




<b>Policy Title:</b> <b>BOARD/COMMITTEE MEMBER ATTENDANCE AT EXTERNAL EVENTS AND LEARNING OPPORTUNITIES</b>		<b>Policy Section: IV</b> Governance Process	<b>Policy Number:</b> IV-120
<b>Approved By:</b> Board of Directors	<b>Date Approved:</b> Jan. 23, 1996	<b>Date Reviewed/ Revised:</b> Nov 30, 2007 No. 30, 2010 Nov 29, 2013 Dec 3, 2018 Dec 12, 2023 May 28, 2024	<b>Board Chair's Signature:</b> 

## **BACKGROUND**

The Board believes that it is important that the CMLTO participate in external events and external learning opportunities (courses/conferences) which are beneficial to informing and achieving the CMLTO purpose and the Board's role effectively.

## **POLICY PURPOSE**

This policy has been developed to describe the Board's values and process for engaging Board and Committee Members in external events, courses, and conferences for connection and learning opportunities that are not provided internally.

## **POLICY**

The Board recognizes the importance of external connections and continuing education programs in support of the CMLTO's Ends (Critical Outcomes) Policies and the Board's role and priorities.

Board Members are encouraged to consider participating in learning opportunities that provide new insights or knowledge for the Board and/or that can provide increased knowledge, skill, and wisdom in enhancing the Board's performance of its role. Committee Members may be required to attend learning opportunities congruent with the Statutory Mandate and Terms of Reference of their respective Committee(s).

## **Principles and Guidelines**

### **1. General Principles**



- a. This policy applies to any external events and/or learning opportunities including courses, conferences, or professional designations which require financial support from the College (e.g. registration fees, tuition, expenses).
- b. Board and Committee Members will submit a completed Board/Committee Member Conference/Course/Event Attendance Request Form (Appendix 1) in advance of the event and/or learning opportunity.
- c. Sufficient funds will be allocated annually to the Board budget to allow Board and Committee Members to attend conferences/external events, and other relevant learning opportunities, as the Board deems appropriate.
- d. All requests in the amount of \$5,000 or less are reviewed and decided upon by the Registrar & CEO, with input from the Board Chair.
- e. All requests in the amount of more than \$5,000 are reviewed and decided upon by the Registrar & CEO, with input from the Executive Committee.
- f. All requests from Board Officers, regardless of the amount, are reviewed and decided upon by the Registrar & CEO, with input from the Executive Committee.
- g. Decisions regarding the outcomes of the Board or Committee Member's application will be summarized on the Board/Committee Member Conference/Course/Event Attendance Request Form, which will be shared with the Board or Committee Member and stored electronically by the Registrar & CEO.
- h. All Committee Member requests to attend learning opportunities are reviewed and decided upon by the Registrar & CEO and must be congruent with the relevant Committee Terms of Reference Policy.

## 2. Approval Process

The following criteria will be assessed for all applications:

- a. The remaining term of office of the Board and Committee Member submitting a request.
- b. The cost / benefit of the external event, learning opportunity, professional designation (or one or more components of any of these), to the Board or Committee Member and/or their position at the College.
- c. Whether or not the costs incurred are a prudent investment for the College, and in the public interest.
- d. Whether or not the Board approved budget can accommodate the funding request.



- e. The equitability of approving funding for an application, taking into account all applications for funding received for the same external event, learning opportunity, professional designation to ensure fair access for all Board and Committee Members.
- f. The position and negative implications of a Board or Committee Member's attendance, including any real or perceived conflict of interest.

Based on an application of the criteria above, the Registrar & CEO may do one or more of the following:

- a. Decide to approve or deny attendance request.
- b. Decide to approve or deny funding, including partial funding request (e.g. one or more course or components).
- c. Decide that another Board or Committee Member may be more appropriate to represent the College at the external event, or participate in the learning opportunity, professional designation.

