

## **POLICIES AND PROCEDURES**

### PURPOSE:

To provide and promulgate Wyoming Environmental Health Association operational guidelines, and assist with a smooth transition as the officers of the Association change.

### BACKGROUND:

Consistent with the National Environmental Health Association and International Association for Food Protection in strongly endorsing and diligently pursuing an open management policy and seeking a high degree of participation from its members, this manual attempts:

- A.) To provide consistency in operation and management of the organization.
- B.) To encourage and expedite participation.

### PROCEDURE:

- I.) The president shall assure that the Executive Council is advised annually of the status of the manual, i.e. its completeness, necessary revisions, current activity, etc.
- II.) Any member may advise the President of specific areas requiring attention and may recommend ad hoc working groups, committees, etc. for developing or revising manual components.

## OFFICERS

PURPOSE:

To administrate the affairs and business of the association.

POLICY:

The Executive Council consists of the President, President-Elect, Secretary, Treasurer, and immediate Past President. It shall conduct the business of the association between annual meetings. The specific function and responsibilities of the Executive Council shall include:

- I.) Meet a minimum of four times a year.
- II.) Conduct an audit prior to the election of new officers. (See page 22 for audit procedures).
- III.) Present a report of the activities of the WEHA to all association members at the annual meeting.
- IV.) Be the only voting members at the Executive Council meetings. All association members may attend and participate in the general discussion at Executive Council meetings.
- V.) To establish committees, as needed, by majority vote.

PROCEDURE:

- I.) **PRESIDENT** – The President in the chief executive officer of the organization; is responsible in conjunction with the Executive Council, to provide direction, organization, and evaluation of the association; presides over the executive council; is also a member of the Council of Delegates in NEHA; and must be a NEHA member. Specific functions and responsibilities include:
  - A.) Promoting WEHA goals and objectives;
  - B.) Representing WEHA to the members, the public, political, professional, educational, and other groups;
  - C.) Assist in coordinating WEHA and other groups;
  - D.) Promoting professionalism among members;
  - E.) Fostering and encouraging research, education, and training in environmental health fields;
  - F.) Conduct executive council meetings and business according to Robert's Rules of Order, Revised;
  - G.) Appoint committee chairs, task forces, and other groups as necessary;

- H.) Review all committee reports and certification of election results;
  - I.) Assure that all officers and committee chairs are functioning;
  - J.) Is entitled to vote by ballot and in all other cases where the vote would change the result; (example: ties, if a 2/3 majority is required);
  - K.) Countersigns checks with the Treasurer;
  - L.) Contacts delinquent members; and
  - M.) Disseminates NEHA and IAFP information to the membership.
- II.) PRESIDENT-ELECT – The President-Elect shall assist the President as assigned by the President and shall act in his/her absence. The major functions are to:
- A.) Coordinate and charge duties to all committee chairpersons in writing;
  - B.) Maintain the Official Calendar; (see page 18)
  - C.) Develop familiarity with the President’s duties and responsibilities;
  - D.) Countersign checks in the absence of the president;
  - E.) Circulate proposed additions and corrections to the By-Laws and Policies and Procedures to the membership; and
  - F.) Other duties as required.
- III.) SECRETARY – Official custodian of all documents, correspondence, and records of the Association. The major functions are to:
- A.) Record all meetings of the Executive Councils and the Annual Business Meeting. Tapes of meetings will be kept for a minimum of six months and will be accessible to all WEHA members;
  - B.) Provide a written transcript of the tapes; (Minutes are to be sent to each member of the executive council, committee chairs, and Newsletter Editor.)
  - C.) Keep NEHA and IAFP informed of the membership, changes of officers and notify NEHA and IAFP of official delegate;
  - D.) Develop and maintain a permanent historical record;
  - E.) Notify NEHA and IAFP of affiliate news and the recipient of the Outstanding Environmental Health Professional Award; and
  - F.) Maintain a schedule of all affiliate-related association’s calendars of events.

- IV.) TREASURER – The major functions are to:
- A.) Take custody of all funds, deposited in one or more repositories designated by the Executive Council;
  - B.) Make disbursements only by check, signed by the Treasurer and countersigned by the President;
  - C.) Submit financial statements to the membership at the annual business meeting;
  - D.) Bill members annually for WEHA dues;
  - E.) Provide quarterly, to the President, a list of all classifications of members in good standing, as well as delinquent;
  - F.) Provide an annual list of all classifications of membership to members, through the Directory;
  - G.) Inform the Editor of the Newsletter of any new members including sustaining and associate members; and
  - H.) Files nonprofit status annually;
- V.) IMMEDIATE PAST PRESIDENT – The major functions are to:
- A.) Be a member of the Executive Council;
  - B.) Provide advise through experience;
  - C.) Act as a parliamentarian during business and Executive Council meetings and be familiar with Robert’s Rules of Order, Revised; and
  - D.) In the absence of the President and President-Elect during a general meeting, shall assume the duties of President.

