

		<b>Commission scolaire English-Montréal</b> <b>English Montreal School Board</b>
<b>POLICY:</b>	<b>GUIDELINES FOR COMMISSIONERS ATTENDING CONFERENCES , CONVENTIONS AND MEETINGS OUTSIDE THE BOARD</b>	<b>CODE: SG-9</b>
<b>Origin:</b>	Secretary General	
<b>Authority:</b>	Resolution #09-11-25-11 Revised by Resolution # 15-02-25-14	
<b>Reference(s):</b>	By-Law #2: Delegation of Powers to the Executive Committee By-Law No. 3: Code of Ethics and Professional Conduct for the Members of the Council of Commissioners Policy DG-20: Reimbursement of Expenses Incurred by Commissioners in the Performance of their Mandate Policy FS-10: Reimbursement of Expenses	

1. Attendance

Attendance must be related to the mission and goals of the English Montreal School Board.

2. Budget

The budget for commissioners' attendance at functions outside the Board shall be determined annually.

3. Applications

- a. Commissioners wishing to attend an event shall complete an application indicating their desire and justification for participation.
- b. Applications shall be submitted to the Chairman of the Board.
- c. Priority will be given to Commissioners who have not previously attended conferences. If more than a designated number of applications from Commissioners who have not previously attended conferences are submitted for a particular event, the Chairman of the Board may choose the delegate(s) by 'random draw'.

- d. Commissioners shall normally limit themselves to one (1) event per school year, in addition to the QESBA events. Additional requests may be considered if the budget has not been depleted.

#### 4. Report and Follow-Up

- a. Delegates shall submit, within 30 days of the event, a written report to the Chairman of the Board.
- b. If delegates have suggestions emanating from their attendance at events which require follow-up by the Board, they should take the appropriate action to initiate such follow-up by the Council of Commissioners.

#### 5. Location of Events

- a. Quebec
  - The number of delegates may vary in accordance with the available budget.
  - All Commissioners may attend the QESBA Spring Conference and QESBA professional development sessions.
- b. Outside Quebec
  - A maximum of two (2) delegates plus the Chairman, may participate. If the Chairman does not attend, the Chairman of the Board may designate a second Commissioner as his/her delegate.
  - Exceptions may be considered by the Council of Commissioners.
- c. Cancellations
  - In the event that a Commissioner does not attend an event for which he/she has registered, any non-refundable costs (e.g. lodging, event registration fees, travel, etc.) may require to be reimbursed to the Board unless exceptional, unforeseen events prevent such participation. In the event that a Commissioner refuses to refund the amounts so owing to the Board, said Commissioner will not be authorized to attend conferences subsidized by the Board.

6. Reimbursement of Expenses

- a. Expense claims for all Commissioners-excluding the Chairman of the Board -shall be submitted on the appropriate form along with supporting receipts to the Chairman of the Board for review and approval. Thereafter, all documentation shall be forwarded to the Financial Services Directorate for reimbursement via the payroll system as a non-taxable payment to the applicable Commissioner.

Expense claims for the Chairman of the Board shall be submitted on the appropriate form along with supporting receipts to the Chairman of the Executive Committee for review and approval. Thereafter, all documentation shall be forwarded to the Financial Services Directorate for reimbursement via the payroll system as a non-taxable payment to the applicable Commissioner.

- b. Only Commissioners shall be financed by the Board for attendance at conferences and conventions. Financing of spouses of Commissioners attending events shall not be provided by the Board.