



NAHU Board of Trustees Meeting

Monday, February 27, 2017

Meeting called to order at 4:05 P.M. EDT by Jim Stenger

NAHU'S VISION STATEMENT

NAHU advocates for our members, provides professional development and delivers resources to promote excellence.

Reading of Antitrust Statement *(Jim Stenger)*

Roll Call *(Dane Rianhard)*

Attendees: President Jim Stenger, President Elect Mike Embry, Vice President Rusty Rice, Treasurer Pat Griffey, Immediate Past President Don Goldman, NAHU Executive VP & CEO Janet Trautwein, Region I Vice President Paul Smith, Region II Vice President Erica Hain, Region III Vice President Denise VanPutten, Region IV Vice President Alycia Riedl, Region V Vice President Julian Lago (joined at 4:08 PM) , Region VI Vice President Kelly Fristoe, Region VII Vice President Roseanne Wolfe, Region VIII Vice President Linda Rose Koehler, Legislative Council Chair Dave Mordo, Membership Council Chair Paige Phillips

Absent: Megan Caputo

Staff: Jennifer Murphy, Brooke Willson, Marcy Buckner, Chris Hartman, Illana Maze, Bob Tretter

Guests: Legislative Council Vice-Chair Annette Bechtold, Membership Council Vice-Chair Deb Crouch, David Smith, Professional Development Chair, Secretary candidate, Eugene Starks, Region 1 VP candidate, Jeannie Comins, Region 7 VP candidate, Ray Magnuson

Adoption of Agenda

MOTION: Rosanne Wolfe made the motion to adopt the posted agenda.

Motion passed unanimously

Consent items *(Jim Stenger)*

- BoT Meeting Minutes – January 23, 2017
- Committee Reports
 - Legislative Council Report
 - Capitol Conference Meeting Report
 - Membership Council Report
 - Awards Committee Report
 - Approve New Region 1 Chair – Liz Taggard
 - Chapter and Leadership Development Committee Report



- Finance Committee Report
- Governance Committee Report
- LPRT Report
- Media Committee Report
- Professional Development Committee Report
- Amended Bylaws
 - North Idaho AHU amended bylaws

MOTION: Mike Embry moved to approve the Consent Agenda

DISCUSSION: The membership report inaccurately reports that membership grew when it did not. Report has been amended.

Motion passed unanimously

Financial Reports (*Pat Griffey*)

- Pat discussed that the 2016 financials are completed
- There was a discussion of revising the budget

MOTION: Kelly Fristoe moved to accept the amended 2017 Budget.

Motion passed unanimously

Policies & Procedures (*David Smith*)

- Expectations for Volunteer Leaders P&P 13-08-C

MOTION: Paul Smith moved to approve P& 13-08-C

Motion passed unanimously

- Vice Chair Requirements P&P 17-01-B

It was determined the P&P required more revisions and clarification. The Governance Committee will be asked to review and amended as needed.

RVP Report (*Rusty Rice*)

Brief general report

Strategic Discussion

- At Large member discussion
 - Based on the fact that the amendment was deferred, it will need to come forward for a vote at HOD
 - The At Large member would be put to vote WITHOUT the Board's support.



- The Professional Development amendment will be put back on the HOD agenda for a vote.

MOTION: Mike Embry made the motion to re-submit the bylaws amendment that would add the Professional Development chair to NAHU's Board of Trustees as a voting member.

Motion passed unanimously

Motion for Adjournment

MOTION: Rusty Rice moved to adjourn the meeting at 5:10 P.M. EDT.

Motion passed unanimously

***NAHU's Anti-trust Statement:** Associations are subject to strict scrutiny under antitrust laws because an association is, by its nature, a group of competitors joined together for a common business purpose. The antitrust laws require companies to make certain decisions by themselves, not in conjunction with competitors. Therefore, associations and their members must proceed with extreme caution in certain areas of activity to insure against violation of the antitrust laws. Discussions of current or future prices or commissions and refusing to deal with or boycotting any insurance carrier are among a number of areas specifically prohibited by the anti-trust laws and will not be permitted in today's meeting.

Respectfully submitted,
Dane Rianhard
NAHU Secretary



NAHU Board of Trustees Meeting Agenda

Monday, February 27, 2017

Conference Call

4:00-5:30 p.m. EDT

NAHU'S MISSION STATEMENT

NAHU advocates for our members, provides professional development and delivers resources to promote excellence.

Call to Order & Reading of Antitrust Statement* (*Jim Stenger*)

Roll Call of Attendees (*Dane Rianhard*)

Approve Agenda (*Jim Stenger*)

Consent Items (*Jim Stenger*)

- **BoT Meeting Minutes – January 16, 2017**
- BoT Meeting Minutes – December 19, 2016, amended
- Committee Reports
 - Legislative Council Report
 - Capitol Conference mtg report
 - Membership Council Report
 - Awards Committee Report
 - Approve new Region 1 chair – Liz Taggart
 - Chapter and Leadership Development Committee Report
 - **Finance Committee Report**
 - **Governance Committee Report**
 - LPRT Report
 - Media Committee Report
 - Professional Development Committee Report
- Amended Bylaws
 - North Idaho AHU amended bylaws

Financial Reports – (*Pat Griffey*)

- **NAHU December Financials**
- **2017 Budget review**

RVP Report – (*Rusty Rice*)

Policies & Procedures

- **Amended**
 - Expectations for Volunteer Leaders (nee Structural Efficiencies between Staff & Volunteer Leaders)
- **Newly propose**
 - Vice Chair Requirements

Strategic Discussion

Executive Session

Motion for Adjournment

***NAHU's Anti-trust Statement:** Associations are subject to strict scrutiny under antitrust laws because an association is, by its nature, a group of competitors joined together for a common business purpose. The antitrust laws require companies to make certain decisions by themselves, not in conjunction with competitors. Therefore, associations and their members must proceed with extreme caution in certain areas of activity to insure against violation of the antitrust laws. Discussions of current or future prices or commissions and refusing to deal with or boycotting any insurance carrier are among a number of areas specifically prohibited by the anti-trust laws and will not be permitted in today's meeting.



NAHU Board of Trustees Meeting

Monday, January 23, 2017

Meeting called to order at 4:00 P.M. EDT by Jim Stenger

NAHU'S VISION STATEMENT

NAHU advocates for our members, provides professional development and delivers resources to promote excellence.

Reading of Antitrust Statement - Jim Stenger

Roll Call - Dane Rianhard

Attendees: President Jim Stenger, President Elect Mike Embry, Vice President Rusty Rice, Treasurer Pat Griffey, Immediate Past President Don Goldman, NAHU Executive VP & CEO Janet Trautwein, Region I Vice President Paul Smith, Region II Vice President Erica Hain, Region III Vice President Denise VanPutten, Region V Vice President Julian Lago, Region VI Vice President Kelly Fristoe (joined at 4:20PM), Region VII Vice President Roseanne Wolfe, Region VIII Vice President Linda Rose Koehler, Legislative Council Chair Dave Mordo, Membership Council Chair Paige Phillips

Absent: Region IV Vice President Alycia Riedl

Staff: Jennifer Murphy, Brooke Willson, Marcy Buckner, Megan Caputo, Chris Hartman, Illana Maze, Bob Tretter

Guests: Legislative Council Vice-Chair Annette Bechtold, Membership Council Vice-Chair Deb Crouch, David Smith, Professional Development Chair

Adoption of Agenda

MOTION: Mike Embry made the motion to adopt the posted agenda.

Motion passed unanimously

Consent items (Jim Stenger)

- BoT Meeting Minutes – December 19, 2016
- EC Meeting Minutes – January 9, 2017
- Committee Reports
 - Legislative Council Report
 - Spirit of Independence Award – Dean Mohs
 - Membership Council Report
 - Awards Committee Report
 - Chapter and Leadership Development Committee Report



- Finance Committee Report
 - Financial Trend Analysis
- Governance Committee Report
 - Revised P&P – Conflict of Interest (96-01-EX0)
- LPRT Report
- Professional Development Committee Report
- Nominations Committee Report

MOTION: Mike Embry moved to approve the Consent Agenda

DISCUSSION: Dave Mordo requested the Membership Council Report be removed from the Consent Agendas
Paige Phillips request the EC and BoT Minutes and the Governance Committee Report be removed from the Consent Agenda.

Mike Embry requested the Finance Committee Report and Trend Analysis be removed from the Consent Agenda.

MOTION: Rusty Rice moved to approve the Consent Agenda without the December BoT Minutes, the January EC Minutes, Membership Council Report, Governance Committee Report and Conflict of Interest P&P, and the Finance Report and Trend Analysis.