\* **NOTE:**  
August 2005

**At least two members of the Executive Council must be NEHA members.** Revised

## **NOMINATIONS AND ELECTIONS**

### PURPOSE:

To establish and promulgate specific activities relating to elections conducted by WEHA.

### BACKGROUND:

The ultimate authority for the association rest with its members, thus elections must be held periodically to select offices, consider modification to By-Laws and refer issues to the general membership. The annual meeting is the preferred mechanism to conduct the business of the association. Due to the widespread geographical location of members, it may at other times be more efficient to use mail ballots, election ballots and general ballots.

### POLICY:

Individual ballots shall be considered secret and confidential and shall be maintained as such. All election ballots will be tabulated by the nominations – elections committee, shall certify the results and notify the President in writing of the results. The results of all election mail ballots will be provided to the membership by the President through the newsletter and/or in writing within 30 days. All ballots shall be preserved by the secretary for a period of 60 days after the announcement of the election results and immediately thereafter shall be destroyed if there is no dispute.

### PROCEDURE:

- I.) ISSUES BEFORE THE MEMBERSHIP –
  - A.) Any matter may be brought before the general membership during an annual meeting or before the Executive Council during an Executive meeting for consideration.
  - B.) If the matter requires a vote by the general membership, a general ballot may, at the discretion of the Executive Council, be prepared by the Secretary and/or designee and mailed to the general membership, or be voted on at an annual meeting. General mail ballots will be; tabulated by the Secretary, certified by the Executive Council, presented to the President, and announced to the membership through the newsletter and/or in writing within 30 days. All ballots shall be destroyed as above in the POLICY statement.
  - C.) A simple majority vote is required to pass issues before the membership.
  
- II.) BY-LAW CHANGE –
  - A.) Amendments to the By-Laws may be proposed to the By-Laws/Resolutions committee by any member in good standing.

- B.) The By-Laws/Resolutions committee must submit to the Executive Council any proposed amendments to the By-Laws. The proposed changes shall be submitted to the general membership by a special written ballot or at the annual business meeting, providing the by-laws change(s) are submitted in writing to the membership at least two (2) hours prior to voting.
- C.) A 2/3 majority vote of the eligible ballots cast shall be required to change the By-Laws.

III.) POLICY & PROCEDURE CHANGE –

- A.) Amendments to the Policy & Procedure Manual may be proposed to the Executive Council by any member in good standing.
- B.) The By-Laws/Resolutions committee will give input to the Executive Council on the proposed amendment.
- C.) A majority vote of the Executive Council is required to pass changes to the Policy & Procedure Manual.
- D.) In the event the Policy & Procedure amendment is before the Executive Council during a general membership meeting, a majority vote of the attendees is required to pass the amendment.

III.) OFFICER SELECTION – The nominations/elections committee shall utilize the following format for selecting candidates for each office:

- A.) Any active member in good standing may be nominated for any office by a petition signed by at least two members in good standing. The petition must be accompanied by a statement signed by each nominee indicating their willingness to accept the office if elected and to resign any office then held in the association.
- B.) All petitions must be submitted to the chair of the nominations/elections committee at least 90 days prior to the annual meeting. An officer nominees' list will be announced in the next newsletter prior to the annual meeting. An absentee mail ballot with all officer nominees' names will be prepared within 60 days prior to the annual meeting.
- C.) Members who can not attend the annual meeting may request an absentee ballot from the nominations/elections committee but must return it to the committee no later than 45 days prior to the annual meeting.
- D.) The absentee ballot can not include any write-in votes.
- E.) No later than 30 days prior to the annual meeting, the ballots will be tabulated, recorded, and held for presentation at the annual meeting.
- F.) Offices will be elected at the annual meeting, from petitions as submitted above and with nominations accepted from the floor. Absentee ballots will be tabulated by the nominations/elections committee during officer elections and recorded.
- G.) A simple majority vote of the general membership is required to elect an officer.

- H.) In the event of a vacancy, a special election mail ballot will be held. The Executive Council may suspend the time limits. A vacancy in the office of Immediate Past President will be left vacant.
  
