



Policy – Section Networking/Social Events

This document serves to define the policy related to Networking/Social Events and provide information on the associated budget and sponsorship guidelines. This policy has been created to ensure consistency, transparency, and effective management of Networking/Social events within the CBA Alberta Sections.

Definition and Purpose: Networking events refer to gatherings organized by the Section Executive and Section Registrar team to foster professional relationships, promote collaboration, and enhance professional development. These gatherings might incorporate social occasions with a particular emphasis, specific activities or brief presentations, events solely dedicated to networking, or any other pertinent activities.

Objectives: Networking/Social events are designed to facilitate the sharing of knowledge, offer a platform for professional development, strengthen professional connections, and provide value to Section subscribers and CBA Alberta Members.

Budget Allocation: To ensure the successful execution of networking events, a dedicated budget will be allocated by the Section Registrar. The budget will cover expenses related to venue location, catering, and any other costs associated with organizing these events.

The allocated budget depends on event alignment with Section goals, attendance estimates and history, potential benefits, sponsorships, and available resources.

Contracts: Should the venue require a contract, it must undergo a review process by the Section Registrar. Members of the Section Executive are not authorized to sign a contract on behalf of CBA Alberta. Contracts must receive approval and bear the signature of the Section Registrar and in certain instances, the Executive Director.

Serving Alcohol: If the Section intends to offer alcoholic beverages at an event, the CBA Alberta [Host Liability Policy](#) must be reviewed prior to the event. Per the Host Policy, a maximum of two drink tickets will be provided to each attendee.

Liquor Liability Insurance: Liquor liability insurance must be acquired for the events, and this insurance expense will be included in the event's overall budget. Generally, the insurance fee amounts to approximately \$150 per event.

SPONSORSHIP OF EVENTS

While events can be very successful without it, sponsorship can play a vital role in supporting networking events and strengthening partnerships in the legal community. If desired, events can be sponsored by law firms or a third party upon approval by the Section Registrar. The Section Registrars reserve the right to reject a proposed sponsorship should it not meet one or more of the guidelines below, or it is otherwise deemed inappropriate.

Sponsorship Guidelines: Sponsors should not have a conflict of interest with the purposes of the CBA or any of the organizations that the CBA is affiliated or partnered with. The CBA does not grant exclusivity to any specific firm or third-party sponsor. If a Section hosts multiple events requiring sponsorship, Executive members are encouraged to approach a diversity of sponsors to ensure fair and equitable sponsorship opportunities for all interested parties.

Law Firm Sponsorship: Law firms have the option to contribute as in-kind sponsors by providing meeting space or may choose to offer cash sponsorship.

3rd Party Sponsorship: Vendors may choose to offer cash sponsorship.

Sponsorship of CCCA Events: Due to the high demand for sponsorship of CCCA Section events (either in-kind with meeting space, or in cash), sponsorship of CCCA events is limited to CBA Partner firms where applicable. Refer to the Section Registrars for a current list of Partner firms.

Number of Sponsors: The number of sponsors for each event will be at the discretion of the Section Executive and the Section Registrars. Sections should consider the size and type of event, as well as sponsor benefits available when determining the number of sponsorships.

Sponsorship Benefits: Sponsorship benefits may include branding and logo visibility at the event, acknowledgment in the event notice and marketing materials, speaking opportunities, and complimentary registrations. Exact sponsor benefits will vary based on the value of the sponsorship and guidance provided by the Section Registrars.

Sponsorship Funds: The sponsorship funds must be mutually agreed upon before the Section event.

ATTENDEE EVENT PRICING

Section Subscriber Pricing: In certain cases, it might be necessary to implement a nominal fee for Section subscribers to participate in an event, depending on the financial situation of the Section.

Non-Section Subscriber Pricing: Please note that non-Section subscribers who are CBA members may be charged a nominal fee to attend Section meetings or events. The fee determination will be contingent on the event's nature, the financial status of the Section, and any potential event sponsorships.

Non-CBA Member Event Attendance: Under CBA membership guidelines, non-CBA Members have the opportunity to attend one regular meeting per Section year, subject to confirmation with the Section Registrar. Any further involvement beyond this requires approval by the Manager, Professional Development & Sections and non-CBA Member attendance at meetings or events will be subject to a nominal fee. This approach upholds our commitment to inclusivity while respecting the standards set by our membership guidelines.

Further Guidance: For more assistance with hosting successful Section social and networking events, please refer to the [Special Event FAQ Sheet](#).

Any other questions regarding this policy may be directed to the Section Registrar.