



Professional Development for Board of Governors Policy

This document is the parent policy for any College procedures or regulations. Questions regarding this policy are to be directed to the identified Policy Administrator.

Policy Statement:

The Board of Governors may seek professional development and learning opportunities by attendance at conferences, workshops, or enrollment in credit or non-credit courses, provided that this may be done at reasonable cost to the College.

Sponsor:	Governance
Policy Owner:	Board of Governors
Policy Administrator:	Executive Assistant, President & CEO and Board of Governors
Approved By:	Board of Governors
Approval Date:	April 10, 2024
Effective Date:	April 10, 2024

Objective:	To ensure that Governors have the opportunity to participate in provincial and national conferences and to develop skills to support the work of the Board of Governors.
Guidelines:	<p>The total cost for professional development by individual members of the Board of Governors shall not exceed \$3000.00 per College fiscal year. The unused portion of an annual College contribution may not be carried over from one fiscal year to another.</p> <ol style="list-style-type: none"> 1. Conferences and Workshops <ol style="list-style-type: none"> A. All Governors are encouraged to attend conferences and workshops. B. Conference attendance shall be for group, or individual professional development. The Board of Governors recognizes that it is not always necessary for all members to attend particular conferences and may choose to have a representative(s) attend on its behalf. Where this is the case, the Board of Governors will choose attendees on the following basis: <ol style="list-style-type: none"> i. invitees specified by conference organizers, ii. interest, iii. available budget, and iv. conference attendance history. C. Members of the Board of Governors shall provide a written request to the Executive Assistant which will then be provided to the Board as a whole for consideration. D. Members of the Board of Governors are expected to provide the Board of Governors a summation at the next scheduled meeting following the event. E. Members of the Board of Governors attending conferences will be

	<p>reimbursed their expenses at the rates specified in the Travel Expense, Hospitality and Public Disclosure Policy. Honoraria will be paid in accordance with the Honoraria Policy.</p> <p>F. Members of the Board of Governors in the final three months of a term of office may not attend professional development activities other than group activities of the Board.</p> <p>2. Credit or Non-Credit Courses</p> <p>A. Members of the Board of Governors are encouraged to enroll in credit or non-credit courses offered by Public Post-Secondary Institutions in Alberta, with preference being given to Northern Lakes College offerings.</p> <p>B. Requests to enroll in credit courses will be approved by the Board of Governors prior to enrollment.</p> <p>C. Members of the Board of Governors in the final three months of a term of office may not enroll in new credit or non-credit courses.</p>
Definitions:	N/A

Related Northern Lakes College Documents:	Finance – Travel Expense, Hospitality, and Public Disclosure Policy Governance – Honoraria Policy
Related External Information:	N/A
Stakeholders Consulted:	Policy Review Committee: May 14, 2019 (defunct) Presidents’ Advisory Team: Mar 6, 2024 Senior Leadership Team: Apr 16, 2019 Senior Management Team: Jan 20, 2005; Nov 25, 2008 (defunct)
Next Review Date:	April 9, 2029
Revision History:	March 9, 2006: New December 16, 2008 September 18, 2014 May 23, 2019 February 24, 2020: New template April 10, 2024: Renewal, revision to timeline for applicability