



POLICY 4.04

ADMINISTRATION

Professional Development

POLICY INTENT

The professional development of councillors can be beneficial to the organization and AUSU provides limited funding for this purpose. This policy outlines the process for the request and approval of professional development opportunities.

POLICY RESPONSIBILITY

Council

POLICY

- 4.04.01 For the purposes of this policy, professional development shall refer to seminars, training sessions, conferences, and other educational or informative opportunities.
- 4.04.02 To obtain professional development 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 AUSU and members.
- 3.01.02.01 Proposals must also contain the following information, where applicable:
- a) the title, host, location and date(s);
 - b) registration fees and deadlines including a breakdown of what is included in the fee;
 - c) travel plan and associated costs if any, including accommodation and food expenses not to exceed per-diem allowances per the AUSU Policy 6.04 Financial Management - Travel and Related Expenses; and
 - d) any other anticipated costs.
- 3.01.02.02 The executive will determine within seven days if the proposal is within budget, cost effective, and will provide benefit to AUSU. Such benefit may include:
- a) enhancing the councillor's skills in group communications, board governance, or other skills related to working effectively within the organization;
 - b) gaining information about other student unions or coalitions, or student support groups;
 - c) enhanced advocacy opportunities or information related to the AUSU mandate; or
 - d) other skills or activities executive may find desirable to bring to AUSU.

- 4.04.03 The executive will forward a cost breakdown of any approved professional development funding to the finance committee for information purposes.
- 4.04.04 Councillors attending any funded professional development activity shall submit a post-activity report providing an overview of the activity detailing benefits for AUSU and how the councillor will put what they learned into practice. This report will be circulated as part of the next council meeting package.

RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS

This Policy References:

AUSU Policy 6.04 Financial Management: Travel and Related Expenses

This Policy is Referenced by:

None

Forms:

None

POLICY HISTORY

Original Approval Date: November 13, 2006

Last Review Date: March 14, 2017 (informal)

Review by Date: February 2019