

2019 NAHU RVP Manual

Excellence in Leadership



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Mission Statement: NAHU advocates for our members and their clients, provides professional development and delivers resources to promote excellence.

Vision Statement: NAHU works diligently to ensure all Americans have access to high quality affordable Healthcare and related services.

NAHU Board of Trustees Oath

I, _____, hereby pledge to uphold the bylaws, the policies and the rules of conduct of the National Association of Health Underwriters. I pledge to give my best efforts to the interests of the association and its members. I will contribute positively to our discussions and deliberations, and will fully support and implement the Board's decisions. I will always act in a manner that earns the members' trust and support.

NAHU Board of Trustee Rules of Etiquette

1. Meetings will start and end on time. They will be based on an agenda and will articulate a valid purpose for each meeting.
2. NAHU's mission and strategies will be kept in mind at all times.
3. Agendas will be distributed with background materials, reports and topics 5 days in advance, so all involved will be informed by the time of the meeting.
4. Action plans (who/what/when) will be outlined and followed through to completion.
5. There is agreement among board members to eliminate non-relevant communications or distractions during the meeting.
6. Once a decision has been made, the item will be moved forward in a positive manner. There will not be continued re-discussion of the matter.
7. As a Board, we will speak with one voice. We do not propose actions in contrast to board or association position either to other members or non-members including on social media.
8. The chair position will be respected and the chair will actively use his/her authority to advance the meeting, using the standard Rules of Order.
9. All board members and staff will be treated, and will treat each other, with respect.
10. Emails will be respectful and consideration will be given when posting a reply, whether it needs to go to everyone or just the sender. For example, is a "Thank you" response necessary for the entire distribution or is it more appropriate for the sender alone.
11. Board calls are open to the membership. Those who want to observe or listen who are not on the Board, or are vice-chairs, should notify the President that they would like to attend.
12. Guests including vice-chairs will receive a copy of the agenda and will be placed on mute during the call unless the chair asks them to speak.
13. The members of this Board will hold themselves and their peers on the Board accountable to following these rules.



Board of Trustees Web Portal

Monthly Board Meeting Agenda's will be posted to the password protected BOT Landing Page, www.nahu.org/bot. Additional information needed on a daily basis is also posted to this page and should be a key point of reference to running your region.

AGENDA	<h3>Essential Information</h3> <p>Current Bot Meeting Agenda</p> <p>Board of Trustees Meetings: Every third Monday of the month at 4 p.m. Eastern. Call information: Zoom, Meeting Number: 891318866#</p> <p>Consent Agenda Basics</p> <p>Training Prezi NAHU Board Training (required for all NAHU Board officers)</p> <p>Governing Documents Bylaws Policies and Procedures</p> <p>Important Documents NAHU Rules of Conduct Sexual Harassment Policy Speak With One Voice Guidelines for Chapters</p> <p>BoT Toolkit Vision 2020 Speak With One Voice PowerPoint Presentation BoT Confidentiality Agreement Committee Conference Calls Schedule Committee & Board of Trustees Liaison Assignments BoT Job Descriptions Expense Reimbursement Form ABS Magazine online NAHU Letterhead Officer Swearing-In Script P&P Index Form for Making a Complicated Motion</p> <p>Financial Reports & Current Budget</p>
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Board of Trustees Meetings

Attendance

All Board of Trustees (BOT) members are expected to attend all ZOOM/Conference calls and face to face meetings as listed below. It is your responsibility to communicate an anticipated absence to the President. The majority of BOT meetings are held via Zoom/Teleconference, the third Monday of the month at 4:00 p.m. (ET). Call access information is distributed by NAHU Staff.

Face-to-Face meetings of the Board are usually held:

1. Annual Budget Meeting, Washington DC
2. Capitol Conference, Washington DC
3. Annual Convention, See schedule for location

Reports

1. Each RVP is expected to **participate in the ZOOM video conferences** which typically occur the first Monday of the month at noon (ET). During the RVP training the RVPs will agree to a call schedule for the upcoming year and the corresponding host. The hosting RVP is responsible for compiling and submitting agenda items to NAHU Staff for distribution to RVPs.
2. The hosting RVP will be responsible for taking notes and recording follow up items, including anything that needs to be brought to the entire board, committee chairs, Executive Committee or NAHU staff. The host will also be responsible for providing an oral report during the monthly BoT call as requested by the president.
3. Any Committee (i.e. Membership, Executive, Professional Development etc.) or person may ask to attend an RVP meeting through Brooke Willson or the hosting RVP. Brooke will contact that month's hosting RVP for approval to add the guest to that month's agenda. If there are items that the RVPs would like to bring to a BoT meeting collaboratively, they will submit as an agenda item for discussion.

RVP Role

The role of the RVP is to be the conduit to the BOT from the members of the association. The RVP is the association field representative with local and state members. It is up to the RVP to share their experiences with the Board. While the RVP should be responsive to the needs of the region, they are still responsible for rendering decisions on the operations of NAHU. It is a difficult task, but the RVP must continually render judgments in an objective manner, making sure that NAHU decisions are in the best interest of the membership as a whole.



Conduct of the Board of Trustees Meeting

The president sets the agenda and presides at the meeting. Meetings are not the place to do committee work but should be action oriented. Of particular note is that BOT meetings are more focused on strategic planning and policy issues rather than micromanagement of the association. Thus, reports are kept to a minimum but if a RVP has important, specific information that the entire BOT should consider as it deliberates a strategic or policy matter, then the RVP should provide that information.

Parliamentary authority is the current edition of The Standard Code of Parliamentary Procedure and is generally followed in order to keep meetings flowing and within time constraints. Please contact the CEO for a copy of the Parliamentary Procedure book that you should refer to while serving as a member of the BOT.



2019-2020 NAHU Board of Trustees Directory

Executive Council

Pat Griffey	President	pat@patgriffey.com	574-271-6000
Dane Rianhard	President-elect	dane.rianhard@tribridgepartners.com	410-659-3719
Eugene Starks	Vice President	estarks@baslimited.com	601-366-8002
Kelly Fristoe	Treasurer	kfristoe@wf.net	940-322-6277
Eric Kohlsdorf	Secretary	eric@prismastrategies.com	515-244-3691
Rusty Rice	Immediate Past President	rrice@avesis.com	210-384-8103
Janet Trautwein	NAHU CEO	Jtrautwein@nahu.org	202-595-0639

Regional Vice Presidents & Other Board Members

Michael Grinnell	Region I Vice President	mgrinnell@cpibr.com	315-225-7895
Erica Hain	Region II Vice President	ehain@thehealthplan.com	570-214-7957
Mike Deagle	Region III Vice President	mdeagle@benaxisinc.com	847-240-2537
Alycia Riedl	Region IV Vice President	alycia.nahu@gmail.com	612-916-3263
Paige Phillips	Region V Vice President	paige@paigephillips.net	205-965-8427
Ed Oleksiak	Region VI Vice President	eoleksiak@holmesmurphy.com	214-265-6328
Ray Magnuson	Region VII Vice President	ray@magnusonassociates.com	520-760-6048
Patrick Burns	Region VIII Vice President	patrick@burnsemployeebenefits.com	510-652-7609
Jessica Watts	Legislative Council Chair	jessica.watts@frostinsurance.com	512-473-4588
Kevin Trokey	Membership Council Chair	Kevin@q4intel.com	314-973-7422
Jill Pedersen	Professional Dev. Cmt Ch	jill@columbiabenefitsolutions.com	503- 636-2676

