



POLICY

Policy Area: Governance	Subject: Congress and NTGIE
Title of Policy: Annual Congress and National Trustees Gathering on Indigenous Education	Policy Number: 1.4
Approved Date: August 11, 2020	
Effective Date: November 24, 2020	Revision Date:
<p>1. Rationale or background to policy:</p> <p>1.1. The CSBA is committed to ensuring that the values of the CSBA Annual Congress and the National Trustees Gathering in Indigenous Education (NTGIE) are linked and that together education in Canada will improve for all students.</p> <p>1.2. The following general expectations and planning requirements shall form the basis for the cooperative hosting of the CSBA Annual Congress and NTGIE and between the national association and Host Association. CSBA does, however, retain the right to vary any or all expectations and planning guidelines prior to the undertaking of any new agreement.</p> <p>2. Policy Statement:</p> <p>2.1. THE CSBA is committed to promoting excellence in education for ALL students.</p> <p>2.2. By co-hosting both events, the CSBA will be able to influence education in Canada.</p> <p>3. Procedures:</p> <p>3.1. Responsibilities of CSBA</p> <p>3.1.1. The national association should attempt to choose a host association no less than two (2) years in advance of the anticipated event date from those member associations offering to take on this responsibility for the given year.</p> <p>3.1.2. Whenever possible, consideration shall be given to the site of the events being rotated through the major regions of the country: Central (Manitoba, Ontario and Quebec) to Eastern (Nova Scotia, New Brunswick, PEI, Newfoundland and Labrador) to Western (British Columbia, Alberta and Saskatchewan). CSBA may, however, vary from this rotation at any time for practical, logistical or financial reasons.</p> <p>3.1.3. CSBA shall approve the general location of the events within the province at a site (i.e. geographic location or community) with adequate hotel space, appropriate meeting rooms, and reasonable transportation infrastructure, including a nearby national or regional airport.</p> <p>3.1.4. CSBA will facilitate the sharing of information and advice from past host associations to the newly selected host provincial association, including</p>	

- sample agendas, budgets, contracts, communications and planning materials from previous events as soon as reasonably possible after a host province has been named. Past host associations should be prepared to share such information as soon as reasonably possible after their event.
- 3.1.5. The national association is responsible for the organization and oversight of the CSBA Annual General Meeting and the CSBA board meeting run in conjunction with the event. The provincial association shall, however, provide a suitable “no cost” location for each of the meetings as part of the overall event arrangements.
 - 3.1.6. CSBA is responsible for planning, organizing and conducting the Cross Canada Check-In. Additionally, CSBA shall reach an agreement with the host provincial association as to the location, timing and organizational requirements of the session (estimated at 90 minutes). The provincial association is responsible for providing a plenary size room and appropriate audio-visual setup for the session at no cost to CSBA.
 - 3.1.7. The CSBA Board of Directors and staff shall make themselves available to the provincial association for regular consultation regarding the events and planning requirements.
 - 3.1.8. Distribution of regular communications (i.e. advertising and updates) to all member associations and partner groups regarding the upcoming event, including prominent display on the national association website and publications, is a responsibility of CSBA. The host provincial association is, however, responsible for the creation of all copy ready materials and event branding.
 - 3.1.9. Approval for the use of the “CSBA” and “NTGIE” names, logos and/or identifiers in any advertising, communications or information circulars produced by the host provincial association remains with the national association.
 - 3.1.10. CSBA retains the right to approve (or deny) any and all proposed agreements for corporate sponsorship of the CSBA congress and/or the NTGIE. No product or services promotion shall be allowed within the event programs (e.g. sponsor presentations as part of the event programs).

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4.1. Responsibilities of the host association

- 4.1.1. The host association shall provide a minimum of three full days of combined programming for the CSBA Congress (including the Cross-Canada Check-In, banquet and opening ceremonies) and the NTGIE. Establishment of the full program for both the Congress and the NTGIE, including contracting all speakers, presenters and entertainment, resides with the host provincial association.
- 4.1.2. While the primary language of presentations should normally be in English, the provision of French translation services and/or concurrent sessions in French should be considered whenever possible.
- 4.1.3. Consideration should be given to having keynote speakers videotaped in order to offer future professional learning opportunities for all trustees through the CSBA website. Whenever possible, event AV presentations

