

Public-Relation Events / External Professional-Development Activities

Date of last revision: January 2013

Board Approved: February 7, 2013

POLICY

A Governor may have expenses reimbursed by the Board for attending Public Relations events or external Professional Development activities. The Board Chair will decide whether the event or activity warrants the financial support of the Board.

PROCEDURE

- A Governor will secure the written approval of the Board Chair prior to attending a Public Relations event on behalf of the Board.
- A Governor will secure the written approval of the Board Chair prior to registering for an external Professional Development (PD) activity to advance his/her individual skills in relation to the role of NBCC Governor.
 - Prior to the PD activity: Details on the activity must accompany the request for approval, including (1) activity description, (2) cost, (3) sponsoring agency, (4) date of activity, (5) location, (6) value to the individual as an NBCC Governor
 - Following the activity: A Governor who is sponsored by the Board to participate in a PD activity will prepare a follow-up written report and forward it to the EA to the Board of Governors for inclusion in a subsequent Board-meeting package.
 - Following the activity: The Governor will be expected to be available at that subsequent Board meeting to brief the Board and, if necessary, answer questions about the activity
- The Board Chair will decide whether the event or activity warrants the attendance of more than one Governor.
- A Governor who has attended a Public Relations event or a Professional Development activity with the approval of the Board Chair may submit an expense form, claiming travel and event expenses and an appropriate per-diem.