


Education Session and/or Conference/Seminar Attendance

 Saskatchewan Health Authority WORK STANDARD	Title: Education Session and/or Conference/Seminar Attendance Role performing Activity: Board Members	
	Location: Saskatoon City Hospital	Department/Unit: SHA Board Office
	Document Owner: Governance & Policy Portfolio	Date Prepared: September 25, 2017
	Date Approved: December 4, 2017	
	Related Policies/Documentation	

Work Standard Summary:

This governance process provides Board members with direction and guidance regarding attendance at conferences and seminars.

Essential Tasks:	
1.	Board members submit their request in writing to the Chairperson outlining the objective for attending an education session, conference or seminar.
2.	If approved, member(s) attend the education session, conference or seminar.
3.	The Board member prepares a brief summary of the education session and submits it to the Board Associate for inclusion in a Board meeting package. In consultation with the Board Chairperson a brief verbal update may be provided at a Board meeting.
4.	Expense reimbursement is subject to the remuneration Order-in-Council ¹ .

¹ OC 242/2017