



## **Policies & Procedures January, 2018**

### **Reimbursements**

All reimbursements require receipts. Registration, hotel, travel and meal receipts must be provided in order to be reimbursed. If a board member is unable to attend due to emergency after purchasing a registration, the board may vote to reimburse that person anyway.

1. Cap Conference – The following reimbursements shall be made:
  - a. President and Legislative. Chair shall be reimbursed for registration, hotel, meals and incidentals with a cap of \$1,500 per person.
  - b. State board members including shall be reimbursed the early registration fee plus expenses for a total of \$800. Board positions eligible for reimbursement at this level include:
    - i. Immediate Past President
    - ii. President Elect
    - iii. Vice President
    - iv. Treasurer
    - v. Secretary
    - vi. Media Relations Chair
    - vii. Education Chair
    - viii. Membership Chair
    - ix. Awards Chair
    - x. HUPAC Chair
    - xi. HIAPAC Chair
    - xii. North Chapter President
    - xiii. Central Chapter President
    - xiv. Monmouth Ocean Chapter President
    - xv. South Chapter President
    - xvi. Deputy Membership Chair
    - xvii. State of the State chair
    - xviii. Young AHU Chair
  - c. The Executive Director shall be reimbursed up to \$1,200 in travel expenses.
  - d. The four positions which give extra points for the Leadership training seminar may be reimbursed \$300 for a hotel night if they attend.
  - e. No person may exceed a total of \$1,500 reimbursement between the state and their local chapter.

2. Regional Conference



- a. The President plus 5 additional board members or the Executive Director may attend at a maximum of \$500 reimbursement per person.
3. National Conference
    - a. The following people may be reimbursed to attend National Conference for a maximum reimbursement of \$1,500. The positions are effective July 1.
      - i. New President
      - ii. Past President
      - iii. President-Elect
      - iv. Membership Chair
      - v. Awards Chair
4. State Conference
    - a. The following people will be given a complimentary hotel room and complimentary registration for the State conference.
      - i. President
      - ii. President-elect

### **Insurance**

The NJAHU shall carry the following insurance:

1. Directors and Officers
2. Liability
3. Event Cancellation for the Annual Conference in May

### **Budgeting**

1. The Annual Budget shall be completed in November and December of the prior year based on actuals for the year before. The Treasurer and Executive Director will look at the budget v. actual for the prior year and make adjustments and recommendations to the board.
2. The board shall vote to approve the budget no later than January of the current year.

### **Board Transition**

Newly elected board members, elected in May, including all State officers and Chapter board presidents should plan to attend the June State Board meeting along with their outgoing counterpart in order to ensure adequate transition.