NAHU General Information

GENERAL INFORMATION

Awards	202-595-0734	awards@nahu.org
Brochures	202-595-3074	kloussedes@nahu.org
Chapter Information & Resources	202-595-0734	chapters@nahu.org
Consumer Information	202-552-5060	info@nahu.org
Education & Certifications	844-257-0990	professionaldevelopment@nahu.org
Exhibitors (Meetings)	202-595-7518	exhibits@nahu.org
Government Affairs	202-808-0675	legislative@nahu.org
ABS Magazine (Editorial)	202-595-0724	editor@nahu.org
ABS Magazine (Advertising)	717-430-2238	
HUPAC	202-808-0675	hupac@nahu.org
Meetings & Sponsorships	202-595-7518	meetings@nahu.org
Membership Questions	202-552-5060	membership@nahu.org
Operation Shout/Grassroots	202-595-3684	grassroots@nahu.org
Press Inquiries	202-595-3074	kloussedes@nahu.org
Website Issues	202-595-0723	webmaster@nahu.org



NAHU Staff Directory

Mailing Address: **1212 New York Ave NW, Ste 1100 Washington, DC 20005**
 Main phone: **202-552-5060**
 Main Fax: **202-747-6820**
 Membership Fax: **202-747-6882**

EXECUTIVE & ADMINISTRATIVE OFFICE

Janet Trautwein	Executive Vice President & CEO	202-595-0639	trautwein@nahu.org
Jennifer Murphy	CFO & COO	202-595-3696	jmurphy@nahu.org
Brooke Willson	VP of Leadership Services	202-595-0734	bwillson@nahu.org
Megan Caputo	VP of Corporate Programs	202-808-0635	mcaputo@nahu.org
Robert Holst	Dir. of Human Resources & Finance	202-595-3699	rholst@nahu.org

MEMBER RELATIONS

Illana Maze	Sr VP of Member Relations, Tech & Ops	202-595-3604	imaze@nahu.org
Bob Tretter	VP of Marketing & Recruitment	202-595-7564	btretter@nahu.org
Ulla Boshigt	Director of Member Relations	202-595-7563	uboshigt@nahu.org
Dianne Sautkulis	Sr Manager of Corporate Relations	202-595-7566	dsautkulis@nahu.org
Robin Moore	Assoc Manager of Member Relations	202-595-7562	rmoore@nahu.org

GOVERNMENT AFFAIRS

John Greene	VP of Congressional Affairs	202-595-3677	jgreene@nahu.org
Christopher Hartmann	VP of Congressional Affairs	202-595-3697	chartmann@nahu.org
Marcy Buckner	VP of Government Affairs (Reg 5, 6, 8)	202-595-7589	mbuckner@nahu.org
Anthony Perez	Director of HUPAC/Dir of Congress'l Affairs	202-808-0675	perez@nahu.org
Dan Samson	Director of Policy Engagement	202-595-3678	dsamson@nahu.org
Husni Abdelaziz	Director of State Affairs (Reg 1, 2, 3, 4, 7)	202-595-3684	habdelaziz@nahu.org
Dan Parker	Government Affairs Coordinator	202-808-0651	dparker@nahu.org

PUBLIC RELATIONS

Kelly Loussedes	Sr VP of Public Relations	202-595-3074	kloussedes@nahu.org
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COMMUNICATIONS

Martin Carr	Vice President of Communications	202-595-0724	mcarr@nahu.org
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EDUCATION

Farren Baer	Sr VP of Education	202-595-0796	fbaer@nahu.org
Alexandra Moyle	Director of Professional Development	202-595-0798	amoyle@nahu.org
Dagmar Byrnes	Sr Manager of Education Operations	202-888-0832	dbyrnes@nahu.org

MEETINGS

Kathleen Cochran	VP of Meetings	202-595-7518	kcochran@nahu.org
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2019-2020 NAHU Committees/Council & Liaisons

COMMITTEE	CHAIR	VICE CHAIR	BOT LIAISON	STAFF LIAISON
LEGISLATIVE	JESSICA WATTS	SCOTT WHAM	--	MARCY BUCKNER
MEMBERSHIP	KEVIN TROKEY	DAVID SMITH	--	BOB TRETTER
AWARDS	ROSANNE WOLFE	PAT STIFFLER	ERIC KOHLSDOFR	BROOKE WILLSON
CHAPTER & LEADERSHIP DEV	CERRINA JENSEN	KEITH WALLACE	DANE RIANHARD	BROOKE WILLSON
FINANCE	KELLY FRISTOE	LAURA FIRESTON (AT LAGE MEMBER)		JENNIFER MURPHY
GOVERNANCE	JIM STENGER	--	ERIC KOHLSDORF	BROOKE WILLSON
HUPAC	CATHY COOPER	TERRY ALLARD	PAT GRIFFEY	ANTHONY PEREZ
LPRT	VALERIE CRAMER	YUN CHALIF	ERIC KOHLSDORF	BROOKE WILLSON
MEDIA RELATIONS	SUZY ALBERTS	DEBORAH STOCKS	KELLY FRISTOE	KELLY LOUSSEDES
NOMINATIONS	RUSTY RICE	--	--	BROOKE WILLSON
PERSONNEL	RUSTY RICE	--	--	--
PROFESSIONAL DEVELOPMENT	JILL PEDERSEN	SUSAN RIDER		FARREN BAER
VANGUARD COUNCIL	MARK FOX	SUE WAKAMOTO	ERIC KOHLSDORF	HUSNI ABDELAZIZ



NAHU

Regional Vice President Position Descriptions & Responsibilities

Position Description: A RVP is a member of the NAHU Board of Trustees representing one of eight geographic regions and is elected for a two-year term of office. Each RVP represents national interest in coordinating all activities affecting NAHU in the specific region from which elected.

- The **RVPs coordinate with Executive Committee Members** responsible for specific area of interest that will have regional representation (i.e., awards, bylaws, etc.).
- Each **RVP should form a “Regional Executive Committee”** which is a team of volunteers who serve in various functions at the regional level. At least 30 days prior to the National Convention, the President, with the advice of the committee chair, the RVP and other appropriate officers, will appoint the regional committee chairs. The incoming committee chair and RVP will choose a person(s) who they feel will be able to perform all the duties of the position and make a recommendation no later than 60 days prior to the National Convention. Only active members of NAHU in good standing may serve as regional committee chairs. The decision of the President will be communicated to the RVP, Committee Chair and to the appointed Regional Chair. The **Regional Executive Committee** which consists of two types of members: **Regional Chairs** and **Representatives**.
 - **Regional Chairs serve two functions:**
 - 1) They are representatives or liaisons to a specific NAHU committee for that region. For some committees the regional chair may not be the same as the regional representative. It is imperative in these cases that the chair and representative have a good working relationship.
 - 2) Along with working with the committee or committee liaison, chairs also have a regional committee comprised of state and/or local chapter counterparts for that specific area of interest.

