



## **POLICY: CHAPTER TRAVEL POLICY**

The purpose of this policy is to ensure that wherever possible, provisions are made in the Chapter's budget for Chapter leaders to participate in face to face meetings of the association. This ensures that the Chapter is fully participating in association governance and to facilitate succession planning and effectiveness of Chapter leaders.

### **International and National meetings:**

The Chapter Affiliation Agreement (section 12) specifies that the Chapter agrees to send, subject only to budgetary constraints, the Chapter President and/or President-Elect to Chapter Presidents Council (CPC) meetings and to the AFP Leadership Academy. The CPC meets twice per year: once prior to the AFP International Conference and again at the Leadership Academy.

The Chapter commits to supporting Chapter leadership attendance at association meetings and therefore will include provision in each annual budget (registration, travel, accommodation etc.) as follows:

The Chapter commits to make provision in the annual budget for the President or President Elect to attend the Chapter Presidents Council meetings each year in the fall (at the Leadership Academy) and in the spring (at the AFP International Conference). At minimum the Chapter will send the President and/or President-Elect to at least one CPC. Budgets will be set with due consideration of the location of the meeting which will be available in the fall of the preceding year.

The Chapter will give consideration to making provision in the budget to assist in the cost of sending at least one new Chapter leader to the Chapter Board workshop each year, to support the effective leadership of the Chapter and succession planning efforts

The Chapter will give consideration to making provision in the budget to assist in the cost of sending at least one Chapter leader to the Canadian Leadership Retreat. The Canadian leadership retreat is held each summer in Canada and focuses on issues affecting Canada ("District B"). These include updates and strategy discussions related to Government Relations, Canada Council and the AFP Foundation for Philanthropy Canada. This meeting is benefit to Chapter leaders, both experienced and new leaders.

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**EFFECTIVE DATE: October 16, 2014**  
**LAST REVISED OR REVIEWED: December 2017**  
**SUBJECT TO REVIEW: December 2020**