



2019 COMMITTEE POLICIES AND PROCEDURES

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The following basic policies and procedures have been developed to ensure consistency and continuity in the quality of administration of the chapter. These policies and procedures should be reviewed annually and updated as needed to meet the needs of the association.

Executive Committee Responsibilities

We, the CHAHRM executive committee, recognize our members are our most important assets and our performance reflects upon each of them and our chapter. Our executive committee is dynamic and diverse, and we will treat each other with respect and dignity. We are committed to developing and mentoring our chapter and each other. We strive to recognize, reward and address behavior to ensure consistency throughout the chapter. We are committed to modeling the type of behavior that drives superior outcomes for a successful and thriving chapter.

As the executive committee, we pledge to:

- ◆ Commit to our assumed position and execute duties as responsibilities as defined in the position descriptions.
- ◆ Be familiar with and follow bylaws of the association.
- ◆ Attend annual conferences.
- ◆ Call-in for a minimum of 4 committee meetings, annually.
- ◆ Respond directly to the sender of emails and provide input.
- ◆ Delegate to another chapter member if unable to attend meetings and/or conferences.
- ◆ Respond to requests and deliver on chapter commitments and to respect prior work commitments of others.
- ◆ Give and receive feedback in a constructive and caring manner and address concerns directly with the person(s) involved.
- ◆ Seek to understand and to value others' point of views.

Annual Leadership Goals & Objectives

Each executive committee member will participate in setting annual goals and objectives that are consistent with the chapter's mission, values and bylaws.

- ◆ Accomplishments of previously-established goals and objectives, as well as development of new goals and objectives will be reviewed by the executive committee each year.
- ◆ Upon review and approval of the vice president, the goals and objectives of all executive committee members for the next year will be published in the Spring Newsletter for that year.

- ◆ The president will report on the accomplishments and status of previously-established goals in the winter newsletter for that year.

New Member Process

- ◆ Membership director receives request and sends prospective member an email welcoming them as a new member. If applicable, information is provided regarding any payment required.
- ◆ Once payment has been confirmed, new member is provided with website password and other information to familiarize them with CHAHRM and membership benefits.
- ◆ New member information is to the active member listing.

Member Renewal / Non-Renewal Process

- ◆ Membership and communications directors coordinate the distribution of annual membership renewal correspondence and process.
- ◆ If renewal payment is not received by December 31st, the membership director will notify the communications director, or update themselves, to remove member from the active to non-active member listing.

Email Distributions

- ◆ At least three email lists will be maintained in the chapter's database system; one for members only, one for non-members, and one for vendors/sponsors/business partners. The non-member email list will include addresses for non-renewing members, non-members who register for CHAHRM events, and non-members whose addresses are available through other sources.
- ◆ The chapter will distribute emails routinely to members for a variety of purposes. Primarily, email notices will be used for notifications of job openings, to distribute the chapter's newsletters, to communicate with members regarding membership and renewal processes, and to distribute surveys to membership on various human resources topics. It is important to note that any survey questions/responses should not include specific information regarding compensation pay rates, percentages, etc. that might constitute an anti-competitive/anti-trust violation.

Record Retention

- ◆ The chapter is responsible for and will maintain records and/or documents for maintaining and documenting the storage and destruction of our chapter's documents and records.
- ◆ Records will be maintained for 3 years following the event.
- ◆ Chapter documents and records are maintained in the executive section of the webpage and managed by the Secretary.
- ◆ Chapter membership information is maintained in the current platform; currently, Constant Contact and is owned by the communications director.
- ◆ All chapter members are required to honor the following rules:

- Paper or electronic documents are maintained by CHAHRM executives;
- All other electronic documents will be deleted from all individual computers, data bases, networks and back-up storage after the chapter member is no longer on the committee(s);
- No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation; and
- No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards.

ASHHRA Membership Vouchers

- ◆ CHAHRM occasionally receives free ASHHRA memberships that can be awarded to our members. These memberships will be first distributed to the president and vice president, if not already a member, or thereafter to any other member of the executive committee, as voted and agreed upon. If none of the executive committee needs the membership, then a random drawing will occur at the spring conference and awarded to the selected member.

Speaker Fees

- ◆ Members: We expect CHAHRM's members to support the organization; therefore, no registration fees, speaker fees or other conference/seminar expenses will be covered. Exceptions to this policy must be approved by the executive committee and may be based on CHAHRM's needs, available resources, and event sponsorship.
- ◆ Non-members who are not vendors: CHAHRM will pay any applicable speaker fees or other expenses as approved by the executive committee. Registration to the conference is not covered; however, meals just prior to or following the presentation will be provided to the speaker.
- ◆ Non-members who are vendors: CHAHRM does not expect to pay any registration fees or expenses for presenters who are marketing goods or services to CHAHRM members. Exceptions to this policy must be approved by the executive committee and may be based on CHAHRM's needs and available resources and event sponsorship.

Registration Fees

- ◆ If an individual registers and pays for a session, then cancels attendance with a fourteen-day or more notice of the conference, refunds will be provided. A participant substitution may also be provided rather than a refund.
- ◆ If an individual is registered and not paid and cancels with fourteen-days or less, he or she will be billed for the registration fee.

Sponsorships

- ◆ Sponsorship opportunities with Business Partners will be available for each conference. Sponsorships will be outlined in an annual sponsorship packet by the business partner director. Sponsorships are limited and will be granted on a first-come, first-served basis.

Financial Management

- ◆ The treasurer, president and president-elect are authorized signers on bank account, with access to the online accounts. These individuals will periodically review the online accounts, specifically the expenditures. The CHAHRM president will annually document the names and positions of the officers with such access and review financial responsibilities in a memo.
- ◆ A bank reconciliation report will be reviewed by the executive committee on a quarterly basis.
- ◆ The treasurer will email invoices to the president and vice president which are in excess of \$5,000 to seek secondary approval to pay. Payments will not be issued until at least two of the authorized officers have approved. Documentation of the approval will be kept in the annual invoices file.
- ◆ The treasurer will complete an internal audit of finances and provide a full report at the end of each year for the executive committee review.
- ◆ An external audit will be initiated by the treasurer at the direction of the executive committee.