



Policy for Payment of Stipends to Sessional Members

Category:
Number:
Audience: Sessional Committee Members
Owner(s):
Approved by: Executive Committee
Contact:

Introduction:

On March 30, 2010 URFA's IMC put forward the following motion: IMC recommends that the Executive Committee approve an honorarium of \$50/meeting for sessionals appointed as URFA representatives to URFA committees. URFA's Executive approved IMC's motion.

In recognition of the role sessionals play in supporting the Association and its goals, the policy was expanded in 2015 to encompass committee members being involved in events other than committee meetings.

Policy:

When sessional members are approved by the Executive and/or Council of Representatives as URFA representatives to URFA Committees or approved by URFA Executive to attend events other than scheduled committee meetings, they shall be paid honorariums in the following amounts:

- \$50 honorarium per event/meeting (up to 4 hours) or a \$100 honorarium per event/meeting (if it were to last more than 4 hours) per day
- Sessional attendees shall provide a report, when appropriate, after such an event
- Honorariums are not paid for weekend and/or evening meetings/events or conferences where URFA pays for the registration, travel and/or accommodations. Honorariums are also not paid should the sessional be provided with a sessional stipend, or course release from the University to undertake duties on behalf of the Association.

In order to receive payment under this policy a Sessional Honorarium Form must be completed and submitted to URFA. The forms must contain the date of the meetings/events, the hours attended and a signature of the Chair/authorized person to confirm attendance.

Compliance with other documents and Policies:

- Sessional Honorariums Procedures
- Conference and Delegate Expectation Support Policy

Approved by IMC - 2015-01-26

Approved by Executive - 2015-02-24

Amendment by IMC - 2015-03-03

Approved by Executive - 2015-03-19

Approved by Executive – 2017-12-05