

Speech and Hearing BC Policy Statement & Procedures

III.8

AREA: Operations

SUBJECT: Travel to Provincial Council Meetings by Council Members

POLICY: Provincial Council (PC) members may be required to travel from time to time.

PROCEDURE:

- Travel required by PC members may be required, but will be kept to a minimum, periodically throughout the year as deemed necessary by the President.
- The President will determine who will attend, and where in person meetings that require travel will be held.
- The President will then instruct the Operations Manager to coordinate travel arrangements for each PC committee member that requires it.
- Each PC member may arrange their own travel arrangements and submit the expenses to the Speech and Hearing BC office as noted in the Policies and Procedures titled Finance-PC and Committee Expense Claim Form and Finance-PC and Committee Expense Claim Form Guidelines.
- The Operations Manager will be responsible for submitting the annual budget for travel to the Treasurer.