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KTCEA encourages Board Member participation at appropriate conferences, conventions, and workshops to expand their skills and knowledge of current and promising practices in education.

## **Guidelines:**

- Board members must provide advance notice of at least 2 weeks to attend conventions, conferences, or workshops. KTCEA will approve requests at regular meetings and Board Members shall attend different conferences in any given year as far as it is possible.
- 2. Board Members will be reimbursed for expenses incurred, including registration, hotel accommodation, meals, travel, and incidentals, at a rate schedule set by KTCEA each year in the annual budget.
- 3. Board Members will report back to KTCEA at the second regular meeting following their return from the conference or meeting. The report will include an evaluation of the conference or meeting relevance.
- 4. The Board may restrict the number of development opportunities that a Board Member may participate in annually.