

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Training, Education & Conferences  
**POLICY NUMBER:** 4090  
**ADOPTED:** December 09, 2002  
**REVIEWED:** August 21, 2019  
**AMENDED:** March 24, 2014, September 23, 2019

**4090.10** Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District governance. Newly elected Board members will be required to attend a New Board Member Seminar within one (1) year of taking office. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District. Newly elected Board members will be required to take Ethics and Unlawful Harassment including Sexual Harassment training within six months of taking office and every two years as long as they are on the Board.

**4090.11** "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

**4090.12** It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

**4090.13** The District Secretary is responsible for making arrangements for Directors for conference and registration expenses. Reimbursement shall include expenses for meals, lodging and travel.

**4090.14** Attendance by Directors at seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the President of the Board of Directors prior to incurring any reimbursable costs.

**4090.20** Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum and shall be in accordance with Board Policy 2105.

**4090.30** A Director shall not attend a conference or training event for which there is an expense to the District, if it occurs after they have announced their pending resignation, or if it occurs after an

election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

**4090.40** Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.