cash box

#### **Cash Advance Procedure**

- A dated entry is made on the Petty Cash Payout Sheet for the cash removed

- The recipient is paid and acknowledges the receipt of funds by initialing the Petty Cash Payout Sheet
- Following the purchase, a receipt and any remaining funds is returned to the Administrative Coordinator
- The returned funds are recorded on the Petty Cash Payout Sheet and is signed by the receipt bearer
- The receipt is assigned an account number(s) and is placed in the cash box along with the returned funds

### **Cab/Bus/Mileage Expenses**

If BTV employees wish to use their vehicle or to hire a cab for BTV business, their trip must be pre-approved by the BTV Leadership. Only after doing so will the employee be eligible for reimbursement for business mileage, cab fare or parking within certain restrictions. A reimbursement claim consists of a fare or parking receipt or a printout of an online map service that shows route and total mileage. The claim must additionally bear the name of the claimant, date of travel and reason for trip.

- Where several individuals are traveling to one destination, every effort will be made to carpool. Individuals who opt out of a BTV-arranged carpool will not be reimbursed
- Employees will not be reimbursed for transportation between their residence and the University or for parking on campus without prior approval
- Beyond personal vehicle use, employees are encouraged to take bus transportation; cab use must be strictly pre-approval by the BTV Leadership
- Claims/receipts for mileage, parking or fares must be submitted to the Administrative Coordinator within five (5) business days of the employee's return to work from the trip
- Round trips (made with personal vehicles) of more than 15 kilometres will be reimbursed at the rate of \$0.46 per kilometre
- Individual round trips of less than 15 kilometres will not be reimbursed. However, employees who make regular trips on approved BTV business may accumulate their mileage to a total of 15 kilometers and be reimbursed if the mileage occurs within a span of 30 days (i.e. mileage claims/receipts under 15km will be held by the Administrative Coordinator for 30 days. If the employee does not submit an additional claim(s) that add up to 15 km in 30 days, the "expired" claim/receipt will be discarded)
- BTV employees are encouraged to plan their business-related trips to coincide, when possible, with personal travel if doing so would lessen the mileage expense without inconveniencing the employee. Furthermore, if a trip is made on behalf of BTV and some of the mileage would have normally been incurred for personal travel, then only the portion of BTV-related mileage will be reimbursed. An employee may declare the business-specific travel time and the time spent doing business on his/her timesheet. (e.g. Pat wishes to stop at Staples on the way to work. Pat asks the supervisor if this can be done. After Pat gets permission he/she travels from home to Staples and picks up the supplies. Pat then continues on to work. Pat may declare the time spent deviating from the normal travel route and the shopping time on his/her timesheet. He/she may also put in a mileage claim for the kilometers travelled beyond the mileage normally incurred en route to work. To clarify: Pat cannot claim the commute time or kilometers that he/she would have normally incurred for travel to work that day.)
- Parking violation tickets will not be reimbursed. Parking tickets are the responsibility of the driver who incurred the ticket.

## Accounting

At the end of each month the receipts will be reviewed and the petty cash will be balanced with the Petty Cash Payout Sheet. A similar spreadsheet report will be prepared that includes the payouts (arranged by account codes). The receipts will be photocopied. One copy of the report will be kept on file in BrockTV's Financial's Binder along with a photocopy of the receipts. The other report will be submitted with the original receipts to the Accounting Department. A requisition to obtain replenishment funds is indicated on this form.

The BUSU Finance Committee may request to audit the Petty Cash Reimbursement Forms at any time. The use of the corporate credit card is encouraged for larger purchases.

### 11. Timesheets and Payroll

Staff are paid bi-weekly. Their timesheet is shared with them via their BTV gmail account. Staff are asked to maintain their individual timesheet with reminders of pay period deadlines. Pay periods run Monday through Sunday. At the conclusion of each pay period the Administrative Coordinator records hours and prepares a record of payroll that is shared with the BUSU payroll clerk. Direct deposit occurs on the Friday following the last Sunday of the pay period.

### 12. Equipment

BTV is the caretaker of a large inventory of production and post-production equipment that has been purchased with student funds. Upon signing the Employee or Volunteer Member Services Agreement, staff acknowledge their responsibility for the safe handling, use and sign in/sign out of equipment. Ultimately staff are responsible for lost or damaged equipment as outlined in Section 6 of the above-mentioned agreements.

### 13. Emergency Evacuation Plan (Earp Lab)

Executive Director / Administrative Coordinator or Senior Producer on Duty

- Evacuate any occupants of Earp Lab
- EXIT: Stairwell facing parking lot

Administrative Coordinator or Senior Producer on duty

- Evacuate Washrooms on first floor (both male and female)

**Assigned meeting spot:** The curb area at the farthest end of the Earp Parking lot. Proceed straight out from the stairwell exit, walk across the length of the lot.

