



POLICY 4.04

ADMINISTRATION

Professional Development

POLICY INTENT

Professional development of Councillors is 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

- 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 Committee that outlines the benefits that will be brought back to AUSU and its Members.
- 4.04.03 Proposals must also contain the following information, where applicable:
 - a. the title, host, location, and date(s);
 - b. summary of sessions or activities;
 - c. registration fees and deadlines, including a breakdown of the fee(s);
 - d. travel plan and associated costs, if any, including accommodation and allotted per diems (as per the per-diem allowances outlined in Policy 6.04 Travel and Related Expenses); and
 - e. any other anticipated costs.
- 4.04.04 The Executive Committee will determine within seven (7) days of receiving the proposal if it is within budget, cost effective, and whether it 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, coalitions, or student support groups;
 - c. enhanced advocacy opportunities or information related to the AUSU mandate; or
 - d. other skills and or activities the Executive Committee may find desirable to bring to AUSU.
- 4.04.05 The Executive Committee will forward a cost breakdown of any approved professional development funding to the Finance Committee for information purposes.
- 4.04.06 The Executive Committee may schedule professional development opportunities for all Councillors and will approve those opportunities in the same method as described above.

4.04.07 Councillors attending any funded professional development activity shall submit a post-activity report, within twenty-one (21) calendar days, providing an overview of the activity detailing benefits for AUSU and how the Councillor will put what they learned into practice. Once complete the report will be circulated as part of the next council meeting package. Group professional development activities that involve the entire Council are exempt from submitting a report.

RELATED REFERENCES, POLICIES, PROCEDURES AND FORMS

This Policy References

Policy 6.04 Travel and Related Expenses

This Policy is Referenced by

None

POLICY RESPONSIBILITY

Council

POLICY HISTORY

Original Approval Date: November 13, 2006

Last Review Date: March 16, 2023

Review by Date: March 2025