

<b>Policy Title:</b> Board Trustee Education	<b>Policy Number:</b> 015-JBG	<b>Pages</b> 1
<b>Date:</b> September 29 <sup>th</sup> 2022	<b>Supersedes:</b> September 27 <sup>th</sup> 2018	
<b>Cross Reference:</b> SJHH, SJHC, SJVD Administrative By-Laws (document available on the Board portal) <a href="#">017- JBG</a>	<b>Issuing Authority:</b> St. Joseph's Hamilton Joint Boards of Governors (JBG)	
<b>Policy Sponsor:</b> SJHH Office of the President	<b>Policy Author:</b> Senior Manager Office of the President	

### 1.0 Purpose

To provide educational development opportunities to the JBG as it relates to their roles and responsibilities as Trustees of the JBG.

### 2.0 Policy Statement

The JBG will assist Trustees in taking advantage of educational opportunities relevant to their role as a Trustee by assisting in the payment of pre-approved educational expenses

### 3.0 Procedure

- 3.1 JBG Board Secretary/SJHH President will ensure educational funds are available annually.
- 3.2 Members of the JBG and JBG committees will be offered internal and external educational opportunities relevant to their responsibilities as they are made available from external organizations, meetings and/or conventions
- 3.3 JBG members will apply to the Chair and Secretary of the JBG for approval of payment for attendance at an external educational program/meeting/convention.
- 3.4 Following attendance, the Trustee will submit an expense claim to the JBG Secretary for reimbursement, consistent with policy 017-JBG, supported by the appropriate receipts for reasonable expenses for travel, food and lodging etc.

**4.0 Policy History:** March 1<sup>st</sup> 2016; September 27<sup>th</sup> 2018; September 29<sup>th</sup> 2022

**5.0 Next Scheduled Review Date:** September 2025

This document is specific to St. Joseph's Hamilton Joint Board of Governors (JBG) activities. The JBG does not accept responsibility for use of this material by any person or organization not associated with the JBG. No part of this document should be used for publication without appropriate acknowledgment. This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and **should always be checked against the electronic version (intranet version) prior to use.**