

Title				Board of Health Member Attendance at Conferences			
Reviewed Date				Number		BOH0102	
Revised Date		November 15, 2006		Approved Date		May 24, 1995	

Introduction

Continuing education opportunities enhance the ability of Board of Health members to maintain an awareness and understanding of public health issues and fulfill their roles and responsibilities in relation to governance. Attendance at professional meetings, conferences, workshops and in-services also provides opportunities for networking, sharing, learning from others. Board of Health members are encouraged to attend appropriate educational conference events to assist them in their role and function.

Purpose

To provide Board of Health members with the parameters and processes for accessing educational opportunities to assist them in their role and function.

Policy

Board of Health members are encouraged and supported to attend one conference, workshop or educational event of relevance to their role each year.

Specific conferences organized by the Association of Local Public Health Agencies (aLPHa) and the Ontario Public Health Association (OPHA) are particularly suited to board members' needs. Attendance at other educational events will be supported by the Board of Health based on appropriateness and budget availability.

Board of Health members will report back to the Board of Health following attendance at an educational event.

Procedures

1. After notice of meetings (aLPHa, OPHA, and those directed to the Board) is received by the health unit, information will be included in the next Board package by the Board Secretary.
2. Board of Health members may indicate their interest in attending an event at the meeting. The Board may choose by motion or consensus to specify the number of attendees. Once a decision is made, the arrangements will be channeled through the Board Secretary.
3. Board of Health members will be reimbursed for expenses in accordance with agency policy.
4. Other meetings of interest which come to the attention of Board of Health members will be shared with the Board Secretary for circulation to other members. Decision as to attendance will be made by the Board at the next scheduled meeting. Depending on budget available and costing, other arrangements may be negotiated (such as cost-sharing) as required.

5. In the event that a meeting requiring some Board Member attendance comes with too short notice for discussion and decision at a regular Board Meeting, the Chair will consult with the Medical Officer of Health and Board of Health members, as required, in order to determine and assure appropriate representation. The decision will be reported to the Board of Health at the next scheduled meeting.
6. Participation of Board of Health members in educational events will be tracked by the Board Secretary and reviewed annually by the Board of Health.

Final Approval Signature: _____

Review/Revision History:

2011-01-31 renumbered, previous number A2.050

2006-11-15 Revised

2005-04-1 Reviewed

1998-03-01 Revised