Motion passed unanimously

December BoT Minutes

The minutes need to be amended to show that Paige Phillips and Linda Rose Koehler opposed the LPRT 2018 qualification changes roll call vote.

Governance Report

Paige Phillips requested clarification regarding the BoT's role at the Bylaws Discussion Forum.

Conflict of Interest P&P

Mike Embry asked for information regarding Sections two and three references to “doing business with NAHU” and conflict of interest rules.

EC Minutes

Paige Philips asked for more details then what was provided in the minutes. It was explained that general discussions are not noted in minutes and there was nothing of significance discussed.

Finance Report & Trend Analysis

Mike Embry asked what was the reasoning for doing the financial trend analysis? This report was created to the BoT can see the pattern of peaks and valleys NAHU has with finances in order to be more predictive in the future with finances.



Membership Council Report

Dave Mordo asked for clarification regarding the possible changes in dues based on a modal payment. The data indicates that non-annual dues payers have a much higher persistency rate. The volunteer and staff Membership Team was asked to prepare a recommendation for possible dues restructuring. The report should be ready for the BoT meeting at Annual Convention.

MOTION: Mike Embry moved approve the items removed from the consent agenda
Motion passed unanimously

Financial Reports (Pat Griffey)

The November financial reports were discussed.

MOTION: Paul Smith moved to accept the November Financial Reports as presented.
Motion passed unanimously

RVP Report (Rusty Rice)

A Speak with One Voice presentation is being developed. It will be presented to the RVPs at Capitol Conference

Strategic Plan Discussion

Executive Session

No Executive Session was held

Motion for Adjournment

MOTION: Jim Stenger moved to adjourn the meeting at 5:30 P.M. EDT.
Motion passed unanimously

***NAHU's Anti-trust Statement:** Associations are subject to strict scrutiny under antitrust laws because an association is, by its nature, a group of competitors joined together for a common business purpose. The antitrust laws require companies to make certain decisions by themselves, not in conjunction with competitors. Therefore, associations and their members must proceed with extreme caution in certain areas of activity to insure against violation of the antitrust laws. Discussions of current or future prices or commissions and refusing to deal with or boycotting any insurance carrier are among a number of areas specifically prohibited by the anti-trust laws and will not be permitted in today's meeting.

Respectfully submitted,
Dane Rianhard
NAHU Secretary



NAHU Board of Trustees Meeting

Monday, December 19, 2016

Meeting called to order at 4:03 P.M. EDT by Jim Stenger

NAHU'S VISION STATEMENT

NAHU advocates for our members, provides professional development and delivers resources to promote excellence.

Reading of Antitrust Statement *(Jim Stenger)*

Roll Call *(Dane Rianhard)*

Attendees: President Jim Stenger, President Elect Mike Embry, Vice President Rusty Rice, Treasurer Pat Griffey, Immediate Past President Don Goldman, NAHU Executive VP & CEO Janet Trautwein, Region I Vice President Paul Smith, Region II Vice President Erica Hain, Region III Vice President Denise VanPutten, Region VI Vice President Kelly Fristoe, Region VII Vice President Roseanne Wolfe, Region VIII Vice President Linda Rose Koehler, Legislative Council Chair Dave Mordo, Membership Council Chair Paige Phillips

Absent: Region IV Vice President Alycia Riedl, Region V Vice President Julian Lago, Kelly Loussedes, Farren Baer

Staff: Jennifer Murphy, Brooke Willson, Marcy Buckner, Megan Caputo, Chris Hartman, Illana Maze

Guests: Legislative Council Vice-Chair Annette Bechtold, Membership Council Vice-Chair Deb Crouch, David Smith, Professional Development Chair

Adoption of Agenda

MOTION: Rusty Rice made the motion to adopt the posted agenda.
Motion passed unanimously

Consent items *(Jim Stenger)*

- BoT Meeting Minutes – September 19, 2016
- Committee Reports
 - Legislative Council Report
 - Reader's Survey in Excel
 - Awards Committee Report
 - Proposed 2018 Presidential Citation Award
 - Chapter and Leadership Development Committee Report
 - Governance Committee Report
 - 2017Sunsetting P&Ps – With recommended amendments
 - Email Voting Procedure (05-02-CMT)



- Email Voting Procedure Addendum (05-02-CMT)
- LPRT Report
 - 2018 LPRT Qualification Changes Overview
 - 2018 LPRT Qualification Changes Matrix
- Media Committee Report
 - NAHU Branding Materials
- Professional Development Committee Report
- Nominations Committee Report
- Amended P&P
 - New Jersey AHU
 - Columbus AHU
 - Minnesota AHU
 - Clark County AHU

Paige Phillips request the LPRT report and supporting documents be removed from the Consent Agenda.

Janet Trautwein requested the Chapter and Leadership Development Committee report be removed from the Consent Agenda.

MOTION: Mike Embry moved to approve the Consent Agenda without the LPRT and Chapter and Development Committee reports.

Motion passed unanimously

- Discussion of Chapter and Leadership Development Committee report
- ALL videos being produced must go through Kelly Loussedes to ensure the NAHU branding.

MOTION: Don Goldmann moved to approve the Chapter and Leadership Development Committee report

Motion passed unanimously

- Discussion regarding the \$5 increase of the individual fees.

MOTION: Mike Embry moved to approve the proposed 2018 LPRT qualification changes.

Motion passed with a roll call vote.

Ayes: President Jim Stenger, President Elect Mike Embry, Vice President Rusty Rice, Treasurer Pat Griffey, Immediate Past President Don Goldman,, Region I Vice President Paul Smith, Region II Vice President Erica Hain, Region III Vice President Denise VanPutten, Region VI Vice President Kelly Fristoe, Region VII Vice President Roseanne Wolfe, Legislative Council Chair Dave Mordo

Nays: Region VIII Vice President Linda Rose Koehler and Membership Council Chair Paige Phillips.

Financial Reports (Pat Griffey)



- There was discussion of the financial report as created by Jennifer
- There were questions about the advertising commissions against. Jennifer explained that advertising as a budget category includes booths being sold at Convention along with HIU advertising
- It was asked if the current surplus would hold through year end or zero out. Jennifer expects us to be closer to net even based on declining membership revenues.

MOTION: Don moved to accept the Financial Reports as presented
Passed Unanimously

RVP Report: (*Rusty Rice*)

Most recent RVP call was brief. Looking to the 1st draft of Speaking with One Voice ready for the RVPs and Capitol Conference. There was also a discussion of what was being done with the money being saved by cancelling the MGI project for membership

New Business

It was announced that Bob Tretter has been hired as VP of Membership Recruitment and is starting in January. NAHU and Bob are very excited about the hiring.

There was discussion of the HIU rebranding. The first issue will have a special cover to help members understand and transition.

Vision 2020 is being worked by staff and prepped for discussion during the BoT meeting at Capitol Conference. An NAHU P&P requires the Board to have a strategic planning discussion at Capitol Conference. Ideas and input should be shared with Jim.

An update was given on transition activities with the President-elect and the incoming administration. NAHU is making unbelievable progress. It has created a guide for Congress to refer to and it has been well received. There have been discussions of the major impacts of repeal components and how they impact replace ideas. We are being very well received.

Executive Session

No Executive Session was held

Motion for Adjournment

MOTION: Jim Stenger moved to adjourn the meeting at 5:14 P.M. EDT.
Passed unanimously

***NAHU's Anti-trust Statement:** Associations are subject to strict scrutiny under antitrust laws because an association is, by its nature, a group of competitors joined together for a common business purpose. The antitrust laws require companies to make certain decisions by themselves, not in conjunction with competitors. Therefore, associations and their members must proceed with extreme caution in certain areas of activity to insure against violation of the antitrust laws. Discussions of current or future prices or



commissions and refusing to deal with or boycotting any insurance carrier are among a number of areas specifically prohibited by the anti-trust laws and will not be permitted in today's meeting.

Respectfully submitted,
Dane Rianhard
NAHU Secretary



LEGISLATIVE

Chair: David Mordo

Board Liaison: David Mordo

Month: February 2017

The Legislative Council will meet at Capitol Conference on Sunday, February 12th, 2017.

Until then we have had discussion via e-mail and telephone regarding preparations for Capitol Conference. The Conference will have a record attendance this year which could reach as much as 950 attendees. The agenda is full with guests, breakout sessions and Capitol Hill visits.

Staff has been busy with visits, meetings and discussions with:

Staff meetings with the Trump transition team.

Committee staff

Leadership & Leadership staff

Regulatory agency staff

Legislative Council members are preparing updated working group reports for the meeting at Capitol Conference.

Regional Liaisons will give updates about events happening in their respective regions.