Chairs consist of:

- ◆ Regional Membership Chair (*member of NAHU Membership Council)
 - ◆ Legislative Chair (*member of the NAHU Legislative Council)
 - ◆ Professional Development Chair
 - ◆ Media Relations Chair
- **Regional Representatives serve one function: They either represent the Region on a specific NAHU committee or work closely with the committee’s regionally appointed liaison.** Generally speaking there is no regional committee formed for these specified NAHU national committees. Regional Representatives consist of:
 - ◆ Awards Committee Regional Chair
 - ◆ Chapter Leadership and Development Committee Regional Chair



- ♦ Vanguard Council Liaison
- ♦ HUPAC Regional Representative

The specific responsibilities of the RVP are:

- **Maintain up-to-date status on all chapter leaders, programs and problems;** must know what is going on. See that a communications link exists between Local, State, Regional and National leaders; be the key person in that communications link!
- **Establish one state coordinator in each state** who will assist in knowing activities ongoing in the state. In states with a state association, the president of that association would be a good person for this role.
- **Participate in monthly RVP meetings** and discuss issues in the region. Report achievements since last Board report, plans for the future, requests for assistance, problems and recommended solutions.
- **Represent NAHU** at chapter conferences and other meetings within the region.
- **Help develop and implement** membership campaigns, promote all NAHU-sponsored designations, and other professional development programs as needed.
- **Conduct at least one regional meeting per year** (invitational) for all state and local association leaders including presidents and presidents-elect and include the regional chairs and their state and local chapter counterparts as well as regional representatives or liaisons to NAHU committees.
- **Conduct regional sessions** at the Annual Convention, Capitol Conference, and other NAHU meetings where asked.
- In conjunction with all other RVPs, **evaluate current NAHU programs and activities**, and recommend to the Board of Trustees activities and procedures that will make NAHU more effective.
- **Ensure that all chapters within the region are operating in accordance with the scope and intent of the NAHU bylaws, and NAHU policy and procedures.**
- **Assist in formation of new chapters.** Develop a plan for establishing new chapters and priority for implementation. Set realistic goals for the year.
- **Operate within the constraints of the current budget**, and prepare a proposed regional budget for the following fiscal year.
- **Identify and cultivate potential NAHU leaders.**



The Crucial Role of the Regional Vice President

The role of the NAHU Regional Vice President is at times the most challenging while also one of the most rewarding and important roles of any leader within NAHU. While this has always been true, it is particularly true in times of change. Our regions and individual behaviors are successfully diverse, and with your help our working together captures the best that NAHU has for the association at large.

I want take this opportunity to also thank you for your professionalism and the steadfast way that each of you has stepped up to changes affecting our members in recent years, while also recognizing and balancing the overall needs of the association. As an RVP you also find you are on one hand cheering on our chapters and members while simultaneously and personally supporting those who have been negatively impacted with significant legislation and regulations. Not everyone is able to take on such a role and each of you has shown dignity and class throughout.

Through all of this I've also witnessed a commitment to finding new leaders as you travel from one event to another. That is such an important step in keeping the NAHU future alive and vibrant. When we think about the way that we and others have stepped up to leadership, often it starts with just a kind word and a simple recognition of talents or efforts that stand out from others. It's such a simple thing to do and very often we see those people blossoming into new leadership roles simply because they were acknowledged by their RVP.

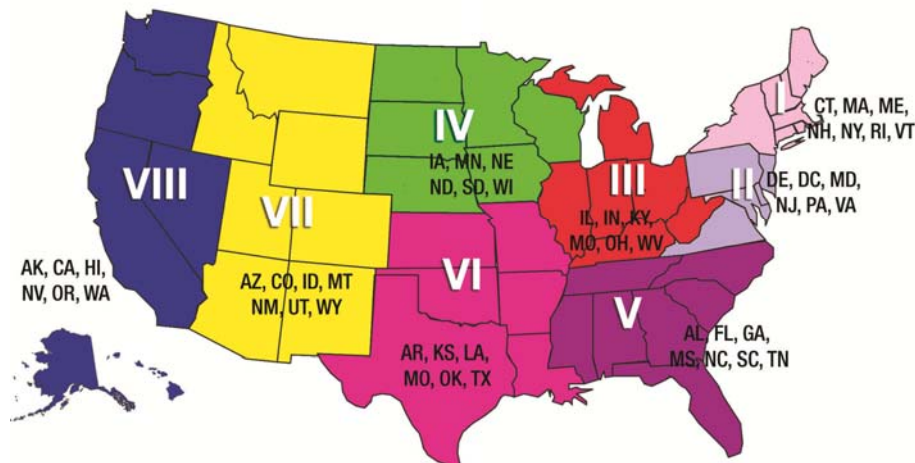
As I am writing this in October of 2019, my personal feeling is that this will be a positive and pivotal year for NAHU, and I'm particularly proud to be serving alongside each of you as we continue to navigate through the days ahead.

My pledge to each of you as the NAHU President this year is to always allow your input to be heard, as we continue to work together for the benefit of our members and the consumers they represent nation-wide.

Thank you,

Pat Griffey

Pat Griffey, CSA, RHU, ChHC, REBC
2019–2020 NAHU President



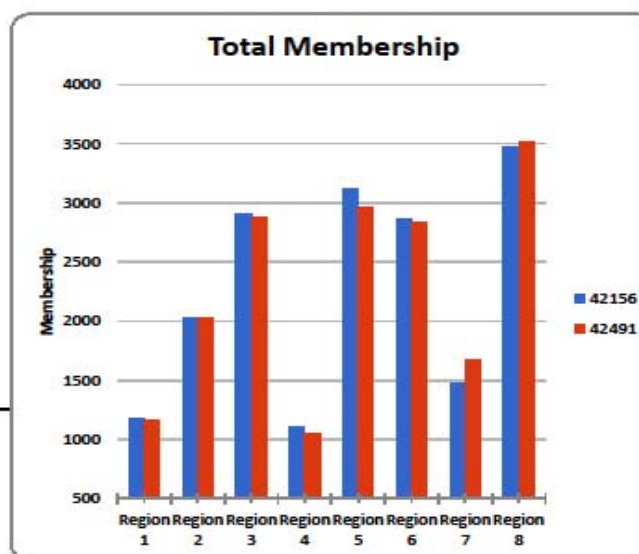
Sample Dashboard Page

The RVP dashboard is provided monthly to show where each region is in a variety of areas such as regional budgets, membership recruitment and retention, HUPAC contributions as well as call notes and other pending items. The information is updated by and sent to the RVPs prior to the monthly calls.

