

TRAINING COURSES FOR STAFF AND BOARD MEMBERS POLICY

PURPOSE

The purpose of this policy is to enable Kerrisdale Community Centre staff and board members to undertake training courses and workshops relevant to their roles and responsibilities.

CONTEXT

The Board of Directors may approve the payment of an all-inclusive training fee of up to \$850 for each staff or board member to undertake training courses approved by the Executive that will enhance their ability to contribute to his or her role.

RESPONSIBILITY

Payment can be made on verification of course completion or the funds can be requested in advance.

REQUIREMENTS

Requests should be submitted to the Board Executive for pre-approval by email or in writing. The request should summarize the course details and how taking this course may benefit the Society.

Some agencies offer bursaries, fee reductions, etc for their training courses. If fee reduction opportunities exist for the course in question, they should be identified in the application along with documentation confirming that they have been or will be applied for or that they do not apply to this application.

A brief summary of the knowledge gained from the course must be presented to the Board and, if appropriate, circulated to those staff and/or board members who may benefit.

SCOPE AND LIMITS OF THE POLICY

Staff and board members may apply for a fee reimbursement once per year (September 1 – August 31) in accordance with the Society's fiscal year. Sufficient funds must be available in the budget for requests to be considered. Training courses may be taken from various agencies.

RELATED DOCUMENTS

Expense Reimbursement Policy