A copy of the meeting agenda is attached.

Respectfully Submitted,

David Mordo

Chair, 2016-2017 Legislative Council



Legislative Council Meeting Agenda
Sunday, February 12th, 2017 9:00 AM – 11:00 AM
Room - Capitol B
Hyatt Regency on Capitol Hill

Attendance
Welcome

David Mordo
David Mordo

Introductions

HUPAC update
Regional Liaison Updates

Eric Kohlsdorf

1. Very brief discussion on how to increase attendance on teleconferences.

Working/Advisory Group Reports

1. Cost Containment
2. Compliance Corner
 - a) Professional Development Update
3. Long Term Care
4. Medicare
5. Employer Based Insurance
6. Individual

Mark Schwendeman
Jessica Watts
David Smith
Kate Banchy
Dwane McFerrin
David Berman
Nick Moriello

Washington Update

Janet Trautwein, Marcy Buckner,
John Greene, Chris Hartmann

1. Patient Freedom Act
2. Repeal Obamacare Act
3. Employer Exclusion

Special Guest Presentation

Mr. Marty Reiser, Legislative Counsel to Majority Whip, Rep. Steven Scalise

Marty Reiser, Legislative Counsel: Marty came to the Office of the Majority Whip in 2014 from the House Ways and Means Committee where he was a Professional Staff Member on the Subcommittee on Health. Marty has also served as Chief of Staff and Budget Committee Associate to former Rep. Dan Miller (FL-13). His private sector experience includes working in the government policy office for Xerox Corporation and the think tank Citizens for a Sound Economy. Marty is a graduate of the College of the Holy Cross and received his master's degree from the George Washington University Elliott School of International Affairs. He received his J.D. from George Mason School of Law.

Miscellaneous Comments
Next Meeting -

Tuesday, March 7th, 2017 at 3:30 PM est



MEMBERSHIP

Chair: Paige Phillips
Board Liaison: NONE
Month: February 2017

Membership Numbers

December numbers 16,663 are down a little from November numbers, 16,698.

107 new members. 591 lapsed retention is 78.14% down from November which was 79.85%

We continue to Lapse more members than we are bringing in. All regions continue to struggle with retention across the board. General feedback is members still don't see a value compared to their time and money.

We just wrapped up our bank draft contest and had 14 winners who joined via bank draft and 14 winners who changed to bank draft at renewal. We are awarded \$250 gift cards to each of those. Five were at Capital Conference and we awarded those at that time in the Regional meetings

Council is working on an actual Member Manual. This is for the general membership as well as new members. This will encompass everything they need to know about NAHU and their member value.

Albert Fogle resigned from Membership council due to other commitments. We have replaced him with Susan Peters from California

I just finished reading a book about membership. *The End of Membership as We Know it* by Sarah Sladek. This book is an eye opener. I would like to give a full report to the Board on everything in this book and will do that by next Board meeting. However, Here are some highlights we need to think about as a board and an association.

The majority of the book addresses baby boomers and the fact that they are retiring every minute of every day currently

- Baby boomers have dominated associations leadership and members over the last couple of decades
- Starting 2000 associations started facing many challenges
- 2001.... 9/11 hit. Many associations suffered substantial loss in meetings and events
- 2008 great recession hit. Collapse of large financial markets. Continued unemployed
- 2011 "the retirement wave"
- Between 2011 and 2030 78 million boomers will retire

Generation x and y have completely different values, interests, needs and wants. They do not respond to the recruiting efforts of the past. We must become dominate in the market. We must have a niche and we can't be all things to all people. They definitely are the "what's in it for me" generation. With that said they want to have value for their money. One suggestion is to have a cost to value ratio. List our benefits with a value

- Magazine value
- Washington update

- Peck maddigan retainer
- Find an agent

These are just a few samples but the book lays it out if we list our values, generation x and y appreciate that and more likely to join and stay loyal. Everyone wants a return on investment.

The book out lined different types of associations

- Scrooge associations--- nickle diming their members. It's difficult to distinguish the benefits of joining the association because members still have to pay for every product, benefit and service the association has to offer.
- Milk associations. Lost sight of what a membership means. Offers little exclusivity or access. Its difficult to distinguish between the benefits of joining or just paying to attend events. In other words why pay for the cow when you can get the milk for free.
- Antique associations. Been there for years and have renowned brand. Declined because they are no longer relevant. Unable to adapt to the needs of today's audiences.

If associations are losing members right and left they need to get their hand out of the budget and into the minds of their membership. Members don't want to be nickel dimed

Associations need to provide programming and services related to finding jobs, making money and feeling good about their future.

Donald Trump book *"think big and kick a**"* he writes *"don't think about how you can make money. Instead think about what you can produce or what service you can offer that is valuable and useful to people in your community "*

If you're a scrooge association stop counting your coins and start thinking about ways you can help your members. You get what you give. If you want more members give them more reasons to join.

Milk associations give away to much or offer to little.

Antique associations are challenged the most. Rooted in tradition, have loyal members. Leaders take pride in what they built but their foundation is falling apart.

These are just some of the highlights. There are numerous great ideas on change that Deb and I will focus on in the coming months.



AWARDS

Chair: Alexis Weilmuester

Board Liaison: Dane Rianhard

Month: February

- The committee is finalizing some proposed point changes to the Pacesetter and Landmark regarding Membership Surveys, BMD, and Social Media. The task force has made recommendations and the committee will be submitting requests to the BOT in April.
- The committee has welcomed back Liz Taggart from Region I
- The committee will be reviewing the website awards and training for judging these awards prior to April Judging weekend on our March call.
- Awards judging weekend will be in Washington DC on April 21-23, 2017. Everyone is able to attend and we will be asking Luann Yarberry to join us



CHAPTER & LEADERSHIP DEVELOPMENT

Chair: Carolyn Beck
Board Liaison: Patricia Griffey
Month: February, 2017

Report:

- **Held monthly call with Committee on 1/24/17 via Zoom which went very well.**
- **All committee members reported on the how their Regions were doing. All Chair's reported that they have been encouraging attendance at Leadership Forum at Capitol Conference.**
- **Registration for Leadership Forum reached capacity at 110.**
- **Any outstanding leadership rosters are being requested and collected.**
- **CLD Tool Time articles for publication in the President Perspective will highlight LPRT for February and Succession Planning for March.**
- **DRAFT video for the CLD committee was sent to all committee members for review. Feedback was very positive.**
- **Recording leaders of NAHU during Capitol Conference for the CLD video. This will be a timeless video that can be used in the future to help promote and identify what CLD is about and encourage leadership.**
- **Beginning to plan for Annual Convention Chapter Management meeting.**



FINANCE

Chair: Pat Griffey

Board Liaison:

Month: February 2017

Finance Committee Teleconference

Date: February 17, 2017

AGENDA

1. Roll Call
Present: Pat Griffey, Rusty Rice, Rosanne Wolfe, Denise VanPutten, Kelly Fristoe, Ross Pendergraft, Jennifer Murphy. Absent: Janet Trautwein
2. Agenda was approved
3. Comments and discussion concerning the monthly financial report of the December 2016 Financial Statements. Motion to accept: Kelly Fristoe
4. Committee reimbursements for Capitol Conference.
Jennifer asked for clarification regarding reimbursements based on dual committee participation.
5. New business:
The chair asked for an additional meeting of the committee to compare the 2016 year end financials to the 2017 budget. Jennifer Murphy will distribute a Doodle calendar to the committee to find a date and time that works for everyone on the committee.
6. Adjourn @ 12:12



GOVERNANCE

Chair: Steve Selinsky
Board Liaison: Mike Embry
Month: February 2017

- The committee discussed the Vice Chair Selection P&P
- Vice Chair Selection P&P
 - Reviewed the history behind the creation of this P&P
 - The intent is to create a formal process for the selection of committee and council vice chairs
 - The process will help vice chairs understand their roles and what they are committing to
 - Have a consistent process for selection as well as help new Board members know what the expectations are
 - The Governance Committee is not there to say yea or nay, but to help vet the candidates
 - In situations where there is a contested election, the vice chair information will not be known until after the election to prevent the implication of a campaign promise
 - BoT always approves the committees, there is no change to this process
 - Additionally, the P&P adds a formal commitment of responsibility for all chairs along with job descriptions and guidelines
 - A commitment of responsibility will be created
 - MOTION: David moved to forward this draft P&P to the BoT for review and approval.



LPRT

Chair: Suzy Johnson

Board Liaison: Mike Embry

Month: January 2017

The committee continues to refine speaker and program schedule for upcoming Soaring Eagle Symposium.

New 2018 LPRT qualification criteria has been approved by BOT. The committee will now discuss roll out and communication of the new criteria.



