

Policy Number:	1.4.1 External Memberships and Participation
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Relevant Statutory / Regulatory Linkages:

Policy Statement (Intent and Scope)

King’s University College (King’s) will actively participate in/with external organizations, provincial/national/international bodies, planning forums, professional and sector groups and other bodies which are relevant to and bring value to the mandate and work of King’s as a Catholic post-secondary educational institution.

1. Membership or participation in external organizations or forums can involve students, Board members, volunteers, staff and faculty members.
2. The President will ensure that a current inventory of all organizations, planning forums and related external bodies participated in at an organizational level is available for review.
3. A review will be undertaken every year of each external body or organizational membership participated in to determine the benefits being realized compared to the investments being made of time and funds.
4. Where membership fees are required, the President will undertake a review on such activities during the annual budget deliberations.
5. Board members, faculty, staff and administration who participate in external bodies and organizations are encouraged to be active, take leadership roles and to regularly report back to the appropriate level of the organization on these efforts when relevant decisions are made, research outcomes become available or strategic directions are established that are of importance to King’s.
6. Staff or faculty membership and / or participation in any external body or organization when they represent or speak on behalf of King’s requires the approval of the President.
7. The President, in regards to all staff participation, has the right to terminate membership / participation in an external organization at their discretion, if such participation is deemed not to have appropriate value to King’s or interferes with the employee’s core responsibilities.

Monitoring Report Requirements (Frequency, Content, etc.)

The President will review all organizational memberships on an annual basis and report on significant institutional issues to the Board.

The Budget Committee will review all membership fee requests for external organizations and consider the benefits of membership, in consultation with the primary King’s contact/organization member, in relation to the cost.

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Effective Date:	February 2019
Revised:	December 2022
Next Review:	2024-25

