

CanTRA POLICY BOOK

A—5 OFFICIAL LANGUAGES

CanTRA espouses and endeavours to uphold the federal Official Languages policy.

CanTRA routinely produces the following documentation in both official languages:

- * *CanTRA Caller* and *CanTRA Communiqué* newsletters
- * eBulletins and other direct communications to the full membership
- * Notices and related documents for general membership meetings (AGM, special meetings)
- * Annual Report
- * Instructor and other manuals
- * Documents of a substantial nature (e.g., EFW introductory package; CanTRA Awards package)
- * CanTRA website
- * PR materials
- * Other documents where resources permit

To expedite translation of major documents and other resources into French, the board should regularly pursue translation grants from agencies such as the federal Department of Canadian Heritage, as well as sponsors.

The working language of the CanTRA board, staff, and other key personnel is English. Board resources such as the Board Handbook and the Policy Book are produced in English.

A working knowledge of French is not a requirement for board, staff, and other key personnel, except in situations requiring CanTRA business to be conducted in French (e.g., instructor certification examinations or centre accreditation site visits at francophone centres).