

GROUP CONFERENCE ATTENDANCE BY BOARD/COMMITTEE MEMBER POLICY



Ferguslie Group

Date Approved by the
Management Board

31 January 2024

Signed:

Chairperson

Date Adopted by the NTC
Executive Committee

Signed:

Chairperson

Date of Next Review

January 2027

1. OBJECTIVE

To determine the guidelines, nature, extent and administrative arrangements for Board Members' attendance or representation at conferences, study tours, seminars or conventions and the arrangements for: (i) Attendance; (ii) Approval requirements; (iii) Travel; (iv) Accommodation; (v) Allowances and expenses; (vi) Reporting requirements.

Note: References to conferences should be taken as meaning conferences, study tours, seminars or conventions.

2. GUIDELINES FOR ATTENDANCE

The following guidelines are to be considered for any proposal for Board/Committee Members to attend conferences:

1. The conference focuses on issues of importance to the Ferguslie Group.
2. The conference topics are integral to the Ferguslie Group objectives.
3. The conference is directly relevant to the Ferguslie Group activities and there would be benefits in Board/Committee Members attending the conference.
4. The conference will assist Board/Committee Members to develop and maintain skills and knowledge relevant to their role as a Board/Committee Member of the Ferguslie Group.
5. Funds are available for attending the conference from approved Ferguslie Group budgets.

3. APPROVAL PROCESS

Board Members requesting to attend a conference must address the guidelines in items 1 - 5. Conferences in excess of two consecutive days require approval to attend through a resolution passed at a Board/Committee meeting.

4. ATTENDANCE

When it is considered desirable that FPHA or NTC be represented at a conference, up to a maximum of one Board Member and one Employee may normally attend, unless otherwise approved by the Group. (This does not include individuals attending affiliated group events for their own personal development as board/committee members).

5. BOOKING ARRANGEMENTS

Registration, travel and accommodation for Board Members will be arranged through the organisation. In general, all costs including travel, registration fees and accommodation will be paid directly by the Group.

The Ferguslie Group will pay all normal registration costs that are charged by conference organisers for Board/Committee Members, including those costs relating to official luncheons, dinners, tours/inspections and support activities that are relevant to the conference.

6. TRAVEL, ACCOMMODATION AND EXPENSES

Should for any reason the individual be required to make arrangements personally and pay for accommodation, travel, or other out of pocket expenses, refunds will be made as per the organisation's Board Expenses Policy.

7. REPORTS

Following attendance at conferences Board/Committee Members are to circulate a report outlining benefits to them and the organisation and containing any information or material of interest or relevance to Board Members/Committee, within a period of six weeks following the event

8. REVIEW

This policy will be reviewed every three years, unless amendment is prompted by a change in legislation, guidance or monitoring and reporting reveals that a change in policy is required sooner.