



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: MEMBERSHIPS – ASSOCIATIONS/ORGANIZATIONS

<b>Procedure No.</b>	CS-309-PR	<b>Division</b>	Corporate Services
<b>Supersedes</b>	n/a	<b>Board Policy Ref.</b>	n/a
<b>Related Policy</b>	CS-309	<b>Effective Date:</b>	May 1, 2024 (R2)

## PROCEDURE

### 1.0 Operating Principles

- 1.1 Whenever possible, the membership will be in the name of College of the North Atlantic (CNA) rather than the employee. Exceptions will be made where institutional membership is not possible or when institutional membership is more costly than an individual membership.
- 1.2 Normally only one representative per association/organization will be supported; that person will be designated in consultation with the appropriate Divisional Director or other members of the respective team. Where possible, memberships may alternate between/among eligible CNA representatives. For the purpose of the Memberships – Associations/Organizations Policy, an association/organization may be local, regional, provincial, national, or international (e.g., each Chamber of Commerce is a local association).
- 1.3 Memberships in associations/organizations for the purpose of initial and continuous professional development of individuals, will be the responsibility of those individuals (e.g., memberships for professional accountants, professional engineers).
- 1.4 Memberships are to be renewed annually, where applicable, and it is the responsibility of the individual/division to complete the Membership Fees – Association/Organization Approval form (pdf fillable) and carry out all other procedures in a timely manner to ensure that there is no interruption in the membership.

## 2.0 Reporting Procedures

A database of memberships will be maintained.

Approval History	
Approved by President	October 1, 1999
Revision 1	November 4, 2016
Revision 2	May 1, 2024