



CANADIAN NETWORK for
the PREVENTION of ELDER ABUSE

Requests for Letters and Formal Support

1.0 Purpose

1.1 Of CNPEA

We advance knowledge about elder abuse through training and distribution of educational materials to the public, older adults and professionals. The CNPEA mission includes the promotion of public and professionals' knowledge about elder abuse manifestations, prevention, and intervention strategies.

1.2 Of This Policy

CNPEA is approached to write letters of support for individuals, groups, or organizations who are requesting formal support and acknowledgement of their initiatives (grant applications, petitions, letters to Government officials).

These requests for letters of support should be reviewed and approved according to specific criteria, in order to provide a homogeneous response.

2.0 Scope

This policy applies to CNPEA board members and staff.

3.0 Policy Statement

CNPEA wants to ensure that its process is fair and transparent and that it supports quality projects and initiatives that align with our mission and values, free from bias and partisanship.

4.0 Roles or Responsibilities

- Staff: Ensure that an updated version of this policy is available on cnpea.ca. Acknowledge receipt of the request within 1-2 working days. Forward request to the Executive Team, work with the co-Chairs. Send a finalized version of the letter of support to the requester and archive a copy of the letter.
- Executive Team: Provide feedback should any clarification be needed. Approve the decision to provide a letter of support.
- Co-Chair will inform the Board at the next Board meeting.

5.0 Policy Procedures

It is reasonable for CNPEA to respond to such requests under the following assumptions:

1. The source requesting a letter of support is able to provide
 - a brief description of the organization or biography of the person requesting the letter

- a brief description of the project, including the objective and the actions that will be undertaken
 - the type of support requested from CNPEA
2. CNPEA cannot provide funding but it can provide letters of support, knowledge transfer, support of an initiative, participation in an advisory committee if needed, and promotion to CNPEA's membership and audience at large.
 3. Requests will be processed within a maximum of two weeks, some exceptions may apply for time-sensitive projects.
 4. Each request for support will be reviewed on its own merits.
 5. Executive Board members involved in the review and approval process should withdraw in situations where they may have personal or professional bias or vested interest. Their withdrawal should be noted in the minutes, or stated in an email.
 6. Should CNPEA provide formal support, the organization is encouraged to provide a short update (in the format of its choice) upon the completion of its initiative/project. CNPEA will disseminate it through cnpea.ca, its social media channels and its newsletter.

6.0 Implementation and update of the policy

Once the policy is approved by the Board of Directors, CNPEA membership will be informed of its existence in the next CNPEA newsletter.

The Policy Committee will be responsible for the implementation and update of this policy.

7.0 Date approved by board - 12/04/2018

Motion moved by: Andrew Elinesky

Seconded by: Pam Burns

8.0 Date modified – January 10, 2020

Review approved - February 13, 2020

9.0 Date of next review January 2021