


Event Attendance and Speaking Engagement Requests

 Saskatchewan Health Authority WORK STANDARD	Title: Event Attendance and Speaking Engagement Requests Role performing Activity: Community Engagement & Communications Department	
	Location: Saskatoon City Hospital	Department/Unit: SHA Board Office
	Document Owner: Community Engagement & Communications Department	Date Prepared: February 15, 2018
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	Related Policies/Documentation	

Work Standard Summary:

The purpose of this document is to establish the governance process for Board Members as to the appropriate procedure to follow when a request to attend an event or speaking engagement is received.

Essential Tasks:	
Event Attendance and Speaking Engagement Requests	
1.	Interested organization representatives contact the Community Engagement and Communications department at least two months prior to the event and/or speaking engagement. <ul style="list-style-type: none"> The representative will complete the "Request for Event Attendance and Speaking Engagements" (appendix I) form for submission.
2.	If the Board Chairperson or Board members receive requests for event attendance, they will direct those requests to the Board Associate who will forward to the Community Engagement and Communications portfolio.
3.	The Executive Assistant of Community Engagement and Communications confirms receipt of the request with the originator.
4.	All requests are considered and reviewed by the Vice President of Community Engagement and Communications. <ul style="list-style-type: none"> The organization may be contacted if further information or clarification is required to ascertain all pertinent details of the event.
5.	The Executive Assistant will contact the organization representative to confirm whether a representative is able to attend the event. <ul style="list-style-type: none"> The designated SHA representative, based on availability, may not necessarily be the Board Chairperson but a Board member or member of the Executive Leadership Team.
6.	The Executive Assistant, or designate, will remain in contact with the organization representative up to and including the date of the event ensuring logistics are up-to-date and finalized.