

**PROGRAMS AND SERVICES
PROGRAMMING OF TRAINING ACTIVITIES**

Programming of Training Activities

In keeping with the Strategic Plan of the Association, ongoing training programs will continue to be provided on a regular basis for all board members and charter school trustees. As feasible and deemed desirable, programs will be conducted on a regional basis.

It shall be the responsibility of the Member Services Unit to plan and conduct educational programs and to cooperate with other departments which are planning and conducting inservice programs. Programs planned or recommended by departments other than the Member Services Unit shall be developed in consultation with the Member Services Unit. All programs shall have objectives which reflect the interests and needs of the membership clearly stated.

The establishment of new programs, as well as the discontinuance of past programs, must be approved by the Executive Director.

Program planning shall include identification of the audiences for whom the program is planned, development of program goals, statement of program objectives, selection of suitable educational format to achieve those goals and objectives, speaker contact and assignment of qualified instruction staff, development of appropriate materials, and use of evaluation procedures.

Training programs shall be offered at a time and location which will encourage participation of the audiences for whom the program is planned. Facility arrangements will be made as early as possible to obtain the preferred site and date.

A schedule of Board Member Academy courses for the year shall be developed and maintained by the Member Services Unit and shall be published as the course guide. Before additional dates are selected, all departments should check these dates with the master program calendar in the Department of Field Services.

Each training activity shall be promoted to the greatest extent possible within time and budgetary constraints.

Staff members will be assigned to attend a training activity on the basis of specific functions and tasks required.

Each training activity shall have a pre-registration procedure, unless the need for such procedure is waived by the department with primary responsibility for the program. The registration form should be developed in consultation with the Call Center. The need for, and the amount of, a registration fee for an inservice activity shall be determined by the department with primary responsibility for the program, in consultation with the Manager, Member Services Unit, within the guidelines of the budget as approved by the Board of Directors. (Exception: The registration fee for the Annual Workshop shall be determined by the Executive Director.)

The director of the department responsible for the training activity shall determine the eligibility of a program

N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

GOVERNANCE & OPERATIONS

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for Board Member Academy credits, and the number to be given.

Association staff members will, whenever possible, forward to the Member Services Unit program and exhibit materials obtained from attendance at programs conducted by other organizations.

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