



FROST STUDENT ASSOCIATION

Policy 7 **Type: Board of Directors Policy**

Name: Conference Selection Process and Conference Report

The Board will determine the value of a conference, as it relates to the actual conference agenda. Interested delegates must request and receive Board support prior to attending a conference where expenses will be incurred. Delegate selection will be determined by a majority vote of the Board, on a case by case basis, except where this policy grants advance approval.

The President and Vice President are entitled to attend any conference that the Board of Directors deems acceptable.

All Directors or individuals sponsored by the Frost Student Association who attend a conference or other off-campus, external events where a fee for participation above \$100 is required, must create a written conference report, to be circulated to the Board at the next Board of Directors meeting.

Procedure:

1. At a minimum, all conference reports must contain the following sections:

- Conference title, date, and place attended;
- Purpose of the conference;
- Lectures/sessions/presentations attended;
- Benefits of the conference;
- Negative aspects of the conference (if any); and
- Any recommendations, including an opinion on the value of future participation by other Directors or members.

2. Reports must be submitted to the Chairperson for inclusion on the agenda of the Board meeting following the conference.