



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: MEMBERSHIPS –ASSOCIATIONS/ORGANIZATIONS

Procedure No.	FA-309-PR	Division	Finance & Administration
Supersedes	n/a	Board Policy Ref.	BP-PO-003B BP-PO-001B
Related Policy	FA-309	Effective Date:	October 1, 1999

PROCEDURE

1.0 Operating Principles

- 1.1 Whenever possible, the memberships will be in the name of the College rather than the employee. Exceptions will be made where institutional membership is not possible or when institutional membership is more costly than an individual membership.
- 1.2 Normally only one representative per association will be supported; that person will be designated in consultation with the appropriate Divisional Director or other members of the respective team. Where possible, memberships may alternate between/among eligible College representatives. For the purpose of this policy an association/organization may be local, regional, provincial, national or international; e.g., each Chamber of Commerce is a local association.
- 1.3 Memberships in associations/organizations for the purpose of the professional development of individuals, will be the responsibility of those individuals; e.g. membership in the CGA Association or Professional Engineer Association, etc.

2.0 Reporting Procedures

A database of memberships will be maintained. This database will be updated annually in the Fall semester of each year.

Approval History	
Approved by President	October 1, 1999
Next Review	October 2011