



(Approved November 23, 2006)

## **SASKATCHEWAN ASSOCIATION OF CITY CLERKS PROFESSIONAL DEVELOPMENT MONETARY SUPPORT POLICY**

### Purpose:

To offer monetary support to members of the Saskatchewan Association of City Clerks so that they may take part in educational and professional development conferences, seminars and courses.

### Definitions:

- a) "member" shall mean a member of the Saskatchewan Association of City Clerks
- b) "Association" shall mean the Saskatchewan Association of City Clerks

### General:

#### 1. Eligibility

All courses, seminars and conferences that relate to the duties and type of work that is performed by the position of City Clerk, such as:

- Organization,
- Time and stress management;
- Professional development;
- Legislation;
- Records Management;
- Administration;
- Public speaking and correspondence; and
- Committee structure, organization and procedure

#### 2. Terms of Monetary Support

- a) Each member who has been a member of the Association for the period of at least one year and who is a full time employee within a City Clerk's Department is eligible to make one application to the Association per year.

- b) Applications shall be made during the Annual Spring and Fall meetings and, upon recommendation of the Executive Committee, shall be approved by resolution.
- c) Each member is eligible to receive a maximum of 75% of the total cost of the course, seminar or conference including mileage and accommodations to a maximum of \$500. Payment will be made upon presentation of receipts.