MEDIA RELATIONS

Chair: Dave Cluley

Board Liaison: Rusty Rice

Month: February

Chair Report

The committee met January 25. Next meeting is February 12 while at Cap Con.

Brokers Making a Difference remains bogged down. Discussion continued about using a “celebrity” to highlight the campaign and the importance of using an agent/broker. The idea is being elevated to Janet for her perspective.

The new LTE addressing the employer exclusion was sent to Janet for review/approval. .

The proposed survey was deemed too long and is being shortened to one or more surveys of 8 to 10 questions.

The social media working group’s efforts to have a “help desk” at Cap Con to provide members with social media training/”how to” assistance have been unsuccessful. Passing out fliers with similar information is not being permitted due to extreme sensitivity about “rogue” members not speaking with one voice via Tweet, etc. from Cap Con.

Regional Reports

No regional reports were received.



PROFESSIONAL DEVELOPMENT

Chair: David C. Smith
Board Liaison: Rusty Rice
Month: February 2017

We had a great committee call on January 30, with 13 of 17 members participating. The highlights of the Professional Development Committee's work for month are:

NATIONAL CONVENTION PROGRAMS: We are working on reviewing and finalizing proposals for speakers at Professional Development Day, and moving forward with the Vision Speak planned for Monday's agenda. We are hopeful that these programs will be lively and well attended.

PROGRAMS: The committee discussed the creation a quarterly 'Running Your Business' webinar to begin to serve the needs of our members with topics that address the business improvements and other topics raised this year (succession planning, managing sales people, and business basics) so we can begin to build a library of content on this area. Along these same lines, it was suggested that we should host a "How to Use Prezi" program for members.



CERTIFICATIONS: A good deal of new information about these programs:

- New Certification Programs:
 - Advanced Self-Funded Certification is awaiting CE review for the outline, and moving into production on slides deck, with an anticipated rollout 2Q 2017.
 - Benefits Technology Certification will be ready to provide as a NAHU pre-conference at the Workplace Benefits Renaissance Conference in New Orleans on March 1 and again at the BenefitsPRO Expo in Indianapolis on April 11.
- Existing Certification Refresh. PDC is also working on refreshing the Worksite Wellness Certification, and already starting to get interest in teaching the updated Voluntary/Worksite and Consumer Driven Health Care Certifications around the country.
- PPACA Certification. With the changes in Washington and given this certification program is at the forefront of the REBC requirements, we have recommended that the PPACA Certification be marketed as "Health Care Reform Certification" but maintain references to the PPACA Certification in the materials given that is how the program is approved for continuing education by the states. We believe a "previously known as PPACA Certification" tagline will likely to mitigate any regulatory concerns in the interim.

We also see this course's central role creating some concern while we are in the midst of the repeal and replace debates in that students may complain that the program's content won't be relevant in the future. While our immediate response is "It's still the law of the land," we'll also be mentioning that as before those who have completed PPACA Certification will receive updates through a comprehensive update (cost: TBD) and a refresher course online once the mechanics of what comes next are completed.

REBC: Remember that the REBC redesign is **complete** and open. We believe we have our first person to complete the program, and anticipate having a number of individuals to recognize at

National Convention in Orlando as our initial class of REBC Designations.



This is such an exciting development and way to bring all our work together in a long-sought designation of our own. This will continue to be a great source of pride for our members, and a reflection of our association's commitment to Professional Development for agents, brokers and consultants. <http://www.nahu.org/education/designations/rebc.cfm>



NIAHU LOCAL CHAPTER BYLAWS

Updated: 07/07/2016

NIAHU LOCAL CHAPTER BYLAWS

BYLAWS of the North Idaho Association of Health Underwriters

**Adopted 03/07/2001
Amended 07/07/2016**

ARTICLE I – NAME AND TERRITORIAL LIMITS

- Section 1. This organization shall be known as the North Idaho Association of Health Underwriters (NIAHU), hereinafter referred to as this Association, a non-profit corporation incorporated as such under the laws of the state of Idaho and chartered by the National Association of Health Underwriters.
- Section 2. The territorial limits of this Association shall be confined to *the counties of Kootenai, Bonner, Boundary, Shoshone, Idaho, Clearwater, Nez Perce, Latah, Benewah and Lewis*. These shall not be changed unless permission first has been obtained from the governing bodies of the local association currently having jurisdiction in such territory, if applicable, and of the Idaho State Association of Health Underwriters and the Board of Trustees of the National Association of Health Underwriters.

ARTICLE II – PURPOSES

- Section 1. The objectives of this Association shall be:
- A. To promote the common business interests of those engaged in the sale of health, disability and related insurance products and services.
 - B. To advance public knowledge for the need and benefit of the financial protection provided by health, disability and related insurance products and services.
 - C. To promote the adoption and application of high standards of ethical conduct in the health, disability and related insurance products and service industry.
 - D. To provide and promote a program of continuing education and self-improvement of Association members.
 - E. To increase the knowledge of members concerning the principles, functions and applications of health, disability and related insurance products and services.
 - F. To promote education, legislation, regulation and practices which are in the best interest of the health, disability and related insurance industry and thus provide financial protection to the insuring public.
 - G. To encourage adequate protection against the hazards of disability as part of a well-rounded health, disability and related insurance products and services program.
 - H. To do such other things and to carry out such other programs so as to further the purposes of the National Association of Health Underwriters.
- Section 2. This Association and its members recognize an obligation to present accurately, honestly and completely every fact essential to the client's decision as expressed in the National

Association of Health Underwriters Code of Ethics which is considered a part of these bylaws.

ARTICLE III – MEMBERSHIP

- Section 1. Membership in this Association will be available under the following designations:
- A. Individual Members
 - B. Life Members
- Section 2. An individual member may be any individual licensed by his/her state licensing authority for the sale of health, disability and related insurance products and services. Individual members may also include non-licensed individuals engaged in the distribution of health, disability and related insurance products and services such as, but not limited to, home office personnel and others engaged in the management and distribution of such products. Individual members who have paid their annual national, state and local dues will also be referred to as Active Members.
- Section 3. Life membership may be granted when an active member has been in good standing for a minimum of ten (10) consecutive years, and has: (1) attained age 65 and retired; or (2) is disabled. Life members have the same rights and privileges as individual members. This association shall determine the amount of reduction of local chapter dues, if any. Life member status shall be automatically conferred when all qualifications are met and application is made and verified by the National Association of Health Underwriters.

ARTICLE IV – NATIONAL AND STATE AFFILIATION

- Section 1. This Association agrees to be bound by the bylaws of the State and National Association of Health Underwriters as adopted and amended.
- Section 2. The Board of Directors shall provide for the prompt review, approval and forwarding of all reports required or requested by the State and National Association of Health Underwriters.
- Section 3. Insofar as possible, this Association shall be represented by its proper delegates, or their duly appointed alternates, at the annual meeting of the State and National Association of Health Underwriters.

ARTICLE V – DUES AND FINANCE

- Section 1. Each active member of this Association shall pay local, state and national annual dues. Such annual dues shall be payable on the first day of the member's anniversary month as recorded by the National Association of Health Underwriters. All dues shall be submitted to and through the National Association of Health Underwriters. Any individual member more than sixty (60) days in arrears in payment of dues shall be dropped from the rolls as a member in good standing.
- Section 2. The Board of Directors shall determine the amount of annual dues of this Association. This Association's dues may only be changed once a year and will be in effect from January 1 through December 31 of each year. Not later than the fifteenth (15th) of September of each year, or a date specified by the National Association of Health Underwriters, if this Association plans to increase or decrease its local chapter dues for the following calendar year, the President shall advise the National Association of Health Underwriters in writing of the Board-approved dues for the following year.
- Section 3. The fiscal year of this Association shall begin on the first day of July of each year.

- Section 4. This Association's books of accounts shall be reviewed and/or audited at least once each fiscal year. The Board of Directors shall name the auditors/reviewers.
- Section 5. The Board of Directors shall determine the official depository (ies) for Association funds and shall designate one or more Board members in addition to the Treasurer to sign or countersign checks or other documents for the disbursement of such funds.

