



MANSO MANITOBA ASSOCIATION
OF NEWCOMER SERVING
ORGANIZATIONS

MANSO Professional Development Policy

Effective Date: December 2018, for Board Review annually

Objective: The objective of this policy lays out how MANSO will conduct cost-recovery professional development activities.

Professional Development Workshops:

MANSO offers professional development workshops to the sector on a cost-recovery basis.

MANSO may prioritize registrations from or restrict participants to staff of member organizations and Friends of MANSO. If a workshop is not restricted, MANSO will accept registrations from other community-based or public sector organizations with related mandates.

- MANSO will designate restricted PD on website

MANSO may designate different fees for members and non-members. Member fees will be calculated on a cost-recovery basis, but non-member fees may be higher.

Payment for workshop participation will be made via MANSO online payment at the time of registration or by cheque prior to the workshop date (if possible). If a registered participant cancels their attendance, MANSO will refund:

- 100% of workshop fee if cancellation is more than 1 month prior to the event.
- 50% of workshop fee if cancellation is more than 5 business days prior to the event.
- No refund if cancellation is less than 5 business days prior to the event, or the participant does not attend without cancelling.
- Agencies may substitute another appropriate participant at no cost unless otherwise indicated.

PD Access Fund:

MANSO will designate \$3000 per year as a professional development access fund for PD opportunities offered through MANSO. If a surplus is generated through PD workshops at the end of a fiscal year, surplus funds will be re-invested in the PD access fund. If cost of participation in a MANSO professional development opportunity presents a barrier to

participation, a MANSO member organization or friend may apply to the access fund by providing the following information:

1. Name of workshop / PD opportunity & relevance to organization
2. Name & role of participant
3. Amount requested & reason support is required
 - a) Expenses related to travel to participate in PD will be considered.

Approval process:

- MANSO staff will administer the fund, generally approving those that meet the criteria below on a first come, first served basis.
 - Will aim to distribute 30% of funds in Q1 and the remainder in Q2-Q4
- Funds will be limited to two staff members per agency per year.
- Full members will have priority over Friends members.
- 40% of funds should be dedicated to participants from small centre (non-Winnipeg) agencies.
- If staff need to decide between two applications, preference will be given to an agency that has not previously accessed the fund.

Applications will be assessed on the following criteria:

1. Is the benefit to the participant & agency clear?
2. Is the reason that support is needed clear?
3. Is the member in good standing?