Total Membership			
	Starting Data		YTD
	6/1/15	5/1/16	Increase
Region 1	1,174	1,163	-0.94%
Region 2	2,029	2,034	0.25%
Region 3	2,901	2,883	-0.62%
Region 4	1,108	1,045	-5.69%
Region 5	3,116	2,962	-4.94%
Region 6	2,865	2,841	-0.84%
Region 7	1,482	1,677	13.16%
Region 8	3,470	3,522	1.50%
TOTAL	18,145	18,127	-0.10%
YTD Growth #		-0.10%	

Historical Information			
	8/1/15	9/1/15	11/1/15
Region 1	1,172	1,151	1,150
Region 2	2,022	2,018	2,024
Region 3	2,870	2,878	2,869
Region 4	1,090	1,080	1,074
Region 5	3,078	3,062	3,049
Region 6	2,850	2,888	2,885
Region 7	1,450	1,452	1,703
Region 8	3,426	3,468	3,619
TOTAL	17,958	17,997	18,373
Growth #	-1.03%	0.22%	2.09%

	12/1/15	3/1/16	4/1/16
Region 1	1,148	1,158	1,154
Region 2	2,022	2,044	2,047
Region 3	2,831	2,840	2,851
Region 4	1,073	1,073	1,049
Region 5	3,002	3,011	2,983



Regional Committee Chair/Representative Descriptions

Regional Membership and Retention Chairs: The Regional Membership and Retention Chairs (RMC/RET) sit on the NAHU Membership Council that is chaired by the NAHU Membership Chair (a voting member of the NAHU Board of Trustees). The RMC and RET work closely with the Membership Council to develop new membership recruitment opportunities within the Region.

At the same time, these individuals are expected to be a resource to the state and local membership chairs in helping them to evaluate their membership numbers and working with the NAHU membership staff. The NAHU Membership Council meets monthly via video conference as well as at the Annual Convention and Capitol Conference. The RMC and RET are expected to take an active role at the annual Regional Leadership Conference by conducting working sessions on membership recruitment and retention. The regional budget should include a modest amount of funding for these regional chairs to conduct monthly teleconferences with their state counterparts. The RMC and RET ideally should have a modest budget to attend the Annual Convention.

Regional Legislative Chair: The Regional Legislative Chair (RLC) sits on the NAHU Legislative Council, which is chaired by the NAHU Legislative Chair, who is a voting member of the NAHU Board of Trustees. While a total of eight legislative chairs serve on the national legislative council, they serve along with several other at-large membership who oversee specific issues (federal, state, LTC, senior, NAIC, etc.). RLCs get a lot of support from NAHU's government affairs staff and are expected to help coordinate resources within the states for both policy and grassroots work. For example, if a state needs assistance on a specific legislative issue, they can call upon their RLC for assistance or to see that staff is coordinated to assist at the state level. RLCs hold monthly teleconferences with their state counterparts and also participate in monthly NAHU Legislative Council conference calls. They have a modest budget that helps with the cost of attending Capitol Conference and the Annual Convention. This position is selected via an application process.

Professional Development Chair: The Professional Development (PD) chair sits on the NAHU Professional Development Committee, which is chaired by the NAHU Professional Development Chair, who is a voting member of the NAHU Board of Trustees. The regional PD chair helps get NAHU's focus on making agents more professional through education and training. The PD Chair attends monthly committee calls, helps review proposals for educational programs to be introduced at the state and national levels and may also conduct monthly state chapter teleconferences with a report on what is going on in the association at the educational level. This position is selected via an application process.

Media Relations Chair: The Media Relations Committee's role is to encourage the development and local implementation of state and local media relation plans. The Media Relations Committee supports the state and local programs with training, guided implementation and resources. The region may employ face-to-face, telephone and web-based training, strategic planning, and impact monitoring. The first task for regionally-assigned media chairs is to secure state and local media chairs in the region. This position is selected via an application process.

Regional Chapter Leadership and Development Chair: The Chapter Leadership and Development (CLD) Committee holds monthly calls. The regional chair helps chapters with their leadership development, chapter operations, and chapter management. This person will work with the committee to identify and

create chapter tools. And, will work closely with the Regional Vice Presidents to help them understand the chapters' needs and available resources. The chair will also assist with the planning of and attending the annual Leadership Forum at Capitol Conference. They will communicate, communicate, communicate with state and local chapter leaders. This position is selected with the input of the RVPs and incoming committee chair.

Regional Awards Chair: This person serves as a member of the National Awards Committee and assists in the review of the annual awards applications and the judging of the submitted national awards applications. The judging generally takes place in late April following the April awards submission deadline. The cost of attending the judging weekend is covered in NAHU's budget. The RVP may ask the Regional Awards chair to assist in presenting, collecting and judging regional awards and or presenting information to state and local chapters about applying for awards and such. The National Awards committee holds monthly conference calls and the regional chair is expected to participate in all meetings of the committee. The regional awards chair also participates in the presentation of the awards at the Annual Convention. This position is selected with the input of the RVPs and incoming committee chair.

Regional HUPAC Representative: The Regional HUPAC Representative sits on the HUPAC Board of Directors and votes on matters involving the raising and disbursement of national (federal) PAC funds. At the regional level, the PAC chair helps coordinate fundraising at the state and local levels to keep funds coming into NAHU's federal PAC, HUPAC. Fundraising efforts need to be improved to make our presence better known in Washington, DC. Requests for HUPAC funds for local (in district) fundraising events will come through our Regional PAC chair. They have a modest budget and are expected to attend NAHU's capitol conference. The HUPAC Board meets monthly via teleconference.

LPRT Representative: The LPRT Committee has monthly calls. The committee recognizes health insurance producers whose skill and experience have placed them among the most successful sales professionals in the industry, as measured by new sales and a maintained book of business. The committee sets and reviews the criteria for qualification and proposes means of publicly recognizing qualifiers. It has a special event at Annual Convention. The regional chair is responsible for participating on the monthly committee calls as well as the monthly RVP calls to update the regional and chapter leaders of the LPRT activities and events. To serve the chair must be a current LPRT qualifier. This position is selected via an application process.

Vanguard Council Representative: The Vanguard Council has monthly conference calls to discuss the needs of young agents in the industry and identify ways that NAHU and its state and local chapters can address those needs. There are Vanguard Council-sponsored events/programming at Annual Convention and Capitol Conference. The events typically are fund-raisers, but there may also be networking events available too. This position is selected by the incoming Vanguard Council chair.

Details regarding the selection process for each committee and council are below.

Regional Committee Selection and Service Table

COMMITTEE	SELECTION PROCESS	LENGTH OF TERM & TOTAL SERVICE
LEGISLATIVE	APPLICATION	1 YEAR, MAX 4 YEARS, NOT INLCUDING 1 YEAR FOR CHAIR & VC SVC
MEMBERSHIP	APPLICATION	1 YEAR, MAX 4 YEARS, NOT INLCUDING 1 YEAR FOR CHAIR & VC SVC
AWARDS	RVP RECOMMENDATION	1 YEAR, MAX 4 YEARS, NOT INLCUDING 1 YEAR FOR CHAIR & VC SVC
CHAPTER & LEADERSHIP DEVELOPMENT	RVP RECOMMENDATION	1 YEAR, MAX 4 YEARS, NOT INLCUDING 1 YEAR FOR CHAIR & VC SVC
FINANCE	P&P 95-03-EX – PRESIDENT APPOINTMENT	1 YEAR
GOVERNANCE	P&P 95-06-CMT – PRESIDENT APPOINTMENT	2 YEARS, MAX 4 YEARS, NOT INCLUDING 1 YEAR FOR CHAIR & VC SVC
LPRT	APPLICATION	1 YEAR, MAX 4 YEARS, NOT INLCUDING 1 YEAR FOR CHAIR & VC SVC
MEDIA RELATIONS	APPLICATION	1 YEAR, MAX 4 YEARS, NOT INLCUDING 1 YEAR FOR CHAIR & VC SVC
ELECTIONS	RVP RECOMMENDATION	1 YEAR
PERSONNEL	P&P 08-10-EX	1 YEAR
PROFESSIONAL DEVELOPMENT	APPLICATION	1 YEAR, MAX 4 YEARS, NOT INLCUDING 1 YEAR FOR CHAIR & VC SVC
RVPS	ELECTED	2 YEAR, MAX 4 YEARS
VANGUARD COUNCIL	CHAIR SELECTED/RVP RECOMMENDATION	1 YEAR, MAX 4 YEARS, NOT INLCUDING 1 YEAR FOR CHAIR & VC SVC

All committee member selections, except where defined differently by the Bylaws or a P&P, are subject to the agreement of the President and the approval of a BOT vote.