ARTICLE VI – OFFICERS

- Section 1. The officers of this Association shall be: President, President-Elect, Immediate Past President, Vice President, Secretary, and Treasurer.
- Section 2. Each officer shall be an active member of this Association, and the State and National Association of Health Underwriters.
- Section 3. All officers shall serve without compensation.
- Section 4. All officers shall take office on the first day of July 1st of each year following their election, and shall serve for a term of one year.
- Section 5. The office of Immediate Past President shall be filled automatically by the outgoing President. In the event there is no outgoing President, this office shall remain vacant.
- Section 6. If the office of the President shall become vacant due to death, disability, resignation, or removal by due process, the President-Elect shall assume the office for its unexpired term and the term of President for the succeeding year and the office of President-Elect shall become vacant until the next regular election. If the office of President becomes vacant and there is no President-Elect, the order of succession shall be Vice President then Treasurer, and then Secretary.
- Section 7. If the office of President-Elect shall become vacant due to death, disability, resignation, or removal by due process, or by succession to the Presidency under Article VI., Section 6, the President shall, within thirty (30) days of the effective date of vacancy, appoint a member of this Association in good standing to fulfill the duties of the office for its unexpired term. The appointment shall be subject to a three-fourths (3/4) vote of approval by the Board of Directors. The office itself shall remain vacant until the next regular election.
- Section 8. If the offices of Vice President, Secretary and/or Treasurer become vacant due to death, disability, resignation, recall or removal by due process, or by succession under Article VI., Section 6, the office(s) shall be filled by appointment by the President. The appointment shall be subject to three-fourths (3/4) vote of approval of the Board of Directors and shall be only for the unexpired term of the office(s). Appointees shall assume the title and duties of the office(s).

ARTICLE VII – DUTIES OF OFFICERS

- Section 1. The duties of the officers shall be as follows:
- A. President – The President shall be the chief elected officer of this Association and shall preside over all meetings of this Association and the Board of Directors. The President shall be an ex officio member of all standing and special committees except the Nominations Committee.
 - B. President-Elect – The President-Elect, in the absence of the President, shall preside at all meetings of this Association and the Board of Directors and shall perform such

other duties as may be assigned by the President or Board of Directors. The President-Elect shall immediately assume the office of President immediately following the adjournment of the annual meeting of the House of Delegates in the year subsequent to his/her election to the office of President-Elect or, in the event of a vacancy as outlined in ARTICLE VI, Section 7.

- C. Immediate Past President – The Immediate Past President shall serve as an advisor to the Board of Directors and perform other duties as assigned by the President or Board of Directors.
- D. Vice President – The Vice President, in the absence of the President and the President-Elect, shall preside at all meetings of this Association and the Board of Directors and shall perform such other duties as may be assigned by the President or Board of Directors.
- E. Secretary – The Secretary shall be responsible for keeping all records of membership, attendance, membership dues and minutes of the meetings of this Association and the Board of Directors and shall perform other duties as may be assigned by the President or Board of Directors.
- F. Treasurer – The Treasurer shall be responsible for receiving all funds and dues paid to this Association. Dues shall be forwarded to the National Association of Health Underwriters, where they will be deposited and the local portion remitted back to this Association on a monthly basis. The Treasurer shall deposit all other funds in this Association's official depository (ies) and shall disburse such funds upon the order of the Board of Directors. The accounts and books of the Treasurer and this Association shall be open at all times for inspection by the President, the Board of Directors, and any authorized auditors. The Treasurer shall be responsible for the completion and submission of forms required by laws governing the administration and/or tax status of this Association.

ARTICLE VIII – BOARD OF DIRECTORS

- Section 1. The Board of Directors shall consist of the officers and 4 (*four*) elected directors.
- Section 2. Each director shall be an active member of this Association, and the State and National Association of Health Underwriters.
- Section 3. All directors shall serve without compensation.
- Section 4. All directors shall take office on the first day of July of each year following their election, and shall serve for a term of one year. (See Article VI, Section 4.)
- Section 5. The Board of Directors shall determine the policies and activities of this Association, approve the budget, authorize all expenditures and disbursements, and has the authority and responsibility to manage this Association's affairs.
- Section 6. The Board of Directors shall meet no less than four (4) times per year or at the call of the President. The meetings shall be held at such times and places as may be determined by the President or Board of Directors. A written notice of the time and place of all regular meetings of the Board of Directors of this Association shall be distributed to each member of the Board by the President not less than thirty (30) days prior to the meeting.
- Section 7. The Board of Directors may transact business by mail or electronic means by voting upon proposals presented to them. Any such proposal shall be adopted if at least two-thirds (2/3) majority of the entire Board returns affirmative votes. The members of the Board of Directors shall be advised of the results of such balloting no less than seven (7) days after the vote is tabulated.
- Section 8. A majority of the Board of Directors shall constitute a quorum for the transaction of business.
- Section 9. In the event a director position becomes vacant due to death, disability, resignation, recall or removal by due process, or by succession under Article VI., Section 6, the position shall be filled by appointment by the President. The appointment shall be subject to three-fourths (3/4) vote of approval of the Board of Directors and shall be only for the unexpired term of the office(s).

ARTICLE IX – NOMINATIONS AND ELECTIONS

- Section 1. The election of officers and directors shall be held at the annual meeting of this Association.
- Section 2. At least three (3) months prior to the date of the annual meeting, the President shall appoint a Nominations Committee. The duties of this committee shall be to solicit and receive nominations and to prepare a slate of candidates. The Nominations Committee shall have general charge of the election process including the preparation, distribution, collection and counting of ballots, and reporting the results.
- Section 3. The Nominations Committee shall prepare a ballot containing the names of all qualified nominees and distribute ballot materials to all active members at least one (1) month prior to the date of the annual meeting. The ballots shall be cast in person at the annual meeting.

ARTICLE X – COMMITTEES

- Section 1. There shall be the following standing committees:
- A. Awards
 - B. Education
 - C. Legislation
 - D. Membership
 - E. Nominations
- Section 2. The President shall appoint the chairs and members of all standing, special or ad hoc committees and task forces, subject to the approval of the Board of Directors.
- Section 3. The Board of Directors shall establish guidelines for all committees and task forces regarding usual duties, terms of office, and requirements for reports unless otherwise specified in these bylaws.
- Section 4. The administration of the fiscal affairs of all standing, special and ad hoc committees and task forces are vested in the Board of Directors.

ARTICLE XI – REMOVAL FROM OFFICE

- Section 1. An officer, member of the Board of Directors, committee member or chair, or task force member or chair may be removed from office in the event of such acts of dishonesty, fraud, misrepresentation, or other reasonable cause as would prevent the effective performance of his/her duties.
- Section 2. No elected officer or board member, or appointed committee member or chair, or appointed task force member or chair may be removed from office without a three-fourths (3/4) vote of the Board of Directors at any regular or special meeting at which a quorum is present.
- Section 3. The process for removal shall be; Notice of removal must be sent by registered mail to the affected individual advising him/her of the action taken or about to be taken. Removal by due process requires notification prior to the vote for removal from office. The Board of Directors and/or twenty-five percent (25%) of this Association's membership can initiate removal. Removal can only be achieved by a three-fourths (3/4) vote of the Board of Directors.
- Section 4. Failure to achieve the required vote for removal will cause the immediate reinstatement of the recalled individual to office. Any appointee replacing the recalled officer shall also immediately be discharged.
- Section 5. Any individual member of this Association shall lose all rights and privileges of office under this Association if his/her license to sell insurance is revoked or if he/she is convicted of a felony or gross misdemeanor.

ARTICLE XII – PARLIAMENTARY AUTHORITY

- Section 1. The current edition of "The Standard Code of Parliamentary Procedure" (Sturgis) governs this Association in all parliamentary situations that are not provided for in the law or in its charter, bylaws or adopted rules.

ARTICLE XIII – AMENDMENTS

- Section 1. Amendments to these bylaws, if in conformity with the policy of the National Association of Health Underwriters, may be adopted by a two-thirds (2/3) vote of the active members of this Association present at any meeting of this Association, provided that written notice of the meeting and of the proposed amendment(s) shall have been given to the members at least one month prior to the meeting, and provided further that a quorum is present at the meeting.
- Section 2. One-tenth (1/10) of this Association's membership shall constitute a quorum.

ARTICLE XIII – INDEMNIFICATION

- Section 1. This Association may, by resolution of the Board of Directors, provide for indemnification by this Association of any and all its Directors or officers or former Directors or officers against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding, in which they or any of them are made parties, or a party, by reason of having been Directors or officers of this Association, except in relation to matters as to which such Director or officer or former Director or officer shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of duty and to such matters as shall be settled by agreement predicated on the existence of such liability for negligence or misconduct.

