

In Memoriam Policy and Procedures

Category: Operational
Policy Number:
Related Documents:

Date Established: 11/06/18
Date Last Revised:

Summary

The death of any current members, employees or friends of PAL (55+) shall be communicated to the membership as quickly as possible through the regular notices. *Within the context of this document, the simplified term PAL will mean PAL (55+).*

Policy

PURPOSE

To establish a set of procedures that will recognize when a member, employee or friend of PAL dies.

SCOPE

The policy applies to anyone who is a current member, employee or friend of PAL. *For the purpose of this policy, a friend of PAL would be defined as anyone having a relationship with the organization, such as former Board members, contractors/instructors, or leaders within the community.*

PROCEDURE

Notifications can be emailed to the PAL office whereby they will be forwarded to the Executive Director and Communication Committee Chair (CC Chair).

The Executive Director will attempt to obtain a photo and brief bio of the deceased person. Also, information regarding donations in accordance with the wishes of the family.

The CC Chair will arrange to have the notice distributed to members as outlined below.

1. A notice of the death of an eligible person shall be placed in the next regular weekly communication to members. The notice will include the name of the person, the date of death and information regarding the individual's involvement with PAL. The notification shall be the first item within the communication.

2. The notice will be placed on the *In Memoriam* page on the PAL website for a period of one year.
3. While the photos and bios are intended for recognition and acknowledgement at the AGM, they could be included in both the email notifications and on the website, if available in a timely manner.
4. If the information is readily available, the notice to members will include directions regarding donations.

The Membership committee will be responsible for keeping a record of deceased members in the membership database.

At the AGM, the Chairperson will ask the attending members to stand and will then read the names of those who have died in the previous year. After reading the names, the MC will ask for a short moment of silence to reflect (10 seconds), before resuming the program.

Nothing in this policy would preclude PAL members from getting together privately to celebrate the life of a departed friend.