A. Background and Definitions

The College recognizes that professional association memberships are useful for human resource development. Memberships are one method by which staff can remain abreast of new developments within their areas of responsibility at the College. This in turn contributes to the renewal of the College.

The College, within the limits of its resources, is prepared to pay for memberships which can be shown to provide mutual benefits to the subscriber and to the College.

All requests for College-sponsored memberships will be evaluated in accordance with specified criteria and guidelines.

B. Purpose

C. Practice Statements

1. All memberships should relate to instructional and/or human resource development. Requests for memberships in these areas will be considered in relation to the mutual benefits accruing to both the requesting subscriber and the College.

2. Where possible, memberships must be institutional memberships although, if such a category is not available or feasible, individual memberships may qualify. Under normal circumstances, only one (1) college membership in any one (1) organization will be authorized; however, the appropriate Vice-President may approve more than one (1) membership.

Procedure on Professional Association Memberships

3. Application for all memberships should contain:
   a) the name of the organization from which the membership is sought,
   b) the name of the proposed subscribing member, and
   c) the benefits accruing from this membership (e.g. names of journals, print material or conference discounts).

4. Approval for all memberships must be authorized by the appropriate Manager/Chair/Director/Dean.
5. A copy of all approved membership application forms must be forwarded to Human Resources.

D. Related Documents and Links

Nil