ARTICLE XIV – DISSOLUTION

- Section 1. Dissolution of this Association requires the passing of a Resolution of Resignation by a three-fourths (3/4) vote of all active members. The adopted resolution shall be sent by the Secretary of this Association by registered mail to the Executive Vice President of the National Association of Health Underwriters and shall become effective upon acceptance by the Board of Trustees. Upon acceptance of the Resolution of Resignation by the Board of Trustees, individual members of this Association shall become active members of the existing local association nearest them in their state, or their state association, or members-at-large if no other association exists within their state.
- Section 2. This Association, by taking the action to resign, shall surrender all rights to use the name, emblem, insignia, plate, sign, label or phrase indicative of membership in this Association.
- Section 3. This Association's charter with the National Association of Health Underwriters may be suspended or revoked in accordance with appropriate sections of the bylaws of the National Association of Health Underwriters.
- Section 4. This Association shall use funds only to accomplish the objectives and purposes specified in these bylaws and no part of said funds shall inure or be distributed to its members in the event this Association is dissolved or its charter revoked for cause in violation of the bylaws of the National Association of Health Underwriters. Immediately upon dissolution or revocation of its charter, this Association's Board of Directors shall return all remaining Association funds to its state association. If there is no state association, the funds shall be sent to the National Association of Health Underwriters for placement in escrow. Funds placed in escrow will be distributed in accordance with the procedures outlined in the bylaws of the National Association of Health Underwriters.

ARTICLE XV – PREVIOUS BYLAWS SUPERCEDED

Section 1. These bylaws, as revised, supercede all provisions of any previous bylaws of this Association.

##END##

APPENDIX A - NAHU Code of Ethics

To hold the selling, service and distribution of disability insurance and health insurance plans as a professional and a public trust and to do all in my power to maintain its prestige.

To keep paramount the needs of those whom I serve.

To respect my clients' trust in me, and to never do anything which would betray their trust or confidence.

To give all service possible when service is needed.

To present policies factually and accurately, providing all information necessary for the issuance of sound insurance coverage to the public I serve.

To use no advertising which may be false or misleading.

To consider the sale of disability income and health insurance plans as a career, to know and abide by the insurance laws of my state, and to seek to constantly increase my knowledge and improve my ability to meet the needs of my clients.

To be fair and just to my competitors, and to engage in no practices that may reflect unfavorably on myself or my industry.

To treat prospects, clients and companies fairly by submitting applications that reveal all available information pertinent to underwriting a policy.

To be loyal to my clients, associates, fellow agents and brokers, and the company or companies whose products I represent.

National Association of Health Underwriters
Expense Budget Worksheet
2017

				10	20	30	35	40	50	55	60	70	75	80	90
	Account	2016	2017			Capital	Chapter	Public	Annual		Professional	Government			
Expense	Code	Actual	Budget	Membership	Communicat.	Conference	Developmt	Relations	Convention	Meetings	Development	Relations	HUPAC	LPRT	G & A
Salaries, Taxes & Benefits	5110	3,776,754	3,907,732	522,830	262,777	128,111	162,961	306,740	135,918	96,183	419,594	920,298	134,247	17,773	800,300
Staff Recruitment	5170	415	650												650
Outside Payroll Service	5150	3,220	3,600												3,600
Schedule A (BoT/Committee)	See detail	267,255	299,390												299,390
Office Supplies	5310	9,236	7,600												7,600
Computer Supplies	5315	491	1,000												1,000
Postage	5320	74,186	73,600	2,000	70,000		-	-			50	50		-	1,500
Shipping	5330	8,942	11,750	1,000	2,100	1,000	100	500	5,000		500	50			1,500
Printing	5340	159,582	182,400	10,000	120,000	15,000	1,400	5,000	26,000						5,000
Telephone	5350	45,808	37,047	2,987	1,764		1,212	3,192		1,171	2,916	8,574			15,231
Teleconference	5355	1,207	1,200									1,200			
Internet	5360	33,471	30,588		18,000										12,588
Publications & Subscriptions	5380	17,717	11,349									10,809			540
Office Rent	5400	466,278	457,140	24,556	11,664		4,093	8,185		13,301	19,440	44,508			331,393
Office Equipment Rent/Maintenanc	5410	18,978	22,071												22,071
Leasehold Amortization	5420	49,110	49,110												49,110
Uncapitalized Furniture & Equipme	5510	954	-												-
Depreciation Expense	5520	57,118	46,810												46,810
Tax & Audit Fees	5600	26,926	25,000												25,000
Legal Fees	5610	4,724	6,000												6,000
Software License Fees	5615	55,421	53,700												53,700
Outside Consultants	5620	194,376	164,252	-		5,500	-	10,000	31,000		10,000				107,752
Website - Maintenance	5625	949	4,000												4,000
Professional Development	5640	2,786	500					-		-		-			500
Professional Dues	5650	3,684	2,794	284			454			1,200	142				714
Business Travel	5710	125,620	109,500	-	800	11,000		500	22,000	2,200	3,000	70,000			-
Chapter Leadership Training	5715	24,305	10,000				10,000								
Chapter Assistance Program	5716	-	-				-								
Hotel, Food and Beverage	5720	199,565	312,625			64,000			228,625					20,000	
Speakers	5730	76,465	75,000			25,000		-	50,000						
Decorating & Signage	5735	4,225	8,400						8,400						
Entertainment	5740	13,379	22,700		200	3,000			12,000					7,500	
Soaring Eagle Symposium	5745	20,512	25,000											25,000	
Exhibit Hall	5750	27,892	25,000						25,000						
Audio Visual	5760	191,881	233,000			95,000		-	138,000						
Tote Bags	5765	2,256	3,600			900			2,700						
Photography	5770	8,891	9,000		9,000										
Sponsor Expenses	5775	2,784	4,000			2,000			2,000						
CE Filing Fees	5780	22,190	4,500						-		4,500				
Principal's Council	5793	3,777	4,500	4,500											
Principal's Council-General Agents	5796	-	4,500	4,500											
Platinum Advisors Summit	5785	18,092	26,500	26,500											
General Office/D&O Insurance	5820	14,898	14,500												14,500
Show Cancellation Insurance	5830	3,400	3,195			1,220			1,975						
Magazine Production	5910	71,956	70,000		70,000										
Advertising Commissions	5940	234,257	212,300		153,300				59,000						
Advertising	5950	-	5,000					5,000							
Public Relations Consulting Firm	5960	140,500	140,000					140,000							
Media Campaign	5968	-	-					-							

National Association of Health Underwriters
Expense Budget Worksheet
2017

				10	20	30	35	40	50	55	60	70	75	80	90
	Account	2016	2017												
<u>Expense</u>	<u>Code</u>	<u>Actual</u>	<u>Budget</u>	<u>Membership</u>	<u>Communicat.</u>	<u>Capital</u> <u>Conference</u>	<u>Chapter</u> <u>Developmt</u>	<u>Public</u> <u>Relations</u>	<u>Annual</u> <u>Convention</u>	<u>Meetings</u>	<u>Professional</u> <u>Development</u>	<u>Government</u> <u>Relations</u>	<u>HUPAC</u>	<u>LPRT</u>	<u>G & A</u>
New Project Development	6003	6,975	5,000								5,000				
FFM Training	6004	65,568	26,083								26,083				
Web Seminar Fees	6007	7,175	5,940								5,940				
Lobbying & Coalitions	6010	301,482	312,084									312,084			
Grassroots Lobbying & State Servi	6020	35,003	34,178									34,178			
State Legislative Defense Fund	6035	20,000	-									-			
Information Services	6060	-	-					-							
Media Tracking Service	6065	13,010	15,745					15,745							
Invoice Mailings	6125	24,471	22,000	22,000											
Membership Retention	6150	1,844	2,000	2,000											
Membership Consultant	6160	111,369	10,000	10,000											
Awards & Pins	6178	30,743	40,000				13,000							27,000	
Taxes - Nonpayroll	6220	2,800	3,000												3,000
Taxes - UBIT	6223	120,000	120,000		120,000										
Credit Card Fees	6230	108,413	110,000												110,000
Bank Account Fees	6235	45,671	45,000												45,000
Charitable Contributions	6250	1,518	1,000												1,000
Miscellaneous	6290	3,221	8,600			1,600			6,500						500
REBC Designation	6702	36,872	15,000								15,000				
PPACA Certification Course	6710	50,262	25,000								25,000				
PPACA Combine Chapter Course	6715	612	2,000								2,000				
DC Health Link Broker Classroom	6720	1,820	200								200				
DC Health Link Broker Online	6725	28,687	15,000								15,000				
Benefit Technology Online		-	2,385								2,385				
Voluntary Worksite Classroom	6730	2,673	-								-				
Voluntary Worksite Online	6735	3,407	3,175								3,175				
CDHC Classroom	6740	4,410	-								-				
CDHC Online	6745	10,315	5,959								5,959				
Wellness Classroom	6750	6,669	-								-				
Wellness Online	6755	1,917	2,824								2,824				
Self Funding Classroom	6760	8,467	-								-				
Self Funding Online	6765	11,167	3,500								3,500				
Advanced Self Funding		-	3,500								3,500				
HIPPA HiTech Online	6775	5,300	3,969								3,969				
Benefit Account Manager's Cert Or	6780	59,116	11,255								11,255				
Advanced BAM Online		-	7,549								7,549				
Medicare Course Online	6782	7,229	5,500								5,500				
Medicare Combined Chapter Course		-	3,000								3,000				
PPACA Test Prep Guidebook	6783	127	100								100				
Group Benefits	6784	125	4,751								4,751				
Advanced Group Benefits	6785	187	4,541								4,541				
Individual Market Certification	6786	202	4,751								4,751				
Health Ins 101 Classroom	6790	-	-								-				
Health Ins 101 Online	6791	14,255	2,777								2,777				
Ethics Online	6792	86	4,333								4,333				
TOTAL DIRECT EXPENSES		7,639,601	7,613,802	633,157	839,605	353,331	193,220	494,862	754,118	114,055	628,234	1,401,751	134,247	97,273	1,969,949
TOTAL REVENUE		7,306,103	7,613,881	4,002,484	1,648,000	419,000	-	-	688,250	-	718,447	-	-	87,700	50,000