RVP Annual Budget

Submitting Requirements

The NAHU Bylaws require that an annual budget be prepared and approved by the Board of Trustees no later than November 1 of each year.

Each year the Treasurer chairs a Budget meeting comprised of the BOT and key staff. This meeting is typically held in September or October.

Soon after an RVP's term of office begins in July, you are contacted by the CFO and Treasurer about submitting an initial budget. The current procedure is the RVPs have a general discussion about the budget, budgeting process and Year-to-Date (YTD) financials during their August RVP teleconference. Concurrent with that teleconference an RVP budget template is provided along with historical expense and income information. Following the August teleconference, each RVP is asked to formulate a regional budget for the upcoming year and propose that budget in the provided template. *A copy of the Regional Budget Template is included in this document.* The RVP's proposed budget should be submitted using this template no later than August 31 or as requested by the CFO and Treasurer.

In completing the budget template, the RVP has a number of considerations for possible expenses and income sources. Remember this: each region is a part of NAHU and is NOT a separate entity BOTH financially and operationally. The RVP has a responsibility to oversee the Regional Budget and to consult with the BOT if there are changes proposed to that budget after it has been adopted as part of the total NAHU budget.

With regard to regional meeting costs, two areas are important: estimating any income from this meeting (i.e. registration fees and sponsorship fees) and the cost of holding the meeting (food, beverage, facility rental, transportation of regional and national leaders or staff, etc.). All of these items are provided in more detail in a Regional Meeting Budget which you should develop along with NAHU's Vice President of Meetings and the CFO.

At the fall BOT budget meeting, all budgets are brought together into the master NAHU budget where they are adjusted until a balance budget is produced. As a voting member of the BOT, the RVP is expected to attend that meeting, provide documentation and/or rationale behind the regional budget request and vote on the final proposed budget or parts thereof.

Important to remember about the Regional Budget

Some of the Regional Chairs/Representatives (Legislation, Membership, Chapter Development, Awards) may have funds available to them from the respective national committees. These funds are generally to cover some of their travel expenses to and from either Annual Convention and/or Capitol Conference. The national committee funds are not eligible for expenses related to in-region meetings.

The cost of a regional chair or representative to hold teleconferences or travel within the region must be budgeted in the regional budget. This includes travel to the regional meeting or for pre-approved travel to visit with a state or local chapter for a specific reason related to that chair's responsibility. The RVP has the oversight for how these regional funds are used and may transfer funds from one line item to another within the regional budget so long as the overall regional budget is not exceeded as approved.

As an RVP, you have a responsibility to think about NAHU as a whole and not just within your region. Budget decisions and expenditures should always consider the good of the entire organization and how it affects our overall strategic plan. If you have a question about a budget matter, consult first with the CFO, Treasurer or the CEO/Executive Vice President.



SAMPLE REGIONAL BUDGET WORKSHEET

NATIONAL ASSOCIATION OF HEALTH UNDERWRITERS
2019 BUDGET

REGION # _____

Category	Amount
RVP Travel	\$0
Regional Meeting Income	\$0
Regional Meeting Expense	\$0
Other Expenses	\$0

Grand Total: \$0

RVP Travel	Air	Hotel	Mileage	Meals	Total	\$0
Fill in Chapter Name					\$0	
Fill in Chapter Name					\$0	
Fill in Chapter Name					\$0	
Fill in Chapter Name					\$0	
Fill in Chapter Name					\$0	

Regional Meeting Income					
Sponsors	Number	Cost	Total		\$0
Platinum			\$0		
Silver			\$0		
Bronze			\$0		
Registration	Number	Cost	Total		\$0
Early			\$0		
Standard			\$0		
Late			\$0		
Advertising	Number	Cost	Total		\$0
1/2 Page			\$0		
Full Page			\$0		
Special Events	Number	Cost	Total		\$0
Dinner			\$0		
Tour			\$0		
Program			\$0		
Total Income					\$0

Regional Meeting Expenses		
Speakers	Total	\$0
Fees		
Travel		
Hotel		
Gifts		
Hotel	Total	\$0
Food & Beverage		
Rooms		
Audio/Visual		
Other	Total	\$0
Badges		
Copies		
Program		
Support Services		
Miscellaneous		
Total Expenses		\$0

Regional Meeting Net Profit (Loss) \$0

Other Expenses	Description	Amount	\$0
Regional Chair Travel			
Awards			
Scholarships			
New Chapter Funds			
Other			



Chapter Visits

State Board Meetings: Try to attend one per year – more if they are close to you and you can easily get there. If an association has an annual retreat or conference, do what you can to be there, either as a speaker or goodwill ambassador for NAHU.

Local Meetings: Local meetings should only be attended at the request of the local association president. While all associations are important, budget expenditures should be used to get you in front of the largest amount of members so NAHU's message can reach the greatest number of people.

Visits

What do you bring?

- ◆ Enthusiasm and Inspiration
- ◆ Positive attitude
- ◆ Information regarding NAHU activities and successes
- ◆ Confidence
- ◆ Commitment
- ◆ Leadership

You are an ambassador, advisor, and strategist all rolled into one. Most of all, you are a cheerleader!

What do you do for them?

- ◆ Listen
- ◆ Acknowledge them on things they are doing well. Remember that they are the lifeblood of NAHU and they are the ones who should be recognized for work well done.
- ◆ Share with them how to do things better. The Guide to Leadership is an excellent resource.
- ◆ Promote NAHU activities and programs and promote the association you are visiting.
- ◆ Take immediate action on problems. Have someone at NAHU (either staff or volunteer) call to 1) find out if a problem exists and 2) correct the situation if needed. If a situation cannot be remedied during your visit, initiate action and follow up with everyone to ensure that the communication is completed.



RVP Meeting Considerations & Suggestions

RVPs are responsible for planning two meetings each year. These meetings are the regional meetings that take place at Capitol Conference and Annual Convention and the Regional Leadership Conference.

The following are some pointers for the meeting planning process. The preparation outlined should make the planning a meeting a little easier.

Meeting Profile:

Careful planning begins with a meeting profile. Properly developed, it will help you establish the critical objectives necessary to ensure a successful and productive meeting.