### **3. Travel Arrangements**

Board and Committee Members co-ordinate registration and make their own travel arrangements. Members should keep the costs reasonable and take advantage of early registration fees and other savings where possible. All fares should be booked at an economy-class rate. Public Board Members will follow the Ministry of Health guidelines for reimbursement.

### **4. Expense Management**

The most practical and economical arrangements for conference registration/attendance, travel, meals, and accommodations should be made.

Professional Board Members and Committee Members are expected to incur expenses within the approved amount. Variances in excess of the approved expenses require an explanation and will be subject to approval by the Registrar & CEO, in accordance with the other provisions in this policy as well as other relevant Board Policies,

### **5. Reporting Back Regarding Learning Achieved**

The Board or Committee Member, who attends an event, will submit a written report of the event to the Board, summarizing the key learning, any issues identified, and implications for the CMLTO, including CMLTO governance, within thirty (30) days after the event (see Appendix 2). Copies of the event



materials/handouts will be provided to the CMLTO and to the Board for reference (where possible).

Board and Committee Members are asked to pay particular attention to all external events and learning opportunities that could advance the Board and/or Committees' strong commitment to learn and make decisions through the intentional lens of "what decision(s) will best protect the public interest as it relates to Medical Laboratory Professionals' practice?".

#### **6. Incomplete Learning Opportunities**

If a Board or Committee Member does not complete the approved learning opportunity, they will be required to notify the Registrar & CEO immediately, and refund all costs incurred by the College within sixty (60) days, unless there are exceptional circumstances.

#### **APPENDICES:**

**Appendix 1** – Board/Committee Member Conference/Course/Event Attendance Request Form (for use in advance of the session)

**Appendix 2** – Board/Committee Member Conference/Course/Event Report Form (for use in reporting back after the session)



## APPENDIX 1 BOARD/COMMITTEE MEMBER CONFERENCE/COURSE/EVENT ATTENDANCE REQUEST FORM

Please provide all of the information required as far in advance as possible when requesting funding for a conference or course. Applications will be administered in accordance with the Governance Process Policy GP IV-120: Board/Committee Member Attendance at External Events and Learning Opportunities. A copy of this form must be submitted with the expense form following the event.

Board/Committee Member Name:			
Name of Conference/Course/Event:			
Location:			
Dates (mm/dd/yy)	Start Date:	End Date:	# of days:
Registration deadline:			

**Cost**

Item	Requested	Actual
Registration fee:		
Accommodation:		
# of nights:		
Meals:		
Travel:		
Other - specify		
<b>TOTAL</b>		



**Please describe how your request aligns with the criteria described by Governance Process Policy GP IV-120:  
Board/Committee Member Attendance at External Events and Learning Opportunities**

**For Office Use Only**

Application received: \_\_\_\_\_ Date      Application reviewed: \_\_\_\_\_ Date

Application granted:       Yes                       Partial                       No

Approval signature:

Budget Code:

No. of days used in current year *(including this request)*:

\_\_\_\_\_

Comments:

\_\_\_\_\_



## APPENDIX 2 BOARD/COMMITTEE MEMBER CONFERENCE/COURSE/EVENT REPORT

Please provide all of the information requested below within 30 days of the event. A copy of this report should be submitted by email to both the Board Chair and the Registrar & CEO.

<b>Board Member Name:</b>			
<b>Name of Conference/Course/Event:</b>			
<b>Location:</b>			
<b>Dates</b> (mm/dd/yy)	<b>Start Date:</b>	<b>End Date:</b>	<b># of days:</b>

<b>Purpose for Attending Conference/Course/Event:</b>
<b>Key Learnings/Findings from Conference/Course/Event Relevant to CMLTO and/or Board:</b>
<b>Any Other Relevant Feedback:</b>
<b>Would You Recommend this Conference/Course/Event for Other CMLTO Board Members to Attend in Future?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure <b>Please Explain:</b>
<b>Date Report Completed:</b>