



**UNIVERSITY OF REGINA  
FACULTY ASSOCIATION**

**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 and staff 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' and staff 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. References to a 'member' will from this point forward refer to either an URFA member or an URFA staff member.

**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 Executive Committee'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

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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**

When travel is necessary, URFA assumes responsibility for some or all of the costs associated with attendance at such events. Registration and travel arrangements will be coordinated with the URFA office. Members may seek reimbursement for those costs not directly paid by URFA in accordance with the *URFA Travel Policy*.

### **Selection and representation**

To be eligible for conference participation, members are required to submit a rationale for participation to the URFA Executive. Should the conference enable URFA members to vote on URFA's behalf 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 Executive Committee, URFA may withhold outstanding financial support previously committed to the member. Alternately, and at the discretion of the Executive Committee, if URFA owes no further funds to the member or staff, it may seek repayment from attendees for ineligible claims.

### **Compliance with other documents and policies**

- URFA Travel Policy

*Replaces Travel Reimbursement Policy, 1992*

*Recommended by IMC: 21 August 2014*

*Approved by Executive: 12 November 2014*

*Recommended by IMC: 04 August 2015*

*Approved by Executive: 18 August 2015*

*Recommended by Finance Committee: 23 January 2017*

*Approved by Executive: 07 February 2017*

*Approved by Executive: 19 July 2022*