- ◆ Clearly define the purpose of your meeting.
- ◆ Identify attendees' expectations and needs.
- ◆ Select a date and draft a rough meeting schedule.
- ◆ Determine the registration fee that supports the meeting budget and is affordable for the attendees.

Accommodating Attendees:

Accommodations and special services can influence the attitude of your attendees:

- ◆ Estimate the number of attendees, the number of the rooms and the number of nights.
- ◆ Anticipate special equipment requirements – audio, visual, and registration.
- ◆ Have an agenda for each attendee – including times and locations.

Scheduling:

Once a Regional Leadership Conference is scheduled, a detailed proposed budget for this meeting must be submitted (in advance) to the CFO and Treasurer for review and approval.

How time is organized at the meeting has a major effect on its overall success.

- ◆ Determine subjects to be covered and necessary time for each.
- ◆ Select functions designed to enhance meeting objectives and promote social interaction among attendees.
- ◆ Keep in mind the meeting planner's adage: "The mind absorbs what the seat can endure."
- ◆ Prepare a daily function schedule which details the times, number of attendees and type of room setup for each day before calling prospective meeting sites.

Making Inquiries:

With a completed profile and function schedule, you're ready to start contracting prospective meeting sites.

- ◆ All negotiations boil down to space, rate, and dates. Before entering negotiations, prioritize your needs, wants and desires – and never negotiate away your needs.
- ◆ Visit the hotel yourself if possible. Inspect the facilities, sample the food, and evaluate the service.
- ◆ Review your profile and function schedule with the sales representative. Provide the sales rep with all pertinent information about your meeting – its purpose, special food functions, unusual meeting activities and special audiovisual (a/v) equipment needs.
- ◆ Inquire about other groups meeting in the hotel at the time you're considering. This can help you avoid conflicts of interest.



- ◆ Ask about room setup and equipment rental charges.
- ◆ Ask about dates you have planned for your meeting. You may want to change them to take advantage of special rates during off or shoulder-season.

Meeting Room Logistics:

Good theatre and meetings have a lot in common. To produce a memorable meeting the setting is crucial.

- ◆ Consider the need for a head table, podium (standing or tabletop) and microphones
- ◆ Safety is a major concern – think about accessibility and proximity to emergency exits.
- ◆ Your hotel rep can help you determine the best setup for your meeting based on your expected meeting activity, A/V, programs, and number of attendees and physical movement

Troubleshooting:

- ◆ Low ceilings can be claustrophobic and interfere with A/V projection
- ◆ Mirrors can distract
- ◆ Pillars can obstruct
- ◆ Chandeliers may block A/V projection
- ◆ Portable walls aren't noise proof

Food & Beverage:

Don't underestimate the importance of F&B functions at your meetings – they're crucial part of the entire ambiance. Meals and reception are an accepted part of attending an off-site meeting and they're not something attendees are willing to surrender without a struggle. The mind set behind this is simple – meetings are special. Attendees are taken away from home and office, so they at least expect to be well fed. Where the emphasis is clearly on business, there's an element of reward in return for a hard day's work. Also, keep in mind the cost of the food and beverage and determine, it can add up.

Food & Service Considerations

- ◆ Allow adequate time for meals.
- ◆ Ethnic foods can be inexpensive and fun.
- ◆ Estimate the number of people to be fed.
- ◆ Clarify the hotel's guarantee policy (most require final guarantees 48 to 72 hours prior to the function).
- ◆ Reduce guarantee at breakfast by a few percentage points per day.
- ◆ Using plates at a reception will cause attendees to turn it into dinner – if you're looking at saving money, use napkins instead.
- ◆ Buy hors d'oeuvres on a per hundred basis (5-8 pieces per person at a one hour reception).
- ◆ Don't allow the hotel to replenish without your approval.
- ◆ Remember tax and gratuity charges.

Beverage Service Considerations:

- ◆ Determine how many bartenders you will need to serve your group.
- ◆ Don't plan a lengthy cocktail reception without food.
- ◆ Remember to include gratuity, tax, setup and bartender fees.
- ◆ Close bar on time and don't announce last call.



Speakers:

- ◆ Consider scheduling the speaker when he/she is working another meeting in your area so expenses can be shared.
- ◆ Have the speaker do more than one session in your program. The fee will be less than the cost of two speakers. Plus, you'll save on travel expenses.
- ◆ Encourage speakers to share their slides.
- ◆ Look to your membership for topic experts.
- ◆ Get a sponsor to pay your speaker expense.

General:

- ◆ Limit who can sign the master account.
- ◆ Get everything in writing.
- ◆ Refer to your budget continually.

Role of Staff at Regional Leadership Conference (RLC):

Staff is available to help the RVP with the planning of the meeting and to speak at the meeting. However, the cost of having staff travel and attend the meeting is a regional budget item and cost that must be considered. NAHU does not budget for staff to attend these events.

Aside from participating in a RLC and/or assisting the RVP in planning the meeting, the RVP can call upon staff to advice or research other issues for the region.

In general, RVP's is encouraged to work with the NAHU staff as a "team". The regional meeting is a valuable service of NAHU for its member and leaders.



NATIONAL ASSOCIATION OF HEALTH UNDERWRITERS

POLICY & PROCEDURES

POLICY TITLE:	Regional Conference Revenues and Expenses
CLASSIFICATION:	Finance
POLICY NUMBER:	03-01-F
MOTION:	Ryan Thorn
DATE APPROVED:	June 20, 2012
AMENDED:	June 24, 2016
SUNSET DATE:	2019

PURPOSE: To give guidance and direction regarding the revenues and expenses for Regional Conferences and to ensure that the RVP fully understands the options and responsibilities available.

POLICY: Each RVP will decide whether to use the services from NAHU National Office in conjunction with their Regional Conference or if the RVP will work exclusively without any services or assistance from NAHU National Office. The RVP will ensure that the Letter of Acknowledgement, Understanding and Acceptance along with the Region Conference Budget Template are both completed and returned to NAHU staff within seven days past Capitol Conference and/or no less than 120 days before the event.

PROCEDURE:

1. RVP to use the services and assistance from NAHU National Office

- A. RVP will work with the staff at NAHU National Office for any of the following (but is not limited to any of these)
 - online registrations
 - conference location/hotel/facilities
 - contracts with all vendors
 - liability coverage for the conference
 - speakers/ vendors, online advertising for the conference, sponsors
 - all profits and/or losses (after expenses) may be split 50/50 with the Host Chapter and NAHU
 - an updated financial status will be given to NAHU during the months preceding the conference from the RVP or Host Chapter.
- B. NAHU reserves the right to advise and/or help manage all revenues and expenses associated with the conference.
- C. The final accounting should be completed and sent to the CFO within two weeks of the conference.
- D. Any profits and/or losses will be reviewed by the Finance Committee.
- E. After the Finance Committee has reviewed the final accounting, a reimbursement check will be issued to the Host Chapter or any other designee the RVP specifies.

2. RVP to handle all responsibilities of the conference exclusively without the assistance of NAHU

- A. RVP to notify NAHU of decision to host Regional Conference exclusively without the assistance from NAHU at least 3 months prior to date of Conference.
- B. It is fully understood that the RVP and Host Chapter will assume all responsibilities for the conference agenda and content.
- C. It is fully understood that the Host Chapter will assume all financial responsibilities and liabilities for the conference.