National Association of Health Underwriters
Expense Budget Worksheet
2017

				10	20	30	35	40	50	55	60	70	75	80	90
	Account	2016	2017			Capital	Chapter	Public	Annual		Professional	Government			
Expense	Code	Actual	Budget	Membership	Communicat.	Conference	Developmt	Relations	Convention	Meetings	Development	Relations	HUPAC	LPRT	G & A
EXCESS (DEFICIT) BEFORE G&A ALLOCAT		(333,498)	79	3,369,327	808,395	65,669	(193,220)	(494,862)	(65,868)	(114,055)	90,213	(1,401,751)	(134,247)	(9,573)	(1,919,949)
General & Administrative expens	6900	-	-	222,604	113,075	87,663	60,083	177,295	75,252	39,202	153,459	521,839	101,649	7,683	(1,559,806)
INCREASE(DECREASE) IN NET ASSETS		(333,498)	79	3,146,723	695,320	(21,994)	(253,303)	(672,157)	(141,120)	(153,257)	(63,246)	(1,923,590)	(235,896)	(17,256)	(360,143)
G&A allocation percentages			100.00%	11.30%	5.74%	4.45%	3.05%	9.00%	3.82%	1.99%	7.79%	26.49%	5.16%	0.39%	20.82%

**NATIONAL ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES**

POLICY TITLE:	Expectations for Volunteer Leadership and NAHU Staff
CLASSIFICATION:	Communications
POLICY NUMBER:	13-08-C
DEPARTMENT COORDINATOR:	Executive
MOTION:	Bruce D. Benton, RHU
DATE APPROVED:	January 20, 2014
DATE AMENDED:	April 27, 2015
SUNSET:	2016

PURPOSE: To establish a protocol to ensure understanding of structural efficiencies and effective communications between staff and volunteer leadership.

POLICIES: To promote good communication and knowledge with NAHU volunteer leadership and to ensure a culture of transparency and a process for collaboration, there is a shared responsibility between volunteer leaders and NAHU staff to share information about implementation of NAHU policies, programs and projects which directly involve or relate to the Board of Trustees, and, where applicable, Standing Committees, Advisory Groups, Working Groups, and Task Forces.

NAHU executive staff and the Board of Trustees will ensure proper training for effective leadership, training and communications with the Board of Trustees (BOT) and Chairpersons of any Standing Committee, Working Group, Task Force or Special Committee.

It is the responsibility of members of the Board of Trustees to review the materials provided prior to the meeting and to be prepared to discuss or contribute to the consideration of any matter to be considered in any regular or special meeting of the Board of Trustees.

PROCEDURE(S):

1. Training Requirements.
 - a. Each member of the Board of Trustees shall complete orientation and training (which may be conducted electronically) on an annual basis. The topics to be covered shall include but not be limited to the following:
 - i. Review of NAHU P&P 03-03-B (BOT Orientation).
 - ii. Review of NAHU P&P 03-02-B (BOT Decision Process).
 - iii. Review of BOT Information Central (www.nahu.org/bot).
 - iv. Review of NAHU P&P 06-02-CMT (Structure and Operation of Special Committees) and to ensure adherence with the process of Ratification.
 - v. Distribution of [this] P&P 13-08-C (Structural Efficiencies between Staff and Volunteer Leadership) at BOT orientation, Regional Vice President (RVP) training and National Committee Orientation.

In addition, executive staff shall distribute a copy of P&Ps to BOT members to ensure that each understands the duties, responsibilities and procedures associated with service on the BOT. Each member of the Board of Trustees shall report the Secretary and his/her designee of the completion of this training.

- b. Each Regional Vice President shall complete orientation and training (which may be conducted electronically) before taking office. The topics to be covered shall include but not be limited to the following:
 - i. RVP manual, a comprehensive How-To Guide created and maintained by NAHU staff, including RVP job description, structure of regional leadership team (including job descriptions) and succession planning guidance.
 - ii. Regional Leadership Conference manual, a comprehensive How-To Guide created and maintained by NAHU staff which shall incorporate P&P 03-01-F (Regional Conference Revenues and Expenses).
 - iii. Comprehensive RVP training module, which shall be maintained by NAHU staff in partnership with the national committee leadership teams.
 - c. Each Chairpersons of any Standing Committee, Working Group, Task Force, Advisory Group or Special Committee shall complete orientation and training (which may be conducted electronically) before taking office. The topics to be covered shall include but not be limited to the following:
 - i. Review of the job description for all standing or special committees, Tasks Forces, and working or advisory group chairs.
 - ii. Review of NAHU's strategic plan including updates from the most recent BOT-approved annual strategic plan review.
- All national committee chairs and vice chairs are to be provided with a listing of national committee members. The NAHU president shall be included in the presentation of the aforementioned orientation. Incoming NAHU national committee chairs may conduct separate breakout sessions by committee, if desired; however, they shall not replace the combined orientation program.
- d. Failure to complete training by members of the BOT before the end of July may be considered by the Board of Trustees as reasonable cause for removal under the Bylaws. The NAHU Secretary shall report at the August Board of Trustees meeting on the status of completion of training by members of the Board of Trustees, and to take appropriate action to ensure compliance with this policy.
2. The NAHU strategic plan review shall be reviewed annually by the Board of Trustees at the Capitol Conference meeting. The NAHU CEO/EVP shall allocate time of the Board of Trustees for review of NAHU's strategic plan and the Board of Trustees is encouraged to make revisions to the strategic plan consistent with their annual review and current circumstances. NAHU staff will ensure communications and fulfillment of strategic direction to the Chairpersons of any Standing Committee, Working Group, Task Force, Advisory Group or Special Committee.

3. This policies outlined within this P&P shall be distributed as a special communication from the NAHU President and CEO/EVP to members of the Board of Trustees, Standing Committee, Working Group, Task Force, Advisory Group or Special Committee, and to NAHU staff by August 31 of each year.

FINANCIAL IMPACT: Additional staff and/or other methods of compensating existing staff may be required to fulfill the requirements set forth in this P&P.

ADDITIONAL RECOMMENDATION: This P&P is designed to memorialize a structural protocol and should be reviewed every three years. It distinguishes the roles and responsibilities between the NAHU volunteer leadership and NAHU staff. It establishes a method of understanding, communication, cooperation, and accountability.

**NATIONAL ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES**

POLICY TITLE: Structural Efficiencies between Staff and Expectations for Volunteer Leadership and NAHU Staff

CLASSIFICATION: Communications

POLICY NUMBER: 13-08-C

DEPARTMENT COORDINATOR: Executive

MOTION: Bruce D. Benton, RHU

DATE APPROVED: January 20, 2014

DATE AMENDED: April 27, 2015

SUNSET: 2016

PURPOSE: To establish a protocol to ensure understanding of structural efficiencies and effective communications between staff and volunteer leadership.

POLICY: To promote good communication and knowledge with NAHU volunteer leadership and to ensure a culture of transparency and a process for collaboration, there is a shared responsibility between volunteer leaders and NAHU staff to share information about implementation of NAHU policies, programs and projects which directly involve or relate to the Board of Trustees, and, where applicable, Standing Committees, Advisory Groups, Working Groups, and Task Forces.

NAHU executive staff and the Board of Trustees will be responsible for ensure proper training for effective leadership succession??, training and communications with the Board of Trustees (BOT) and Chairpersons of any Standing Committee, Working Group, Task Force or Special Committee.

It is the responsibility of members of the Board of Trustees to review the materials provided prior to the meeting and to be prepared to discuss or contribute to the consideration of any matter to be considered in any regular or special meeting of the Board of Trustees.

