



POLICY 4.04

ADMINISTRATION

Professional Development

POLICY INTENT

The personal development of Councillors can be beneficial to the union and AUSU provides limited funding for this purpose.

POLICY RESPONSIBILITY

Council

POLICY

- 4.04.01 For the purposes of this policy, conference shall refer to conferences, seminars, training sessions, and other educational or informative opportunities lasting no longer than five days.
- 4.04.02 To obtain conference funding a Councillor must submit a written proposal to the Executive including a summary of sessions or activities and a list of benefits that will be brought back to our organization and members.
- 4.04.02.02 Proposals must contain the following information:
- a) the title, host, location and date(s) of the conference;
 - b) conference registration fees and deadlines including a breakdown of what is included in the fee;
 - c) travel plan and associated costs;
 - d) accomodation costs;
 - e) estimated food expenses, not to exceed per-diem allowances per the AUSU Travel Policy; and
 - f) other anticipated costs.
- 4.04.03 The Executive will determine within seven days if the proposal is within budget, cost effective, and will provide some benefit to the union.
- 4.04.03.01 Such benefits may include:
- a) enhancing the Councillor's skills in group communications, board governance, or other skills related to working effectively within the union;
 - b) gaining information about other student unions or coalitions, or student support groups;
 - c) enhanced lobbying opportunities or information related to the AUSU mandate; or
 - d) other skills or activities council may find desirable to bring to AUSU.

- 4.04.04 Executive Council will forward a cost breakdown of any approved conference funding to the Finance Committee for information purposes.
- 4.04.05 Councillors attending conferences shall submit a post-conference report providing an overview of the conference proceedings and detailing benefits for the organization.

POLICY HISTORY

Original Approval Date: November 13, 2006

Updated Date: January 19, 2009

Mandatory Review by Date: January 19, 2011