- D. The Host Chapter will secure all necessary event and liability insurance coverage for the conference.
- E. NAHU National Office will have no involvement in the planning, preparation, implementation, securing vendors/speakers, or have any part in the conference including but not limited to online registrations and promotion except to list the conference's dates, location, contact information and a web link to the conference promotional flyer in the Events section of the NAHU website under the tab titled "Regional Conference".
- F. It is understood that all profits or losses derived from the conference will be assumed by the Host Chapter.
- G. The RVP will determine how profits and/or losses are distributed.
- H. NAHU will not reimburse attendees for registration fees.

FINANCIAL IMPACT: Depends on level of NAHU involvement, as NAHU will share equally 50/50 all profits if they are involved in any manner for the Regional Conference. However, NAHU may also incur a loss that would be shared equally 50/50 with the Host Chapter.



Regional Conference Revenues and Expenses P&P (03-01-F)

Letter of Acknowledgement, Understanding & Acceptance

REGION: _____ RVP Name: _____

Event Date: _____ Host Chapter: _____

We, the undersigned, **acknowledge** the receipt and review of the NAHU Policy and Procedure (P&P) #03-01-F which outlines the two options available for the financing of the Regional Leadership Conference.

We **understand** there are two options available to the Host Chapter as outlined in the P & P.

We **accept** that should our intent be “to handle all responsibilities of the conference with limited assistance from NAHU” (Option 2), all net profits or **losses** derived from the conference will be assumed by our chapter.

Option Chosen:

___ #1 RVP to use the services and assistance from NAHU National Office, or

___ #2 RVP and Host Chapter to handle all responsibilities of the conference with limited assistance from NAHU

RVP Signature Date

Host Chapter President Date

Host Chapter Treasurer Date

NAHU National Treasurer Date

*Please return this signed document to Brooke Willson
within seven days past Capitol Conference but no less than 120 days before the event.*



Blue Chip Award

Blue Chip Award

This award recognizes the regions that meet the minimum point threshold of 1,500 points based on specific criteria in the following areas; NAHU-sponsored events, Management of Regional Activities, Membership and Retention growth, Awards and LPRT qualifiers, and participation of the region at national meetings.

Region of Excellence

This award honors the highest scoring Blue Chip Award winner in the large region category (2,500+ members) and the small region (1-2,500) category.

Application

A majority of the application is completed by the National office. Check with your regional Awards Chair to determine what information you will need to document.



NAHU Travel and Business Expense Guidelines

NAHU has a Policy & Procedure (P&P) that guides the expense reimbursement process. That P&P is listed below.

NATIONAL ASSOCIATION OF HEALTH UNDERWRITERS POLICY & PROCEDURES

POLICY TITLE: Travel and Entertainment Policy for NAHU Volunteer Leadership
POLICY NUMBER: 98-01-F
AMENDED: June 20, 2012, February 17, 2015, March 2018, December 17, 2018
SUNSET DATE: 2021

PURPOSE: To define the policies for travel and entertainment by members of the NAHU Board of Trustees, its committees, task forces, advisory groups and subsidiaries and others traveling at NAHU expense for meetings where attendance has been requested or required. Each member is reminded that NAHU's image can be best served by the use of restraint rather than extravagance in spending the Association's (and therefore the members') money, and that attendance and involvement in activities associated with NAHU sponsored events is expected. An individual cannot be reimbursed more than 100% of their actual expenses from any source. Finally, any reimbursement should only be made available to volunteer leaders who have been active participants in the calls and work of their respective committee.

POLICY:

1. Travel for NAHU volunteer leaders must be budgeted, authorized and funded in the NAHU annual budget.
2. Attendance/Participation Expectations. Since the primary purposes of attendance and participation in these events is to learn, participate and promote NAHU in a positive manner, when a volunteer leader either (1) confirms attendance and subsequently fails to attend these meetings without giving the NAHU President reasonable notice, or (2) fails to participate in scheduled events within those meetings, NAHU does not gain any overall value in the Volunteer Leader's attendance and such expense shall not be reimbursed.
 - A. Failure to provide adequate notice of a Volunteer Leader attending an event that is funded in whole or in part by NAHU may result in the need of that individual to reimburse NAHU for expenses incurred (including waived registration fees) and paid by the Association.
 - B. Failure to participate in scheduled events, specifically those outlined in the procedure below, shall result in a Volunteer Leader's loss of right of reimbursement of expenses by NAHU.
3. Eligibility for Reimbursement or Waiver of Registration Fees. To qualify for reimbursement of travel expenses (if available) or eligibility for waived registration fees, volunteer leaders must attend 75% of the conference calls (or have no more than two excused absences) from July 1 until the month before the event and be present at both the committee meeting (if applicable) and, if serving in a regional capacity, the regional breakout session held at the meeting.
4. Expense Reimbursement Limitations. When traveling on NAHU business, the following expenses are eligible for reimbursement:
 - A. Single hotel room rate and tax.
 - i. For Convention, Capital Conference, budget or board meeting, this will be billed to the NAHU master account when attending an NAHU function.
 - ii. For other travel, the cost of the single hotel room rate shall be for a standard room only, and if event is held in a NAHU-sponsored event with a host hotel, then only for expenses incurred at the host hotel.
 - iii. Additional room charges (upgrades, computer/fax equipment charges, movies, etc.) and incidentals will be the responsibility of the volunteer leader.



- B. Transportation.
 - i. Airline transportation – economy fare only.
 - 1. Airline tickets may not be charged directly to NAHU’s account unless specifically authorized by NAHU’s Chief Financial Officer.
 - 2. All airfare shall be, where feasible, purchased at least twenty-one (21) days in advance of the beginning of any scheduled meeting.
 - 3. Airport parking will be reimbursed at the lowest parking rate.
 - ii. By car – Will be reimbursed at 50% of the IRS standard, plus applicable toll charges (provide all toll receipts or copy of E-Z Pass monthly statement). Mileage requests need to be detailed, including to/from what city and number of miles. Reasonable parking fees may be submitted in addition to travel expense. Total mileage reimbursement will be limited to reasonable economy airfare between destinations.
 - iii. By cab or private car service – permitted for destinations within a single urban area only, and not to be used for travel between cities. Receipts required for all cab or private car service fares.
- C. Meals. NAHU will not reimburse for meal expenses incurred by an authorized individual traveling on NAHU business, except that up to \$50 per day in meal costs may be reimbursed if the volunteer leader does not incur any other expense for reimbursement for that day.
- D. Expenditures on Members. NAHU funds are not to be used to host non-budgeted meal functions or other events, or to purchase non-budgeted gifts, whose purpose is recognition or appreciation for NAHU members, volunteers or representatives.
- E. Baggage. The association will reimburse the expense for excess baggage only if the excess is due to Association business material essential to the trip.

