

Policies and Procedures for the Board of Directors

April 12, 2002

Vermont Speech-Language-Hearing Association

It is the intent of this document to present guidelines for the members of the Board of Directors. Information contained within this document is subject to change/discussion. These guidelines are in accordance with the current by-laws of the Association.

I Attendance

Regular attendance at the scheduled Board of Directors meetings is expected of all elected officers and appointed committee chairs. If an absence is necessary, the President should be contacted in advance with a report to be shared with the Board. If it is necessary to cancel at the last minute, an attempt should be made to contact the President, or another Board member, and a short report shared.

II Reimbursement Policies

Members of the Board of Directors should receive the following benefits (claims to be submitted to treasurer):

A. Mileage Reimbursement

All Board members should receive thirty-five cents per mile for travel to Board meetings, committee meetings, or other meetings directly involving or related to VSHA. Report all mileage on the proper reimbursement form.

B. Postage/Supplies

Postage, paper, printing for written communications, photocopying and general office supplies as directly related to the Board position will be eligible for reimbursement when accompanied by receipts and a completed expense form.

C. Telephone

All long distance calls conducted for VSHA business (committee work, conference planning, Board communications, etc.) shall be reimbursed when accompanied by receipts and a completed expense form.

D. Food

Reimbursement for food expenses may be made to the member when pre-approved by the Board. Reimbursements shall be made when accompanied by receipts and an expense form. In cases of travel for which the Board has approved food expenses, a maximum of \$35.00 per diem for urban areas and \$25.00 per diem for rural areas is allowed. Reimbursement for food provided at Board of Directors meetings is not to exceed \$50.00 per meeting. Reimbursement for a member's food when meeting with a speaker prior to a conference shall be limited to the Programs person and/or designate.

E. Affiliated Representatives

The Board may approve partial reimbursement for representatives such as the ASHA Legislative Counselor or SEALS. The Representative must submit a formal request related to expected expenses prior to attendance at any function.

F. Board Reimbursement

Expenses exceeding \$50.00 must be pre-approved by the board.

III Reimbursement Procedure

The procedure to obtain reimbursement for lesser expenses involves the completion of an expense form stating the category of the expense, the specified task, and the dollar amount. All receipts or bills should be attached to this form. Categories include the following:

Postage, printing, photocopying, travel/mileage, telephone, meeting expenses, speaker honorarium, speaker expenses, ASHA-related expenses, awards/contributions, video library, and miscellaneous.

Expenses other than those listed above (as in the case of a project for VSHA) must be pre-approved with a (tentative/anticipated) budget and purpose documented. Requests for reimbursement must be submitted within four months of expenditures; otherwise, reimbursement will not occur.

IV Responsibilities of the VSHA Treasurer

It is the Treasurer's responsibility to:

- A. Conduct the financial affairs of VSHA and maintain records thereof. This includes but is not limited to the following accounts:

Regular savings account/money market
Regular checking account
Any Certificate(s) of Deposit held by VSHA
Other accounts as established or maintained by VSHA

- B. Receive bills and claims from individual members for reimbursements of approved category items;
also, from restaurants and other authorized agencies

- C. Monitor Rodney Everhart (not to exceed \$75.00), Harriet Dunn Collection (annual Maximum of \$100.00), Sally Perry (Maximum of \$75.00), and any other awards the board establishes.

- D. Write checks and pay claims for the above

- E. Maintain a file of expense reports for each check written

- F. Keep accurate records of accounts' status and balances on an on-going basis, year round

- G. Prepare regular Treasurer's reports for VSHA Board of Directors Meetings, help develop annual fiscal budget, and status reports for association meetings.

- H. Prepare all records year end after closing the books December 31st of each year. All records should be taken to an accounting firm and a 550 tax form is filled out when:

A new Treasurer is elected
VSHA grosses \$20,000 or more during the fiscal year]

I. Make transfers among accounts as authorized by the Board except when the checking account falls below \$4,000 or when the CD matures. (e.g. Harriet Dunn, Legislative Counselor)

J. Respond to any questions about VSHA financial affairs from appropriate people

K. Be aware of non-profit tax return status and incorporation and file any forms with the State and U.S. government as needed regarding financial affairs

V Recognition of Board Members

All Board members serving a full term should receive a certificate of service from VSHA, listing the areas and dates of service. Outgoing Board members should receive a formal thank-you letter from the President, as well as a certificate of service.

VI Recognition of Committee Members

At the discretion of committee chairs and the president of the association, committee members who expend considerable time for VSHA work can be awarded a voucher to be used toward conference or membership fees. Committee members are asked to keep track of their hours on a form to be signed by the committee chairperson (with a ceiling of \$135 or thirty working hours per year). Committee chairs will keep track of members hours and forms for the year.