- should also be archived for future use by CSBA and its member associations.
- 4.1.4. The host association shall provide CSBA with written assurance of 'net zero' costing of the planned event, at least one (1) year in advance of the event date, including the provision of a comprehensive event budget for both the CSBA Congress and NTGIE.
 - 4.1.5. Negotiation of all contracts for hotel rooms, meeting space, meals, presenters, AV services, entertainment and other services associated with the event is the responsibility of the host provincial association. All contracts shall be held by the provincial association and shall not name CSBA without the explicit prior approval of the CSBA Board.
 - 4.1.6. Whenever possible, the site hotel room block should be a minimum of 200 rooms. The host provincial association should also work to ensure appropriate alternate accommodations are available if required.
 - 4.1.7. Within three calendar months after the event (e.g. for an event taking place in July the required reports must be submitted by the end of October), the host provincial association shall provide CSBA with copies of the final program, financial accounting (including statement of any profit / loss), registration statistics, communications, and event planning materials from both Congress and the NTGIE, as well the results of any post-event surveys or evaluations.
 - 4.1.8. The following year's host association shall have planning representatives attend the event immediately prior to their host year for the purpose of reviewing event planning, operations and wrap-up. All costs are to be assumed by that provincial association or their member boards.
 - 4.1.9. The host association shall provide a suitable room (including tables and chairs) at no cost for CSBA to host their AGM and Board meeting. All other arrangements for the AGM and Board meeting are the responsibility of CSBA.
 - 4.1.10. The host association shall provide a plenary room (able to accommodate all Congress attendees) as well as an appropriate audio-visual setup in order for CSBA to host its Cross-Canada Check-In.
 - 4.1.11. The CSBA President or designate shall be provided the opportunity to address the full complement of delegates within both the Congress and the NTGIE programs. This speaking opportunity shall be a minimum of 15 minutes.
 - 4.1.12. The President or Executive Director of the National School Boards Association (NSBA) shall be provided a short opportunity (5 minutes minimum) to address the full complement of Congress delegates should they attend.
 - 4.1.13. Members of the CSBA Board of Directors should be provided opportunities to participate in assisting with both Congress and the NTGIE, by performing such duties as introducing and thanking speakers, presenting during concurrent sessions, or hosting informal activities.
 - 4.1.14. The host association will allow the following year's host provincial association the opportunity to shadow the planning, operations and wrap-up of their events.

- 4.1.15. Consultation with the host association's Indigenous Education Committee or similar provincial body regarding the program, content and protocols of the NTGIE is the responsibility of the host organizing committee. The provincial association may also additionally consult with the CSBA Indigenous Education Committee on such matters.

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5.1. Joint Responsibilities

- 5.1.1. CSBA and the host association shall work jointly to establish the events' general location (i.e. geographic or community location), with CSBA retaining the right of final approval. The host association is, however, responsible for establishing the specific site location (i.e. hotel, resort or meeting space) where the events will take place within the chosen area or community.
- 5.1.2. The national and host association shall jointly establish general event themes for both Congress and the NTGIE, a minimum of thirteen (13) months in advance of the event date.
- 5.1.3. While the host association is responsible for establishing the overall budget for the events, they should consult with CSBA regarding the establishment of registration fees and other event associated costs.
- 5.1.4. Overall event profit-sharing (if any is generated) between the host provincial association and CSBA shall be as follows:
- 5.1.4.1.1. Any profit amounts from zero to \$25,000 to the host association alone (to offset the use of staff time and resources).
 - 5.1.4.1.2. Any profit amount above \$25,000 to be shared on a 50/50 basis between the host association and the CSBA to a maximum of \$15,000 for CSBA.
- 5.1.5. The host association has the responsibility to provide CSBA with a final event financial accounting and profit/loss statement within 3 calendar months after the event conclusion (e.g. the final event accounting for an event held in July must be delivered to CSBA by the end of October).
- 5.1.6. Upon request, all CSBA Lifetime and Honourary Members shall be provided with free registration to the CSBA Congress. All other expenses, however, are to be covered by the individual member (transportation, accommodation, meals, etc.).
- 5.1.7. Free registration shall be provided to both the Congress and the NTGIE for the current CSBA President and CSBA Executive Director. Registration costs for the incoming CSBA President and Vice-President are to be paid by their Member Association(s). All other costs, including transportation, accommodation and meals, are to be covered by either CSBA and/or the President's home provincial association.
- 5.1.8. Free registration shall be provided to both the Congress and the NTGIE for the current National School Boards Association (NSBA) President and Executive Director should they attend. All other costs, including

transportation, accommodation and meals, are to be covered by either NSBA and/or their state association.