

# FRIENDS *of* GEELONG BOTANIC GARDENS INC.

ABN: 21 699 253 561 INC NO. A13509G



## PROFESSIONAL DEVELOPMENT POLICY

### MEMBERS OF FRIENDS OF GEELONG BOTANIC GARDENS (FGBG)

- **CONFERENCES:** priority to conferences which are of particular relevance to the various volunteer groups. Other conferences relevant to the Friends may be considered by the Committee.
- **APPLICATION:** a completed *Professional Development Reimbursement Form* is to be submitted for consideration by the Committee of Management. Evidence of all registration details must be attached.
- **ELIGIBILITY:** the applicant must be a member of FGBG
- **ATTENDANCE AT CONFERENCES:** one conference per year per member will be considered for reimbursement
- **PROPOSED SUBSIDY:** a total of \$3200 per financial year (this figure will be reviewed by Committee regularly). This would be a reimbursement of up to \$400 per member (eight members) per financial year, to cover conference registration and conference dinner. Should more people wish to attend conferences than the eight covered by this amount, then the subsidy will be made on a pro rata basis. All payments will be at the discretion of the Committee of Management.
- **GEELONG BASED CONFERENCES:** the Committee will consider an extension of this policy to encourage and enable maximum participation of our members when a relevant conference is held in the Geelong region. Any such conference would be assessed individually. An example may be reimbursement for Early Bird registration and Conference Dinner at a rate:
  - 50% for active volunteers of FGBG
  - 25% for other members of FGBG
- **REPORT:** A report to the Friends is required within two months of the subsidised event (either in person to Committee, or a written report for *Jubaea*).

### GEELONG BOTANIC GARDEN STAFF AND APPRENTICES

- The FGBG Committee will consider subsidising GBG staff and apprentices attending conferences, where the Committee considers this appropriate. The amount paid will be at the discretion of the Committee Management. Any such request for GBG staff and apprentices needs prior approval by the GBG Director.
- A report to the Friends is required within two months of the subsidised event (either in person to Committee, or a written report for *Jubaea*).

## **OTHER PROFESSIONAL DEVELOPMENT**

- The Friends will consider sponsoring or subsidising other opportunities for professional development such as:
  - Enabling an appropriate speaker to present at GBG
  - Enabling members or staff to attend a Public Talk at another venue