# BrockTV.ca

## Policies and Procedures Manual

### Appendices

#### Appendix A

#### **BUSU Policies and Procedures Document (Subject headings Guide)**

(full documents found on BUSU website)

#### **Operating Policies and Procedures: Human Resources**

General Introduction  
Human Resources Introduction  
BUSU Principles  
Employee Management  
Employee Relations  
Human Rights  
Discipline and Termination  
Scheduling Hours of Work  
Attendance and Punctuality  
Standards of Conduct  
Use of Office Equipment and BUSU Property  
Salary Philosophy  
Executive Time Off  
The BUSU Privacy Policy  
Respectful Work and Learning Environment Policy

#### **BUSU Operating Policies and Procedures: Fiscal Management**

Budget Creation and Control  
Proper Signing Authority  
Unusual Items  
Entertainment Contracts  
Cash Handling Procedures  
Safe Combination and Controls  
Cash Handling  
Cash Management Procedures  
Cheque Disbursement and Purchasing  
Corporate Credit Cards  
Accounts Receivable  
Payroll Procedures  
Running Tabs

Policy on Requesting Funding and Sponsorship  
Theft and Shoplifting  
Internal Financial Restrictions  
Bursaries and Scholarships Policy  
Coin Storage Form  
Safe Combination Holder Agreement

**BUSU Operating Policies and Procedures: Student Services**

Food Vouchers Procedures  
BUSU Food Bank Operating Manual  
Emergency Student Loans Program  
Staff/Volunteer Appreciation Guidelines  
BUSU Clubs Management Policies and Procedures  
Orientation Week/Frost Week Policies and Procedures  
Health and Dental PlanOptOut  
Pepsi Betterment of Student Life Fund  
Locker Policy  
Awards and Naming Policy  
Security for the Alumni Student Centre  
BUSU Office Closing Procedure  
Minutes  
Access Gold Policy  
Research Grants Policy  
Student Initiative Funding Policy



## **Appendix B**

### **Potential BTV Training Topics (sample)**

Camera Operation

Audio Equipment

Lighting

Handheld Camera techniques

Pre-Production

Final Cut Pro X

Adobe Premiere Pro

Avid Media Composer

After Effects

Pro Tools



1.3. In consideration of the Member's services hereunder and for all rights granted and obligations undertaken by the Member hereunder, subject to the Member's compliance with all of the terms and conditions of this Agreement, BrockTV shall compensate the member at their agreed upon hourly rate.

## **2. Grant of Rights**

2.1. The member hereby grants all copyrightable material produced while in a member of BrockTV as an independent contractor for the period noted in section 1.2. as the property of BrockTV. The Member hereby grants to BrockTV, the Member's services hereunder and all of the Member's rights, title and interest in all the products of such services, including but not limited to all copyright including all rights or renewal thereof. In addition, BrockTV shall hold the irrevocable right to use the Member's biography, name and likeness in connection with promotion, publicity, advertising, and exploitation of the Work. All the foregoing rights shall be granted to BrockTV for all media, where now known or hereafter devised, as it may choose except where violating legislative and statutory laws of Canada.

2.2. The Member acknowledges BrockTV's exclusive right to artistic control and management of the Work. The member releases any moral rights to any works he or she may be involved in.

## **4. Representations and Warranties**

4. The Member represents and warrants that:

a) any and all materials provided or delivered by the Member in connection with the Work (as distinct from materials provided or delivered by BrockTV) shall be wholly original with the Member and shall not infringe any right whatsoever of any third party;

b) the Member shall not enter into any agreement, obligation or commitment, written or oral, nor pay or pledge the credit or capital of BrockTV to any purchase or rental unless with BrockTV's prior written consent in each instance;

c) except as otherwise acknowledged herein, the Member is under no obligation or disability, created by law or otherwise, which would in any manner or to any extent prevent or restrict the Member from entering into and fully performing this Agreement;

e) the Member is skilled in the services to be provided hereunder and can supply to BrockTV those skills, judgment and experience such that BrockTV will not be required to exercise detailed control over the manner in which the Member provides the services and materials for which BrockTV has contracted;

f) the Member shall keep confidential all Confidential Information concerning the business and products of BrockTV; and

g) the Member shall only do those tasks assigned by the paid BrockTV Executive Director; (or the organization's designated leader) failure and lack of approval by said Employee will result in

termination.

