

6.12.i. Policy**TRUSTEE TRAINING/CONFERENCE ATTENDANCE**

Trust Council: June 6, 1992

A: PURPOSE:

1. To outline Council's support, subject to available resources, for Trustee training and conference attendance as a means to enhance Trustees' contribution to the organizational effectiveness of the Islands Trust.

B: REFERENCES:

1. Annual Budget

C: POLICY:**1. AUTHORIZATION FOR TRUSTEE TRAINING****1.1. TRUST COUNCIL**

- i. Trust Council and/or the Executive Committee may request a Trustee to undertake target training and/or attend specific conferences and seminars on behalf of Trust Council.
- ii. Trustees may request support to undertake target training and/or attend specific conferences and seminars on behalf of Trust council.
- iii. All requests of and/or to Trustees for training or conference attendance shall be reviewed by the Executive Committee for Trust Council consideration when possible or approved by the Executive Committee.
- iv. The Executive Committee's recommendations or approvals will be guided by their responsibility to monitor and control the Trust Council Training/ Conference account.
- v. The Executive Committee is responsible for proposing Trustee in-service training programs for Trust council consideration via the Finance Committee within the annual budget process.

1.2. TRUST FUND

The Trust Fund Board shall be responsible to budget, approve and control Board member training and conference attendance within its annual budget.

1.3. LOCAL TRUST COMMITTEES

Local Trust Committees shall be responsible, by way of a resolution, to budget, approve and control Trustee training and conference attendance related to the Local Trust Committees within its annually budgeted LTC - Local Expense Account

1.4. COUNCIL COMMITTEES

Council Committees shall be responsible, by way of resolution, to budget, approve and control Trustee training and conference attendance related to Council Committee interests within its annually budgeted Council Committee Expense Account.

1.5. EXECUTIVE COMMITTEE

Executive Committee shall be responsible, by way of resolution, to budget, approve and control Executive Committee member training and conference attendance related to Executive Committee interests within its annually budgeted Executive Committee - Training/Conference account.

2. EXPECTATIONS OF TRUSTEE

- 2.1. It is expected that Trustees, for Trust supported training and conference attendance, will provide a written/verbal report to the approving authority body and to Trust council at the next quarterly meeting.
- 2.2. It is expected that Trustees, for Trust supported training and conference attendance will provide useful materials to the Administrative Secretary to copy for the Trust's reference library.
- 2.3. It is expected that Trustees, when making a request to attend a training program or conference, will submit costs, rationale and benefits to the relevant approving authority (See Format - Attachment 1.).
- 2.4. It is expected that Trustees, whenever possible, will submit requests to attend upcoming training programs within the annual budget process via the appropriate approval authority.

3. APPROVING AUTHORITY EXPECTATIONS

- 3.1. It is expected that each approving authority will:
 - i. solicit submissions of Trustees for any requests during the upcoming fiscal year.
 - ii. consolidate and prioritize these submissions with their budget submission to the Finance Committee.
 - iii. monitor follow-up reports by Trustees.

4. ADMINISTRATIVE REQUIREMENTS

For ease of processing, it is suggested that the attached Training/ Conference Form (Attachment 1.) be utilized to request and process requests for Training/Conference attendance.

5. FUNDING GUIDELINES

5.1. Level 1

- i. Approving authority requests Trustee to attend - 100% expenses and registration fee or as otherwise agreed and/or determined by the budget; or
- ii. Trustee attendance approved by an approving authority as high relevance/benefit to it - 100% expenses and registration fee or as otherwise agreed and/or determined by the budget.

5.2. Level 2

Potential relevance to approving authority while of a personal developmental interest to the Trustee - a portion of expenses and registration fee as agreed and/or determined by the budget.

5.3. Level 3

Primarily of personal development interest to the Trustee - No sponsorship by Islands Trust.

D: ATTACHMENTS:

- 1. ATTACHMENT 1: TRAINING REQUEST FORM** (f:\word\template\training)



Training Request Form

DATE: _____

To: (Approving Authority) _____

From: (Staff Member) _____

Conference/Training Event: _____

Hosted/Coordinated by: _____

Course/Event Location: _____

Course/Event Date(s): _____

REASONS FOR ATTENDING:

EXPECTED BENEFITS TO TRUST:

Registration Fee:	\$
Per Diem Meal Costs:	\$
Accommodation:	\$
Travel:	\$
Course Materials:	\$
OTHER:	\$
TOTAL REQUEST:	\$

OTHER:

(Please Specify)

(Name) **APPROVED BY:**

(Name of Designated Manager or Approval Authority)

(Signature) **APPROVED BY:**

(Signature Required by Designated Manager or Approval Authority)

Signature Required

AMOUNT APPROVED: \$ _____

DATE APPROVED: _____

OFFICE INSTRUCTIONS:

(i.e. processing for registration fee)

