

SD42 POLICY 2900

TRUSTEE PROFESSIONAL DEVELOPMENT AND ATTENDANCE AT CONFERENCES

The role of trustees is increasingly demanding and complex. To fulfill this role effectively, trustees must recognize the importance of ongoing professional development and actively pursue opportunities to enhance their knowledge and skills.

It is the responsibility of the Board to ensure budgetary provisions are made to support Trustee professional development. The Superintendent of Schools and Secretary Treasurer are responsible for ensuring trustees are informed of relevant opportunities.

Professional development of trustees may include:

- Access to School District resources
- Participation in conferences, workshops, and training programs
- Memberships in educational associations
- Access to educational publications such as books, journals, and newsletters

1. PURPOSE OF ATTENDANCE

Trustees are encouraged—and have a responsibility—to attend and participate in appropriate conferences, conventions, seminars, workshops and other programs that contribute to their growth and effectiveness.

“Appropriate” conferences and programs may include, but are not limited to:

- Events where representatives of educational systems meet to debate and formulate positions to be taken and submissions to be made to higher levels of government regarding educational matters, such as:
 - Annual general meetings of the BC School Trustees’ Association (BCSTA) the Canadian School Board Association (CSBA), and the BC Public School Employers’ Association (BCPSEA)
 - Specially called BCSTA and BCPSEA conferences, called from time to time as issues arise, at which the School District should be represented
- Conferences and training workshop programs that support professional development and learning to assist trustees with meeting their responsibilities and duties.

2. BUDGETARY PROVISIONS & LIMITATIONS

Budgetary provisions will be made every four years to permit each trustee to attend BCSTA’s New Trustee Workshops, in the first year a trustee is elected to the Board. Attendance is strongly recommended for elected trustees.

Board-Recommended Professional Development

The Board will include, in its annual operating budget, an allocation for trustees to attend recommended professional development offered by the following organizations: BCSTA, CSBA, BCPSEA, School District-sponsored or hosted learning events, other conferences, conventions, etc., that the Board deems to be appropriate professional development opportunities for all trustees or for trustees appointed to specific roles (e.g. Chairperson) or committees as a representative of the Board.

Individual Trustee Professional Development

The Board will also include in its annual operating budget a professional development allocation for individual trustees that support their work as a trustee but is not covered by the Board-recommended allocation described above.

3. MEMBERSHIPS & PUBLICATIONS

In recognition of the fact that appropriate memberships and a variety of educational journals and publications are available and could provide trustees with valuable assistance in performing their role, the Board will make provision in the annual operating budget for the cost of providing this form of professional development.

4. EXPENSE REIMBURSEMENT

Trustees attending functions in accordance with this policy may claim reimbursement for necessary travel expenses as provided in [Policy 4410 Travel Expenses](#).

All trustee reimbursement claims will be reviewed and approved by the Secretary Treasurer.

In cases where the Secretary Treasurer has uncertainty regarding a trustee expense or a trustee disputes the Secretary Treasurer's determination, the matter will be referred to the Board Chairperson for determination. If the expense pertains to the Board Chairperson, the Vice Chairperson will make the determination.

5. FINANCIAL REPORTING

Trustees will receive a quarterly financial report detailing trustee expenses subject to reporting under the [Financial Information Act](#).

The Finance Committee of the Whole will receive a quarterly summary of Board-recommended professional development budget balances and utilization.

Quarterly reports will be provided within two months following each quarter and within three months following fiscal year end.

6. ANNUAL BUDGET LIMITS

The Board will set budget limits and carry-forward provisions for trustee expenses, by category, through the annual operating budget. These limits will be made available on the School District's website.

7. AUTHORITY

The Board authorizes the Secretary Treasurer to establish and maintain administrative procedures to support this policy, including procedures for budget allocation, expense reimbursement, and financial reporting.

UPDATED: March 4, 2026