

## **Guidelines For SCSBA Spring Seminar**

- The Spring Seminar is to be self supporting from registration fees, plus provide a 10% surplus .
- Promotional items, such as portfolios, handbags, etc. will not be expected unless donated by a sponsor.
- The main focus for the Spring Seminar is to be faith development or professional development for trustees and other stakeholders in Catholic Education.
- The Spring Seminar will be alternated between Regina and Saskatoon, with dates set for the March/April period and to be finalized no later than the September Board of Directors' meeting.
- Whenever possible it is encouraged to work in consultation with the TRACE Executive to set dates together.
- Volunteers for the Spring Seminar Planning Committee will be solicited by the President and Executive Director upon the finalization of Spring Seminar dates.
- The Spring Seminar organizing committee will be responsible for planning and coordinating the seminar including arranging for the production of brochures and registration forms which are to be sent to all Catholic School divisions no later than February 1<sup>st</sup> of the year of the seminar.
- The Spring Seminar organizing committee will be responsible to arrange for the collection of registrations and for all financial aspects of the seminar.
- The SCSBA will provide preliminary financial support to the Spring Seminar organizing committee upon request.
- The Spring Seminar organizing committee will be expected to submit a financial statement and a cheque for the profits, to the Executive Director within six weeks of the completion of the Seminar.
- The Spring Seminar organizing committee will select an individual or individuals to serve as Seminar Chairperson.
- The SCSBA President will welcome delegates to the seminar on Friday evening.
- The SCSBA President will provide closing remarks at the conclusion of the seminar.
- The Spring Seminar will begin on Friday evening and conclude on Saturday afternoon.