

administration • reference memo

keywords

- **MEMBERSHIP COSTS**
 - **PROFESSIONAL ASSOCIATIONS**
 - **PROFESSIONAL CERTIFICATION / DESIGNATION**
-

PURPOSE

To detail when membership costs, professional associations, and professional certification/designation will be paid for by the College.

POLICY

The College will pay the costs of institutional memberships deemed appropriate by Board policy or Executive decision.

The costs of a College employee's membership(s) in professional associations are a personal responsibility and expense, except if the College requires an employee to represent the College in such associations.

The costs of a College employee's obtaining and maintaining professional designations/certifications are a personal responsibility and expense, except if the College hires the employee to practice that profession on the College's behalf.

RESPONSIBILITY

The Vice-President, Finance and Administration shall administer and apply this policy.