

# Regina Public School Teachers' Association

## 10.4 - Executive Attendance at Conferences/ Professional Development

**Area:** Officers

**Status:** Approved

**Approving body:** Executive, Assembly

**Date of Approval:** Dec. 18, 2006, Feb. 5, 2007

**Resources:**

### **Beliefs:**

The RPSTA endorses that Executive members should avail themselves of opportunities to enhance their professional standing by attending conferences or Professional Development sessions that would do so.

All Executive should be given equal opportunity to share in conferences or P.D opportunities.

Where an Executive member attends a conference or P.D. session on approval of the Executive reasonable expenses shall be covered by the Association out of the Professional Development budget line.

### **Principles:**

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### **10.4 Procedures:**

A bit of preamble can go here, but it should be limited. Each section of procedures should be the detailed description of how this policy will impact our operations. This section is only necessary for operational policy but may be included in positional policy, if it is relevant.

Section headers should be underlined

- 10.4.1. Any Executive member wishing to attend a conference or P.D. session at the expense of the Association must indicate so by having their request placed on the agenda of an Executive meeting well in advance of the registration deadline.
- 10.4.2. Executive shall consider the request and also ascertain whether there are any other Executive members who might wish to attend that particular conference or P/D. session.

- 10.4.3. If there is no other Executive wishing to attend then the person applying shall present to the Executive their reason for wanting to attend and explain how their attendance will benefit the Executive and/or the Association.
- 10.4.4. If two or more wish to attend then Executive shall hear from each person wishing to attend in the same format as used in section c)
- 10.4.5. Executive shall then, through a secret ballot, vote on which applicant shall attend. In the case of only one person applying the vote shall still be by secret ballot
- 10.4.6. The ballots shall be destroyed immediately following the announcement of the successful applicant.
- 10.4.7. Executive does not have to agree to send someone simply because they made the request.
- 10.4.8. Executive shall not send the same member to the same conference in repeat years. Every effort should be made to ensure that all members have attended a conference before any one member is sent a second time at Association expense.
- 10.4.9. Any Executive member who attends a conference or P/D. session on behalf of the Association shall submit in writing, to the Executive, a report of their attendance and what was learned. That report is given to the Executive no later than the second Executive meeting following their return from the conference.
- 10.4.10. Following their return the member must submit their bills to the President for reimbursement of their:
  - 10.1. travel costs (mileage at STF rate or actual airfare)
  - 10.2. actual hotel costs (STF rate shall be sought where the STF has a negotiated rate)
  - 10.3. meal costs for those meals not covered as part of the registration. (If the hotel provides a breakfast or continental breakfast then no meal cost shall be covered for that meal)
  - 10.4. registration cost for the conference/P.D. session.
- 10.4.11. No payment shall be made in reimbursement without bills to support the cost. Mileage shall be paid on the basis of travel distance from their home to the conference hotel/location and return. (no bill required)
- 10.4.12. No Executive may attend a conference /P.D. session at Association expense if they have not applied first for school P.D. funding. No Executive member can attend at Association expense if there was an alternate source of funding available.