4.2. The Member shall indemnify and release BrockTV, Brock University Student's Union, Brock University and their principals, officers, directors and/or employees harmless from and against any claims, liabilities, demands, actions or causes of action for any injuries, harm, loss, inconvenience or damages howsoever suffered arising from my participation in any filming, meeting, social event or other BrockTV event.

## **5. General**

5.1. The Member acknowledges BrockTV's reliance upon uniqueness and exclusivity of the Members' services hereunder for the scheduled work term contracted hereunder, as may be changes with notice to the Member.

5.2. No waiver by either party of any provision of this Agreement or of any breach of this Agreement shall be a continuing waiver or be effective unless given in writing.

5.3. The Member claims to be a Brock University student currently enrolled in classes at the time of application.

## **6. Liability**

6.1. The member hereby agrees to fill out completely the equipment sign out sheet before any of the equipment is used. The equipment must be put back properly, including batteries on the chargers, sd Cards labeled and stored, and the equipment sign out sheet completed and approved by the Executive Director of BrockTV, and filed. Unless explicit permission is granted, all equipment is to be returned to the lab each night (so that is available the following morning).

6.2. The member hereby understands that the equipment will not be considered out of their liability until the Executive of BrockTV verifies the equipment is accounted for and is in good condition.

6.3. During a shoot, all the members are responsible for the equipment equally. If any damage or loss occurs, the full team, being every member at the location, is responsible equally, and may have to pay for repairs or replacement, pending the judgment of the Executive Director of BrockTV. If any member is negligent to any equipment and the equipment is damaged in any way as a result of the negligence, that member is fully responsible for the equipment. Any loss or damage to equipment must be reported immediately to the Executive Director.

6.4. In any serious incident of misuse, fraud or negligence, the member understands that as a division of Brock University Students' Union, the incident must be handled by the Students' Union and may result in a seizure of BrockTV's equipment.

BE IT RESOLVED THAT the parties have caused this Agreement to be executed as of the Effective Engagement Date above:

BROCKTV DIVISION 13 OF THE BROCK UNIVERSITY STUDENTS' UNION INC.  
AND

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

I have the authority to sign this document, binding the above parties for BrockTV Division 13 of the Brock University Students' Union, Inc.

Printed Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

## Appendix D

### BROCKTV.CA VOLUNTEER MEMBERS' SERVICES AGREEMENT

THIS AGREEMENT (the "Agreement") is made this \_\_\_\_\_, day of (month, year) \_\_\_\_\_ (the 'Effective Date') between:

**BROCKTV.CA** A Division of Brock University Student's Union Inc. AND \_\_\_\_\_  
(Name of **VOLUNTEER**: "the Member")

WHEREAS the Member has agreed to participate as a **VOLUNTEER** in the works of Brock TV.ca (hereafter referred to as BrockTV) by holding the role of (Circle One):

Personality Volunteer or Production Volunteer or Marketing or other: \_\_\_\_\_

The parties agree as follows:

#### 1. Engagement

1.1. Brock TV hereby engages the Member to provide the following exclusive personal services in connection with the Brock TV (the "Work").

1.2. The Member shall be scheduled to provide the Member's services exclusively to Brock TV during the months of, \_\_\_\_\_(month) 20\_\_\_\_(year) TO \_\_\_\_\_(month) 20\_\_\_\_(year)

The foregoing schedule shall be subject to:

- a) termination of this Agreement with one week of prior notice to the Member (that is to say a week before the end of the Engagement);
  - b) termination of this Agreement in the event of the Member's default hereunder;
  - c) termination of this Agreement in the event any circumstances beyond BrockTV's control renders BrockTV unable to perform its obligations hereunder; or
  - d) termination of this Agreement in the event that the VOLUNTEER does not follow the outlined protocol in this Agreement.
- 1.3. In consideration of the Member's services hereunder and for all rights granted and obligations undertaken by the Member hereunder, subject to the Member's compliance with all of the terms and conditions of this Agreement, Brock TV shall waive all payment rights owed to the Member. The position and all services rendered hereunder will be designated as strictly a volunteer service with no monetary value accordingly.

#### 2. Grant of Rights

2.1. The member hereby grants all copyrightable material produced while in a member of BrockTV as an independent contractor for the period noted in section 1.2. as the property of BrockTV. The Member hereby grants to BrockTV, the Member's services hereunder and all of the Member's rights, title and interest in all the products of such services, including but not limited to all copyright including all rights or renewal thereof. In addition, BrockTV shall hold the irrevocable right to use the Member's biography, name and likeness in connection with promotion, publicity, advertising, and exploitation of the Work. All the foregoing rights shall be granted to BrockTV for all media, where now known or hereafter devised, as it may choose except where violating legislative and statutory laws of Canada.

