



FREQUENTLY ASKED QUESTIONS

1. We have a group of teachers who want to establish a professional growth network in our subject field. What do we need to do?

- The first step is to review the list of current networks to ensure there is not already a network in your subject field.
- Step two is to review the documents in the Establishment and Affiliation section in the Toolkit to learn about the required processes to establish a new professional growth network.

2. Our professional growth network would like to update our bylaws. How do we do that?

Refer to the *Bylaws Review Process* document in the Governance section in the Toolkit for the step-by-step process.

3. Our professional growth network is creating policies for our network. Do you have a template you can provide to us?

Check out the Toolkit for several sample forms and templates available for networks to adapt to their needs.

4. Some members of our board of directors have changed. How do we advise the Federation of these changes?

Complete and submit the *Changes to PGN Board of Directors* form found in the Operations section of the Toolkit.

5. What is an effective way for our network to connect with our members?

Have a look at the *Tools for Connecting with Members* document in the Operations section in the Toolkit.

6. I am new to the treasurer role for our professional growth network. What does the Federation require for financial statements?

Learn about the required financial documents in the Finance section of the Toolkit.

7. Is there one accountant to review financial records in Regina and one in Saskatoon for all networks?

- Review the *Audit or Review Procedures* in the Finance section of the Toolkit.
- Networks are expected to find their own auditor/reviewer, but we have compiled a list of available accountants/bookkeepers who have completed the work for networks. If you would like a list of these individuals, contact Federation staff at stf@stf.sk.ca.

8. How is the basic grant determined for networks?

Review the *Basic Grant* information in the Finance section of the Toolkit.

9. How do we apply for a special project grant or national conference grant?

There are documents in the Finance section of the Toolkit regarding these two types of grants as well as the required application forms.

10. Our professional growth network would like to have a strategic planning session. Is there someone at the Federation who can help us with this?

Contact our STF Professional Learning staff who can work with you. See the *STF Professional Learning* page in the Professional Growth Opportunities section of the Toolkit.

11. How do networks coordinate conference dates to allow the highest attendance possible?

The Events Calendar on the STF website includes information on all professional growth opportunities offered by the Federation and STF Professional Learning, and network events of which we are aware.

12. Is there a way to partner with the Federation to communicate better what different professional growth networks exist?

- Communication via the website, email and *What's New* are provided to Federation members who are entitled to receive a yearly membership to a professional growth network of their choice as part of the privilege of being a STF member. Members just need to login through MySTF on the Federation's website to choose their professional growth network.
- Networks have a dedicated section on the Federation website with links to network websites, a Toolkit with related forms and templates, and a link to MySTF where members select their choice of network.
- A poster is sent to every school in September highlighting professional growth networks.
- Network ads are in the Professional Growth Opportunities catalogue.
- Federation staff promotes networks at the career fairs at the University of Regina and University of Saskatchewan.