



Conference and Delegate Expectation Support Policy

Purpose In accordance with its Vision and §2.1 of the URFA Constitution, the University of Regina Faculty Association (URFA) encourages, and supports, our members to attend conferences, and other events, that involve them in the regional, provincial, national and/or global labour movement. Further, this policy clarifies that URFA members' participation in such events is a benefit of membership in URFA. Finally, this policy ensures that URFA and our members' interests are well-served through ensuring judicious and responsible use of the Association's scarce financial resources, derived, as they are, from our hard-working members. For the purposes of this policy, "conferences" also include conventions and other related events.

Rationale This policy encourages members to represent URFA, and our membership, by outlining the conditions under which funding may be received to enable attendance at conferences, and other such events, relevant to URFA's mandate, constitution, vision and goals.

Goal URFA encourages our members to represent the association, and our members, at local, provincial, national and international labour meetings to: i) present the Association's, and our members, interests; ii) to develop skills or learn knowledge that serves the association and/or our members; iii) to share with others in URFA's community the skills and knowledge learned, and iv) rarely, to support members in their professional development, to the extent that such opportunities also align with i) or ii) above.

Policy Recognizing that URFA's strength resides in its members, we financially support member participation at conferences, and other such events, within budgeted amounts approved by the Executive Committee, and with the IMC's approval of delegates. In exchange, members are to prepare a written report to the Executive Committee, within two weeks of the event's conclusion, summarizing what they learned and their assessment of further possible benefits to URFA, and its members, of future participation in such events. Members reports shall include i) a copy of the event programme, ii) a one-page summary of the sessions attended, skills/knowledge learned and an overview of how other members of URFA may benefit from attendance in the future, iii) an assessment of whether the cost incurred represented good value to the Association and its members. If appropriate, the report will be posted on the URFA web site for the benefit of all members.

In situations where multiple members attend the same URFA-supported event, only one copy of a report, as outlined above, is required, though it should reflect the cumulative learning/evaluative experiences of all attendees. Each attendee is expected to sign off on the report as being inclusive of their learning and assessment of future benefit to URFA members and a statement about whether the costs incurred represented a reasonable benefit for the Association's members.

Eligible costs Members representing URFA are expected to determine with the URFA office the part of their travel arrangements that they will make, and those that have already been arranged by URFA. A reimbursement claim for those expenses incurred by the member are to be submitted to URFA within two weeks of the event's conclusion (and are subject to the maximums established from time to time by the IMC).

The maximum costs eligible for reimbursement include: i) actual hotel costs, ii) discount airfare and/or other appropriate means of travel, iii) actual taxi or bus transportation (home to airport, if required, and airport-hotel-airport at destination), iv) other reasonable and necessary expenses



related to Association business, including internet/wireless, and long-distance telephone, iv) CAUT per diem, v) University of Regina in-province mileage rate, vi) CAUT out-of-province mileage rate. All expenses, other than those made under iv) – vi) must be supported by receipts issued by the relevant organization.

Claims for reimbursement, including all substantiating receipts and completion of the URFA-issued reimbursement claim form, shall be submitted within two weeks of the event's conclusion. Within the following three weeks, URFA shall reimburse all of the member's eligible expenses. Unless approved in advance, claims received later than this may be paid at the sole discretion of URFA.

Selection and representation To be eligible for conference participation, members are required to submit a rationale for joining the committee to the URFA Executive. Should the conference enable URFA members to vote in binding decisions, conference participants shall be free to vote their conscience with the exception of votes related to elections, policies, and other binding directives established by the URFA Executive Committee.

Consequences of non-compliance In the rare event that members fail to meet any of the above criteria, within two weeks of the event's conclusion, and to the satisfaction of the IMC, URFA may withhold outstanding financial support previously committed to the member. Alternately, and at the discretion of IMC, if URFA owes no further funds to the member or staff, it may seek repayment from attendees for ineligible claims.

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