



NBASW PROFESSIONAL DEVELOPMENT FUND POLICY & PROCEDURES

Purpose

The NBASW Professional Development Fund provides a knowledge sharing mechanism and enhanced educational opportunities for NBASW members. The NBASW Professional Development Fund is awarded annually to up to six NBASW members who present a webinar for provincial social workers and social work technicians in their area of knowledge, expertise and/or practice. Applicants can apply for this fund by submitting a Webinar Information Form for their proposed training. The applicant will receive the Fund in the form of registration dues reimbursement following the completion of all webinar requirements and webinar presentation. The Fund is equivalent to the amount of NBASW registration dues paid by that member for the current fiscal year.

Administration of the Fund

The provincial office is responsible for the administration of the following aspects of the Fund, including:

- a. Promoting the Fund opportunity and deadline in the Association newsletter and/or social media communications.
- b. Receiving applications throughout the year for which the Fund is being requested (forms are available online on the NBASW website).
- c. Considering applications and selecting eligible Fund recipients.
- d. Promoting the webinar and providing staff support to recipients in executing the webinar.
- e. Translating webinar material in the case of webinars presented in each language, unless otherwise directed by the successful applicant.
- f. Administering the Fund through dues reimbursement following the event.
- g. Announcing the recipient(s) in the Association communications.

The NBASW provincial office is responsible selecting recipient(s), with the number being based on applicant eligibility, subject demand or relevancy to the profession, and Fund availability.

The successful applicant(s) will agree to the following requirements for presenting a Webinar if selected:

- a. Providing a photo of themselves to be used for Webinar promotion.
- b. Being available for a 1-hour meeting within 2 weeks ahead of the presentation day, and up to 2.5 hours on each Webinar presentation day.
- c. Preparing and submitting the PowerPoint presentation and accompanying materials (videos, attendee handouts, etc.).
- d. Collaborating with the NBASW to make modifications to webinar material and timeline if needed.

- e. Ensuring source material is evidence-based and providing sources.
- f. Agreeing to have the presentation recorded and made accessible as per the NBASW and CASW's discretion.

Value and Frequency of the Fund

The annual value of the Fund is equal to the reimbursement of dues for up to six (6) members. While every effort will be made to administer the fund in full annually, if there are no eligible applicants for a given year, the NBASW reserves the right to use the allotted funds toward other educational opportunities for members or may choose to carry over the remaining funds to the following year.

Approved by the Board of Directors
December 6, 2025