2.2. The Member acknowledges BrockTV's exclusive right to artistic control and management of the Work. The member releases any moral rights to any works he or she may be involved in.

#### 4. Representations and Warranties

4. The Member represents and warrants that:

- a) any and all materials provided or delivered by the Member in connection with the Work (as distinct from materials provided or delivered by Brock TV) shall be wholly original with the Member and shall not infringe any right whatsoever of any third party;

- b) the Member shall not enter into any agreement, obligation or commitment, written or oral, nor pay or pledge the credit or capital of BrockTV to any purchase or rental unless with BrockTV's prior written consent in each instance;
- c) except as otherwise acknowledged herein, the Member is under no obligation or disability, created by law or otherwise, which would in any manner or to any extent prevent or restrict the Member from entering into and fully performing this Agreement;
- e) the Member is skilled in the services to be provided hereunder and can supply to BrockTV those skills, judgment and experience such that BrockTV will not be required to exercise detailed control over the manner in which the Member provides the services and materials for which BrockTV has contracted;
- f) the Member shall keep confidential all Confidential Information concerning the business and products of Brock TV; and
- g) the Member shall only do those tasks assigned by the paid BrockTV Employee supervising; failure and lack of approval by said Employee will result in termination.

4.2. The Member shall indemnify and release BrockTV, Brock University Student's Union, Brock University and their principals, officers, directors and/or employees harmless from and against any claims, liabilities, demands, actions or causes of action for any injuries, harm, loss, inconvenience or damages howsoever suffered arising from my participation in any filming, meeting, social event or other BrockTV event.

**5. General**

5.1. The Member acknowledges BrockTV's reliance upon uniqueness and exclusivity of the Members' services hereunder for the scheduled work term contracted hereunder, as may be changes with notice to the Member.

5.2. No waiver by either party of any provision of this Agreement or of any breach of this Agreement shall be a continuing waiver or be effective unless given in writing.

5.4. The Member claims to be and shall be an independent contractor in this Agreement and shall assume all obligations and liability for any and all Canadian Revenue Agency, Canada Pension Plan, Employer Health Tax, Unemployment Insurance, and all other employment related deductions and contributions which may be required by law in regard to any sums received under this Agreement and agrees that Brock TV shall have no obligation for such deductions or contributions.

5.5. The Member claims to be a Brock University student currently enrolled in classes at the time of application.

**6. Liability**

6.1. The member hereby agrees to fill out completely the digital equipment sign out sheet before any of the equipment is used. The equipment must be put back properly, including batteries on the chargers, sdCards labeled and stored, and the equipment sign out sheet completed and approved by the Executive Director of BrockTV, and filed.

6.2. The member hereby understands that the equipment will not be considered out of their liability until the Executive of BrockTV verifies the equipment is accounted for and is in good condition.

6.3. During a shoot, all the members are responsible for the equipment equally. If any damage or loss occurs, the full team being every member at the location, is responsible equally, and may have to pay for repairs or replacement, pending the judgment of the Executive Director of BrockTV. If any member is negligent to any equipment and the equipment is damaged in any way as a result of the negligence, that member is fully responsible for the equipment.

6.4. In any serious incident of misuse, fraud or negligence, the member understands that as a division of Brock University Students' Union, the incident must be handled by the Students' Union and may result in a seizure of BrockTV's equipment.

BE IT RESOLVED THAT the parties have caused this Agreement to be executed as of the Effective Engagement Date above:

BROCKTV DIVISION 13 OF THE BROCK UNIVERSITY STUDENTS' UNION INC. AND

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Student  
#: \_\_\_\_\_

I have the authority to sign this document, binding the above parties for BrockTV Division 13 of the Brock University Students' Union, Inc.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_



**Appendix E**

**Petty Cash Payout Sheet (Sample of a completed form for Accounting)**

Date: 2/1/13							
Submitted by	S. Park						
<b>DATE</b>	<b>PAYEE</b> (signature on original)	<b>DESCRIPTION</b>	<b>DIVISION</b>	<b>ACCOUNT</b>	<b>TOTAL AMOUNT</b>	<b>HST</b>	<b>NET</b>
				Opening Balance	\$200.00		
Jan 5, 2013	Jill Jones	Parking	BTV-13	52042 mileage/Travel	\$7.00	0	\$7.00
Jan 22	Mark Miller	Cable purchase	BTV-13	50620 Equipment	\$16.94	1.69	\$14.00
				<b><u>Totals</u></b>	<b><u>\$23.94</u></b>	<b><u>\$1.69</u></b>	<b><u>\$21.00</u></b>
				Closing Balance	\$176.06		
				Replenishment Requested	\$23.94		