

CHAPTER-REGION PROFESSIONAL DEVELOPMENT POLICY

Policy intent

To promote the value of CAJ membership and support chapter and regional events, this policy will provide CAJ chapters and regions guidance and funding criteria to aid their efforts to deliver local, in-person professional development opportunities.

Policy responsibility

CAJ Board

Policy

1. Eligibility

- 1.1. Any CAJ chapter or region is eligible to apply for funding to cover costs related to travel, accommodations and other necessary expenses for out-of-town speakers.
 - 1.1.1. Speaker fees are not a qualified expense.
- 1.2. Each proposal cannot exceed \$1,500 per year.
 - 1.2.1. All approved proposals not to exceed \$4,500 per fiscal year.
- 1.3. Priority of funding will be given to promoting professional development opportunities in locations geographically distant from recent or upcoming national conferences.

2. Approval process

- 2.1. Chapter director or regional director to provide a written proposal to the finance committee chair and the professional development committee chair for initial vetting, review and consideration.
- 2.2. Once a proposal has been reviewed as outlined in 2.1 above, the proposal then moves to the executive for approval, as per the Finance Policy.

3. Execution of proposal

- 3.1. Once approved, all payment of expenses are arranged between the chapter or regional director and the operations manager.
- 3.2. Chapter or regional director to work with operations manager on all logistical needs for the event such as event registration (free or paid), promotion through CAJ communication channels and speaker engagement agreements
- 3.3. Any contractual obligations for the event must be signed by two signatories for the CAJ

Related References, Policies, Procedures and Forms:

This Policy References:

Finance Policy

This Policy is Referenced by:

None

Forms and documents:

None

Policy History:

Original Approval Date: 24-Mar-2024

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