

	<h2>GOVERNANCE POLICIES</h2>
Policy Type	Governance Process
Policy Name	DEC Professional Development
Policy Number	ASD-W-GP9
Effective Date: September 20, 2012	Revised: October 23, 2014, September 22, 2016

<p><u>Policy:</u></p> <p>Recognizing that the information and experience gained from attending conferences increases the overall knowledge and effectiveness of the Councilor, the District Education Council (DEC) encourages Councilor participation within the budgetary limits of the district.</p>
<p>Procedures:</p> <ul style="list-style-type: none"> • Budget guidelines for Councilor travel and attendance at conferences shall be established during the spring budget period. • Participation at an education conference shall normally be limited to a maximum of four councilors and participation at the C.S.B.A. Atlantic Conference shall normally be limited to a maximum of five Councilors. In the event that either of these conferences is held within the province of New Brunswick, the number of Councilors who may participate may be increased. • The Chairperson or the Vice-chair shall be given the first option to attend the C.S.B.A. Atlantic Conference and the C.S.B.A. Congress. • After the Chairperson or Vice-chair have been given the option of attending a conference, individual Councilors shall be contacted in alphabetical order until the maximum number who may attend the conference have indicated their willingness to participate. If a Councilor has previously attended the C.S.B.A. Atlantic Conference, the C.S.B.A. Congress, or an out-of-town conference as per procedure 6, his or her name shall be bypassed until all other Councilors have been given the opportunity to attend. For each subsequent conference, Councilors shall be contacted using the same list, but the process shall begin at the point on the list where it left off at the preceding conference.

- Following the procedures outlined in this policy, the Executive Assistant shall report the outcome of the survey of Councilors to the chairperson of the DEC who shall report the final outcome to the District Education Council.
- Councilors may attend other conferences not covered in this policy with the approval of the District Education Council.
- As conferences are a means to provide training for future responsibilities as a Counselor, those members of the DEC who are not planning to re-offer should decline the opportunity to attend conferences near the end of their term of office. Similarly those Councilors who are not re-elected should withdraw their name from planned attendance at any conference.
- Councilors who attend will present a report to the DEC.

MONITORING:

Method(s)	Frequency	Month
<ul style="list-style-type: none"> • Council Self-evaluation 	<ul style="list-style-type: none"> • 2 times per year 	<ul style="list-style-type: none"> • December • May