

POLICY TYPE: COUNCIL

POLICY TITLE: IN MEMORY DONATIONS

POLICY STATEMENT

The Alberta Association of Optometrists wishes to recognize past service to the profession by making a contribution in memory of members who have passed away.

POLICY

The Association will make a monetary donation when informed of the passing of:

- a) An active Member;
- b) An Honorary Member;
- c) A Lifetime Member;
- d) A Retired Affiliate; or
- e) A former Member.

The AAO will make this donation on behalf of the deceased member to the Canadian Optometric Education Trust Fund (COETF). The amount is \$100.00.

The CEO of the Association will ensure the above policy is followed upon notification of death of an eligible member, and will notify Council accordingly at the next available opportunity. "In Memory" donations which exceed or vary from this policy, should be pre-approved by Council.

PROCEDURE

Upon the Association being made aware of the death of a member or affiliate, the CEO shall:

- a) Take the internal steps to issue a cheque to the COETF;
- b) Inform the family of the contribution on behalf of the deceased member; and
- c) Inform Council of the donation.

Approved:	February 13, 2019
Revised:	
Note:	
Monitor Date:	
Monitoring	This policy shall be reviewed and discussed by the Council.