

**GOVERNANCE PROCESSES**

<b>Policy Title</b>	<b>Policy Number</b>
Participation in Conferences or External Committees	GP-10
	<b>Date of Approval</b>
	July 20, 2011
<b>Responsible Authority</b>	<b>Date of Revisions</b>
CMLTM Council	March 22, 2017
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Councilors, Committee Chairs or their Committee members (here after referred to as volunteers) may be invited to speak at conferences or workshops, and participate on external Committees. In the event of a request, volunteers will confirm the terms and conditions of the request, including:

1. Responsibility for expenses (transportations, accommodation, meals); and,
2. Whether the volunteer will be representing the CMLTM.

Volunteers will assess the potential for any conflict of interest and are responsible for disclosure where they have an actual or perceived conflict of interest or the potential for a conflict of interest as per Council policy GP-5.

In some cases, the volunteer’s employer may cover the volunteer’s expenses. Should this not be the case, and should another external organization offer to cover the volunteer’s expenses, this option should be taken prior to accessing funds of the CMLTM. Should there be no option available for an organization external to CMLTM to cover the volunteer’s expenses; the CMLTM will pay for the volunteer’s expenses to the extent possible within the approved budget.

Volunteers will discuss the request, including terms and conditions, with the Registrar/CEO for purposes of:

1. Ensuring funds for expenses to be paid by the CMLTM are available within the approved budget. Should the anticipated expenses exceed the approved budget, discussion will occur with the Council to seek approval.
2. Negotiating assistance from CMLTM office as required in preparation of material.