



Financial Assistance to Attend the EOC Professional Development Forum

About the PDF

CHBA's annual Professional Development Forum for Executive Officers is an opportunity for Executive Officers and HBA staff to learn the latest techniques and skills for building and maintaining a strong and effective association. The Forum provides both key educational content and a critical venue for EOs to build their relationships with each other, so that all can be more effective back home. The ability to reach out to colleagues across the country makes every EO more effective, and the annual Forum is an important building block for that.

Costs to attend the PDF

The costs to attend the PDF include the following:

- PDF registration: ~\$595
- Transportation: ~\$700 (average flight cost to St. John's)
- Meals and Accommodations: ~\$900-1200 (3-4 nights accommodation, plus limited food (almost all food is covered by event & CHBA))

About the PDF bursary

Through a bursary program, the Executive Officers' Council and CHBA National Office will endeavor to substantially assist a limited number of local/provincial associations who legitimately cannot afford to send their Executive Officers to the EOC PDF by subsidizing their registration fee and hotel accommodations.

The bursary recipient will have their PDF registration fee (\$595 in 2025) and hotel accommodations (3 nights) paid for by the bursary. To maximize the dispersal of available bursary funds in any given year, bursary recipients will be encouraged to share hotel accommodations with each other if feasible. (Please note that personal/medical considerations will certainly be respected if communicated).

Travel to the PDF will remain the responsibility of the EO/association. [Tip: in the past, some HBAs have had members donate reward miles to the HBA to offset the EO's travel costs.]

Who is eligible for the bursary

The bursary is intended for EOs whose local/provincial associations legitimately cannot afford to send them to the PDF. It is only available to EOs (not other HBA staff—though other HBA staff are always welcome to participate in the PDF). A limited number of recipients will be selected each year, as determined by the EOC Management Committee (MC) and the EOC PDF budget. If several applications for financial assistance are received, the EOC MC will use the following considerations to select recipients:

- Association size
- Association fiscal situation
- Willingness to share accommodations
- How long the EO has been in their position
- Past attendance at PDF
- Current practice and future plans to support EO professional development

How to apply for financial assistance

1. Applicants (EOs and their Presidents) must complete the PDF Bursary Request Form.
2. The completed form should be sent to eoc@chba.ca.
3. Applicants will be informed whether or not they will receive the bursary as quickly as possible after the deadline.

Process

Once the deadline for formal requests for financial assistance has passed, the bursary applications will be reviewed by CHBA staff and recommendations will be made to the EOC MC based on the criteria above. (Note: HBA financials will not be shared with the EOC MC).

The EOC MC will consider the recommendations and determine recipients. Applicants will be notified ASAP regarding whether or not they have been selected as bursary recipients.

In the event the PDF is held in conjunction with the National Association of Home Builders' Association Management Conference, the bursary recipient must register him/herself and submit the receipt for reimbursement. In years the PDF is hosted in Canada, bursary recipients must register themselves and the registration fee will be waived. Accommodations in the official PDF hotel will be booked for the recipient(s) by the CHBA National Office.