PROCEDURE(S): NAHU senior staff will perform the following duties:-

1. Training Requirements.

- a. Each member of the Board of Trustees shall complete orientation and training (which may be to be conducted electronically) on an annual basis.
The topics to be covered shall include but not be limited to the following:-
 - i. Review of NAHU P&P 03-03-B (BOT Orientation).
 - ii. Review of NAHU P&P 03-02-B (BOT Decision Process).
 - Distribution of P&Ps to BOT members to ensure understanding of duties and responsibilities.
 - iii. Review of BOT Information Central (www.nahu.org/bot).
 - iv. Review of NAHU P&P 06-02-CMT (Structure and Operation of Special Committees) and to ensure adherence with the process of

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Ratification.

- v. ~~f.~~ Distribution of [this] P&P 13-08-C (Structural Efficiencies between Staff and Volunteer Leadership) at BOT orientation, Regional Vice President (RVP) training and National Committee Orientation.

In addition, executive staff shall distribute a copy of P&Ps to BOT members to ensure that each understands the duties, responsibilities and procedures associated with service on the BOT. Each member of the Board of Trustees shall report the Secretary and his/her designee of the completion of this training.

- b. ~~Each 2.~~ Regional Vice President shall complete orientation and training (which may be conducted electronically) before taking office. The topics to be covered shall include but not be limited to the following:
- i. ~~a.~~ NAHU staff shall maintain a comprehensive RVP manual, ~~a comprehensive How-How-To Guide created and maintained by NAHU staff,~~ including RVP job description, structure of regional leadership team (including job descriptions) and succession planning guidance.
 - ii. ~~b.~~ NAHU staff shall maintain a comprehensive Regional Leadership Conference manual, ~~(How To Guide) a comprehensive How-To Guide created and maintained by NAHU staff,~~ which shall incorporate P&P 03-01-F (Regional Conference Revenues and Expenses).
 - iii. ~~e.~~ NAHU staff liaisons to the national committees shall maintain a comprehensive RVP training module, which shall be maintained by NAHU staff developed in partnership with the national committee leadership teams to be made available to RVPs.

- c. Each Chairpersons of any Standing Committee, Working Group, Task Force, Advisory Group or Special Committee shall complete orientation and training (which may be conducted electronically) before taking office. The topics to be covered shall include but not be limited to the following:

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~~3. Each Chairpersons of any Standing Committee, Working Group, Task Force, Advisory Group or Special Committee shall complete orientation and training (which may be conducted electronically) before taking office. The topics to be covered shall include but not be limited to the following: Combined National Committee and Advisory Group chair-orientation and training either at Convention or electronically.~~

- i. a. NAHU staff shall maintain a Review of comprehensive the job description for all standing or special national committees, Tasks Forces, and working or advisory group chairs.
- ii. b. Review of NAHU's strategic plan including updates from the most recent BOT-approved annual strategic plan review.

~~e. All national committee chairs and vice chairs are to be provided with a listing of national committee members.~~

~~d. The NAHU president shall be included in the presentation of the aforementioned orientation.~~

~~e. Incoming NAHU national committee chairs may conduct separate breakout sessions by committee, if desired; however, they shall not replace the combined orientation program.~~

d. Failure to complete training by members of the BOT before the end of July may be considered by the Board of Trustees as reasonable cause for removal under the Bylaws. The NAHU Secretary shall report at the August Board of Trustees meeting on the status of completion of training by members of the Board of Trustees, and to take appropriate action to ensure compliance with this policy.

~~4. The NAHU CEO/EVP shall communicate the development of membership services with the Board of Trustees to ensure a culture of transparency and a process for collaboration. ??? I don't know that I know the story behind this Procedure~~

~~5. Coordinate a The NAHU annual strategic plan review shall be reviewed annually with by the Board of Trustees at the Capitol Conference meeting.~~

a. The NAHU CEO/EVP shall allocate time of the Board of Trustees to for review of - NAHU's strategic plan and to develop further strategies for the upcoming association year the Board of Trustees is encouraged to make revisions to the strategic plan consistent with their annual review and current circumstances.

2. b. NAHU staff, in conjunction with the national committee chairs will ensure communications and fulfillment of strategic direction to the Chairpersons of any Standing Committee, Working Group, Task Force, Advisory Group or Special Committee.

3. This policies outlined within this P&P shall be distributed as a special communication from the NAHU President and CEO/EVP to members of the Board of Trustees, Standing Committee, Working Group, Task Force, Advisory Group or Special Committee, and to NAHU staff by August 31 of each year.

~~Failure to complete training by members of the BOT before the end of July shall result in~~

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~~the member losing their eligibility to participate in BOT business until such time as the training has been completed.~~

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FINANCIAL IMPACT: Additional staff and/or other methods of compensating existing staff may be required to fulfill the requirements set forth in this P&P.

ADDITIONAL RECOMMENDATION: This P&P is designed to memorialize a structural protocol and should be reviewed every three years. It distinguishes the roles and responsibilities between the NAHU volunteer leadership and NAHU staff. It establishes a method of understanding, communication, cooperation, and accountability.

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NATIONAL ASSOCIATION OF HEALTH UNDERWRITERS POLICY & PROCEDURES

POLICY TITLE:	Vice Chair
CLASSIFICATION:	Board
POLICY NUMBER:	17-01-B
DEPARTMENT COORDINATOR:	Board of Trustees
MOTION:	
DATE SUBMITTED (initial):	
DATE APPROVED:	
SUNSET DATE:	2020

PURPOSE: To establish procedures for President-Elects to identify and nominate qualified candidates to serve as Vice Chair of Standing and Special Committees to follow when discussing or voting on matters by electronic means

POLICY: The President-Elect shall nominate candidates for Vice Chair of NAHU Standing and Special Committees who are qualified to serve in a leadership capacity based on their experience as a member of the committee or its area of responsibility. The NAHU Board of Trustees is responsible to ensure that candidates meet expected requirements as a part of their approval of nominees by the President-Elect.

PROCEDURE:

Each year, the President-Elect will nominate NAHU members to serve as Vice Chair of Standing and Special Committees, who would then serve as Chair of the respective committee the following year.

Deadlines for Submitting Nominations to the Governance Committee. When there is an uncontested election for President-Elect, the nomination of Vice Chairs should be submitted by the sole nominee for President Elect to the Governance Committee no later than April 1 of each year, to allow for its feedback prior to consideration by the NAHU Board of Trustees. When there is a contested election for President-Elect, then the individual who is elected by the House of Delegates shall submit their nominees for Vice Chair no later than July 15 following their election to the Governance Committee and considered by the NAHU Board of Trustees by its August regular meeting.

Candidate Experience. The nominees should be a current or past member of the committee to which they have been nominated to serve (which would include a current or former member of the NAHU BOT who served as Board liaison to the committee). In the event that the nominee has not yet served on the committee, then the individual must also submit an application (as other committee members would according to the relevant P&P) and have their nomination reviewed and recommended for approval to the Board of Trustees by a review panel which shall consist of the committee's outgoing chair, incoming chair, NAHU CEO, BOT liaison to the committee, staff liaison to the committee, and the Governance Committee.

Approval by the BOT Required. Once nominated (and reviewed and recommended for approval by the review committee if not a current or past member of the committee), the candidate's information shall be provided to members of the BOT. All nominations are subject to approval of the BOT.

Candidate Acknowledgment. Nominees for Vice Chair shall acknowledge in writing the responsibilities, expectations and duties related to their service in a leadership capacity on the committee and for leadership service of a NAHU standing or special committee, working group, task force or other body. Any individual approved to serve as Vice Chair by the BOT shall complete the required training for new/prospective NAHU leaders prior to beginning their service as Vice Chair of their respective committee.

Restrictions on Invitations to Serve.

1. Candidates for election as an officer of NAHU as well as the incumbent NAHU Secretary and Treasurer are prohibited from promising or agreeing to nominate an individual to serve as Chair or Vice Chair of any standing or special committee, working group, task force or other body during that individual's expected term as NAHU President or President-Elect. Any such promise shall be considered null and void, to prevent any misunderstanding and/or setting false expectation to any individual concerning their role in the leadership of any committee.
2. The incumbent Vice President is prohibited from promising or agreeing to nominate an individual to serve as Chair or Vice Chair of any standing or special committee, working group, task force or other body during that individual's expected term as NAHU President or President-Elect prior to January 1 of their term as Vice President. Recognizing the importance of planning for their term as President-Elect, all discussions with individuals before that date should include a clear communication that no decision can be made prior to January 1.

FINANCIAL IMPACT: None.