

Branch Executive Policy # 2008-01 **Member Support to Attend National Annual Education Conferences (AECs)**

Preamble:

The purpose of this policy is to establish clear guidelines for providing support and processing claims associated with members wishing to attend National AECs. The policy is intended to support attendance & representation of Manitoba Branch delegates at these important educational, organizational and social events.

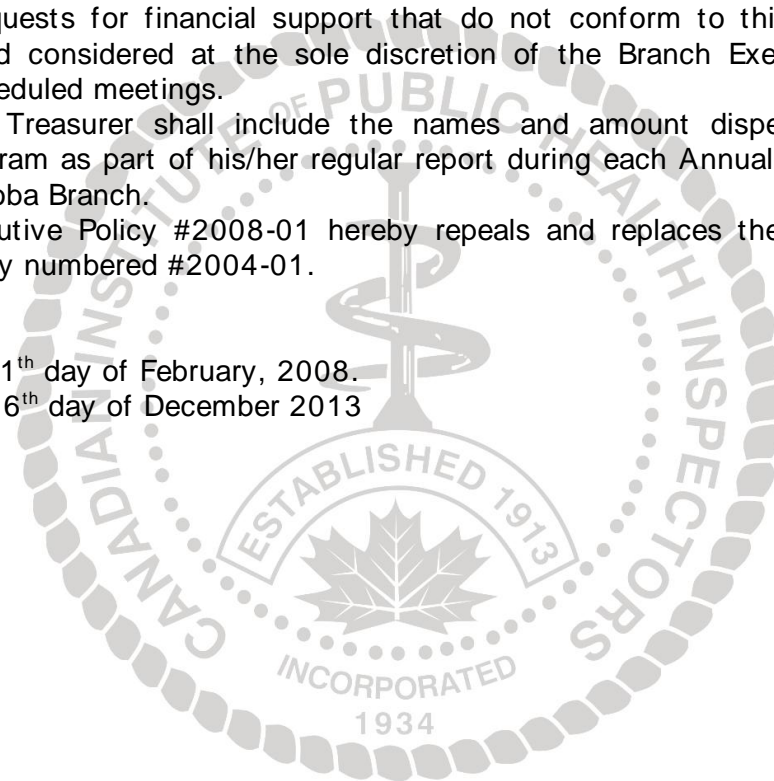
Procedures & General Rules:

- 1.1. As part of its annual budget, the Branch Executive shall allocate the equivalent of four (4) early bird registration fees to a maximum amount of \$2,700 towards financial support of members who are travelling out of province to attend the National Annual Educational Conference.
- 1.2. If the Executive determines that the Branch cannot sustain the amount of \$2,700 for a given year, an appropriately revised amount will be allocated during the annual budgeting process. A reasonable effort will be made to communicate any changes to the membership.
- 1.3. The maximum amount that any one member can claim in any given year shall not exceed the cost of the basic "early bird registration fee"; the daily registration fee; the student full or daily registration fee; or the retired full or daily registration fee, as the case may be, as set by the conference organizing committee.
- 1.4. The member must complete (Appendix 1 of this policy), "Application for Assistance to Attend the National Annual Educational Conference" and submit the completed form to the Branch Executive at least two weeks prior to the early bird registration fee expiry date.
- 1.5. In the event that the total amount claimed by members exceeds the allocated amount, the funds shall be divided up equally amongst the eligible members who have applied for financial support in accordance with this policy.
- 1.6. In the event that the time-period noted in procedure 1.4 has passed and there are still funds available, Applications for Assistance can still be submitted, but total funding available for these applications will be limited to the amount remaining.
- 1.7. Applicants must be "members-in-good-standing" of the Manitoba Branch at the time of application as well as the year immediately prior to the year in which assistance is requested.

- 1.8. Members must submit a claim for reimbursement no later than 30 days after the completion of the Annual Educational Conference
- 1.9. The member must submit a copy of the official receipt as issued by the AEC organizing committee and a completed Conference Reimbursement Request Form (Appendix 2 of this Policy) including written confirmation of the degree of financial support that has been provided by their employer. The confirmation must be signed by their supervisor. Under no circumstances shall the amount of support provided by the Branch exceed the difference between the actual costs that the member incurred minus the amount of financial support provided by the employer.
- 1.10. The applicant shall submit all required documents, along with a covering memo of request, to the Branch Treasurer.
- 1.11. All other requests for financial support that do not conform to this policy shall be reviewed and considered at the sole discretion of the Branch Executive during its regularly scheduled meetings.
- 1.12. The Branch Treasurer shall include the names and amount dispensed under this support program as part of his/her regular report during each Annual General Meeting of the Manitoba Branch.
- 1.13. Branch Executive Policy #2008-01 hereby repeals and replaces the former member support policy numbered #2004-01.

Passed on this 11th day of February, 2008.

Revised on the 16th day of December 2013



APPENDIX 1

APPLICATION FOR ASSISTANCE TO ATTEND THE NATIONAL ANNUAL EDUCATIONAL CONFERENCE

Name of CIPHI Member: _____

Employer: _____

Conference Location: _____

Conference Date: _____

Conference Attendance Status: (check off one)

Regular Member

Full Registration

Daily Registration

Student Member

Full Registration

Daily Registration

Retired Member

Full Registration

Daily Registration

Total amount of assistance requested:

Full Registration (early bird) _____

Daily Registration ____ days X \$ _____ = _____

Will additional assistance be received through employer? Yes ____

No ____

Not sure at this time ____

Member Signature: _____

Date: _____

