



## WORKSHOPS/CONFERENCE ATTENDANCE POLICY

**ON MOTION DULY MADE, SECONDED AND UNANIMOUSLY CARRIED, A POLICY REGARDING WORKSHOP/CONFERENCE ATTENDANCE WAS ADOPTED BY THE BOARD OF DIRECTORS OF SHAMROCK CO-OP:**

**Date passed by the Board of Directors:** May 27, 2013  
**Date confirmed by the Members:** November 17, 2013

### **PREAMBLE**

The Co-op likes to support opportunities for growth for its Members and wants Members to share their experience with the other Members of Shamrock Co-op.

From time to time the Co-op may sponsor a Co-op member to attend a workshop or conference or another type of event. The costs of attending are paid for by the Co-op.

Lost wages are not included.

If a member wants to attend a workshop or conference the member can apply in writing to the Board of Directors. The request should include the reasons for attending and the relevance of the workshop/conference to the Shamrock Co-op community. Only Members in good standing may submit a request.

The request has to be submitted well in advance of a workshop/conference so that there will be ample time for review by the Board and registration for the workshop/conference.

When the Co-op sponsors a member to attend a workshop/conference the member will be responsible for attending the workshop/conference. If the member fails to attend the workshop/conference the member will have to reimburse the costs to the Co-op. Only circumstances beyond the control of the member will be acceptable for waiving this requirement. Voluntary cancellation of attendance shall be given five (5) business days in advance. The Board will review this on a case by case basis.

The member is responsible for bringing back information to the Co-op, this may be in the form of workshop/conference handouts. The member shall write a report for the Co-op Board within 30 days of attending the workshop/conference. This report shall not be less than one page (single spaced), the report shall also include conclusions and suggestions or recommendations.

If the Board agrees with the ideas expressed in the report it may look at opportunities to work with the member to share it with the Shamrock Co-op community.