PROCEDURES:

- 1. Implementation and administration of this P&P shall be the responsibility of the NAHU Treasurer, the Finance Committee, and the NAHU Executive Vice President (or staff as may be assigned)
- 2. All expense requests must be submitted using the standard NAHU expense reimbursement request form, which must include dates, business purpose and individuals involved for all travel and/or entertainment, and shall include receipts. All expense reimbursement requests must be received by NAHU headquarters within 60 days from the date incurred. Requests received after 60 days will require approval by the Finance Committee. The form should include a statement that notes that the individual cannot be reimbursed more than 100% of their actual expenses from any source, including other chapters.
- 3. When submitting non-travel related expenses, all receipts must be included, with an explanation of the purpose of the expense. NAHU officers or committee members invited to NAHU chapter-sponsored events (sales symposia, regional meetings, legislative conferences, etc.) to serve in an official capacity should not be charged registration fees by the sponsoring chapter. The NAHU officer or committee member should clarify this with the chapter prior to the event.
- 4. NAHU volunteer leaders attending in a non-official and non-budgeted capacity will not be reimbursed for their expenses.

FINANCIAL IMPACT: More efficient use of NAHU resources for meetings and events.



Submitting Expenses for Reimbursement:

The appropriate NAHU Expense Reimbursement form must be used in submitting expenses. This document is located on the Board of Trustees Web Portal.

Expense forms are submitted to the NAHU National Office to the attention of the CFO.

Each individual must submit his/her own expense form.

You will need to provide original documentation/receipts for any submitted expense reimbursement request. Reimbursement will not be made without appropriate and complete documentation. If the documentation has been lost or destroyed, a detailed explanation of this and the expense must be submitted.

Expense Approval: No person can approve his/her own expenses. All approving officials must sign the expense form.

CEO/Executive Vice President: Can approve all expenses that fall within the scope of pre-approved budget guidelines. If an expense is questionable, the CEO/EVP will coordinate the expense with the appropriate RVP.

CFO or NAHU Treasurer: Reviews the expense forms submitted by the CEO and any questionable expense submitted by others that have not been resolved.

President: Reviews all questionable expenses that cannot be resolved by the CEO, CFO or Treasurer.

Travel**Making Travel Arrangements**

You are responsible for making your own travel arrangements to an NAHU-sponsored event or meeting. Travel itineraries for national events or meetings should be communicated to the National Office for immediate reimbursement. In some situations, train travel may be the more economical way to reach your destination. You are expected to plan your travel in the most economic means.

Personal Vehicle: Use of a personal car on trips over 500 miles requires prior approval. Reimbursement will be at the then-approved mileage rate (check with the CFO), plus tolls and parking. Maximum reimbursement cannot exceed the cost of the lowest round trip coach class airline ticket available **AT THE TIME THE RESERVATION IS SCHEDULED TO BE MADE** on a 21-day or 7-day advance purchase basis.

Ground Transportation:

Limousine/Bus Service: Regularly scheduled bus or limousine service is usually available to shuttle passengers between the terminal, major hotels and the downtown area. NAHU encourages you to use this service whenever possible.

Taxi: The use of a taxi is not justified when another less expensive form of public or hotel transportation is available.

Auto Rental: Use of a rental car requires prior approval. It must be justified as business or economic need and not as a matter of personal convenience.



Parking: If you need to park your car at an airport, bus or train station, the parking expense is reimbursed from the day of departure to the day of return. If the trip was combined with personal travel, only that portion of the expense that is applicable to the NAHU trip will be reimbursed.

Meals: NAHU will not reimburse for meal expenses if you are submitting a reimbursement request for your hotel or other travel related expenses for that day. If you are submitting for food only, there is \$50 per day available.

Miscellaneous

Registration Fees: Conference or Association meetings are eligible for consideration for reimbursement. You should check with the approving official to see if the expense is appropriate.

Spouse Expense Reimbursement: With few exceptions, there is no reimbursement for spouse expenses when the spouse accompanies the traveler. Any expenses such as additional room cost, meals, etc., incurred on the spouse's behalf, and are included on supporting documentation, must be subtracted prior to submitting the expense for reimbursement.


Non-Reimbursable Expenses: Some expenses incurred while travelling or otherwise engaged on NAHU business are not reimbursable. These include but are not limited to:

- ◆ Personal entertainment
- ◆ Magazines, greeting cards, etc.
- ◆ Beauty/Barber shop or shoe shine
- ◆ Dry cleaning or laundry
- ◆ Baby-sitter fees or child care
- ◆ Personal phone calls or faxes
- ◆ Non-budgeted gifts
- ◆ Alcoholic beverages
- ◆ Airline clubs
- ◆ Movies
- ◆ Purchase of dress wear and accessories
- ◆ Frequent flyer upgrades
- ◆ Kennel charges
- ◆ Cost of lost airline ticket



SAMPLE EXPENSE REIMBURSEMENT REQUEST FORM

The actual form can be downloaded from the Board of Trustees Web Portal.

	NATIONAL ASSOCIATION OF HEALTH UNDERWRITERS 1212 NEW YORK AVENUE, SUITE 1100 WASHINGTON, DC 20005 ATTN: FINANCE DEPARTMENT
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IMPORTANT - PLEASE SUBMIT WITHIN 15 DAYS OF EXPENSE

Name or Check to be Made Payable to (Please Print):	Dates Covered:
Mailing Address:	
Committee:	Position:
Meeting Attended:	

TRAVEL ITINERARY

From:	To:	Date:
From:	To:	Date:

ATTACH ORIGINAL RECEIPTS ONLY

DATE								TOTAL
Mileage (Use half of Federal rate)								
Airfare								
Hotel								
Meals								
Transportation								
Gratuities & Other*								

Account Code			TOTAL EXPENSES: LESS ANY ADVANCE or DONATION TO THE NAHU EDUCATION FOUNDATION: NET REIMBURSEMENT:
Amount			

*Explanation of Other Expenses: _____

Date Submitted: _____ Signature: _____

Approval: _____ Region _____



SUGGESTED SWEARING-IN PROCEDURE for NEW OFFICERS AND TRUSTEES (DIRECTORS)

ADMINISTERING THE OATH

Person administering the oath tells the assembled membership that this ceremony is the most important of all association functions. It places the responsibility and authority of leadership upon these elected officials and establishes a bond of commitment between them and the membership.

To the new officers and trustees/directors

“Please stand as your name is called, take your place in front of the head table, and face the assembled membership. If you are seated at the head table, please rise and stand in place behind your chair.”

To membership to

“hold applause until the swearing in ceremony is completed.”

Slowly and clearly reads the names and offices they will hold, allowing enough time for the individual to be recognized, and is careful not to let their name or office run into the next introduction.

PLEDGE OF THE MEMBERSHIP

To the membership,

“As a member of the _____ Association of Health Underwriters, will you pledge your support and encouragement in helping these officers and trustees/directors about to be installed? If so, please signify by saying, I will.”

“Thank you. Please be seated.”

SWEARING IN

To the new officers and trustees (directors):

“As this membership has just pledged their support to you, do you pledge to fulfill your individual responsibilities in representing the _____ AHU, the _____ state AHU (if appropriate) and the National Association of Health Underwriters; and to conduct yourselves in the best interest of the membership and the consumers they serve? If so, please signify by saying I will.”

CONCLUSION

“Let me congratulate and wish each of you every success possible.”

Leads membership in applauding the new officers and trustees (directors). When applause begins to die down, gives a sign to the officers and trustees (directors) that they may return to their seats.

