



## Policy

**Title: Professional Development for Board of Governors**

**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.

**Approved:** Original copy signed by the Chair of the Board  
(Daniel Vandermeulen, Chair of the Board)

May 23, 2019  
(Date)

**Sponsorship:** Governance

**To Be Reviewed:** May 23, 2024

**Review and Revision Date:** March 11, 2004; March 9, 2006; December 16, 2008; June 25, 2014; September 18, 2014

**First Approval Date:** March 9, 2006

**Stakeholders Consulted:** (Policy Review Committee May 14, 2019); (Senior Management Team, January 20, 2005, November 25, 2008, June 24, 2014); (Senior Leadership Team, April 16, 2019)

**Reference to other Documents:**

Governance - Honoraria Policy;  
Finance - Travel Expense, Hospitality and Public Disclosure Policy.

**Definitions:**

**Purpose:**

To ensure that our Board of Governors have the opportunity to participate in provincial and national conferences and to develop skills to support the work of the Board.

**Guidelines:**

The total cost for professional development (PD) by individual Board members 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. The budget for the annual retreat, the bi-annual Board of Governor's Conference and other group activity as

approved from time to time will be separate from this PD budget.

## 1. Conferences and Workshops

- A. All Governors are encouraged to attend conferences and workshops.
- B. Conference attendance shall be for group, or individual professional development. The Board recognizes that it is not always necessary for all Board members to attend particular conferences and may choose to have a Board representative(s) attend on its behalf. Where this is the case, the Board will choose attendees on the following basis:
  - i. invitees specified by conference organizers,
  - ii. Board member interest,
  - iii. available budget, and
  - iv. Board member's conference attendance history.
- C. Board members returning from conferences and workshops, are expected to provide the Board with a verbal and written presentation as to what was achieved at the conference. These presentations are to be made at the first regular monthly meeting of the Board, following the conference. Where this is not practical, the presentation can be made at the second regular meeting after the conference.
- D. Board members attending conferences will be reimbursed their expenses at the rates specified in the Travel Expense, Hospitality and Public Disclosure Policy. Conference fees and meals at College policy rates will be covered. Conference fees which include meals will also be covered. Honoraria will be paid in accordance with the College Honoraria Policy at the discretion of the attendee and within the spirit of the travel policy.
- E. Board members in the final three months of a second term of office may not attend professional development activities other than group activities of the Board.

## 2. Credit or Non-Credit Courses

- A. Board members 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.
- B. Requests to enroll in credit courses will be approved by the Board prior to enrollment.
- C. Board members in the final three months of a second term of office may not enroll in new courses.