- I.) A special election mail ballot shall take no longer than 30 days to solicit and receive officer petitions, 5 days to prepare and mail a ballot to nominations/elections committee, 5 days to tabulate, certify, and notify the President in writing of results.

## COMMITTEE OPERATIONS

### PURPOSE:

To promote efficient organization and use of the committee process to accomplish the aims and goals of the Association.

### BACKGROUND:

Efficient organization and use of technical and administrative committees is essential for accomplishing a variety of routine and special tasks. Selection and designation of committee chairs and members bears directly on the effectiveness of the committees in accomplishing their responsibilities. Each committee must be given a specific well-defined charge and such additional instructions to allow the committee to understand and fulfill its objectives.

### PROCEDURE:

- I.) COMMITTEE RESPONSIBILITIES –
  - A.) Prior to educational conference, when the President-Elect takes office, he shall have **pre-selected** committee chairs and members. Early notification of charges to the committee is essential. Also, chairs must commit themselves promptly to diligent effort on behalf of their committee.
  - B.) It is the duty of the President-Elect to assign committee charges to the committee chairs.
  - C.) Any member desiring membership on any committee should notify the President 60 days prior to the annual meeting.
  - D.) Members selected or appointed to any committee must be in good standing within the Association.
  - E.) Each committee chair shall maintain a committee file, of the committee in a form and format which will permit smooth transfer to the succeeding chair so that continuity of committee activities can be maintained.
  - F.) Each committee chair shall submit a written annual report that will address the accomplishments of the committee and offer suggestions and improvements to the Executive Council at least 24 hours prior to the annual educational conference. Written committee reports shall be submitted and will be expected at each Executive Council meeting.
  - G.) The President is an ex-officio member of all committees and, therefore, must be notified of all committee meeting dates, times and places.

## COMMITTEES AND THEIR GENERAL FUNCTIONS

### PURPOSE:

To assist committee chairs with a description of the committees and their general functions.

### PROCEDURE:

- I.) The standing committees are: Awards, Nominations-Elections, Annual Educational Conference, Education (Food Safety / Pools & Spas / Child Care / Water-Wastewater), By-Laws and Resolutions, Public Relations, Legislative, Newsletter Editor, Library, Archives-Scrapbook and Membership.
- II.) General functions of the standing committees are outlines below:
  - A.) AWARDS COMMITTEE – is comprised of three former recipients of the Outstanding Environmental Health Professional Award. The committee will solicit nominations for awards from the association membership. Nominations must be submitted on award forms a minimum of 60 days prior to the annual meeting. Selections for award recipients will be made at least 4 weeks prior to the annual meeting and held in strict confidence until the awards are presented:
    - 1.) OUTSTANDING ENVIRONMENTAL HEALTH PROFESSIONAL AWARD - any voting member of WEHA is eligible for this award when recommended on an awards form by another voting member. The recommendation should include:
      - a.) Performance of assigned duties and job description.
      - b.) Cooperation with fellow workers and peers.
      - c.) Willingness to take constructive criticism and offer the same to others in a tactful manner.
      - d.) Educational background including special training or education.
      - e.) Published documents or articles written or presented by the nominee relating to his/her profession.
      - f.) Outline the areas in which the candidate has made a significant recognizable contribution to WEHA.
      - g.) Recommendations should be signed by the individual or individuals recommending the candidate.
    - 2.) ARTHUR WILLIAMSON AWARD – Arthur Williamson was director of water quality before the Department of Environmental Quality became an agency. He did outstanding work in the State of Wyoming from 1960 throughout the 1970's. He was a well educated and versed engineer working worldwide with the Centers for Disease Control on catastrophes in foreign countries, while always promoting public health. The criteria for a nomination of this award includes the same information as outlined for the Outstanding Environmental Health Professional except:
      - a.) Recipient need not be a member of our organization.

- b.) Candidate must be a person who has performed exemplary accomplishments in the Environmental Health Field. (i.e.: water and wastewater field work was admirably administered by Arthur Williamson for so many years.)
  - 3.) NEHA CERTIFICATE OF MERIT – is presented to the recipient of the Outstanding Environmental Health Professional Award. This award is presented at the NEHA annual conference.
  - 4.) DONKEY-TAIL AWARD – is a humorous award presented to any member of the association who is recommended in writing on the award form by another member. The written recommendation should include an account of an actual humorous incident which occurred during the year while in the line of duty.
  - 5.) NANCY RIEKE AWARD – The recipient has done exceptional work in food safety education. The Nancy Rieke Award is in honor of Nancy Rieke who began her employment with WY Department of Agriculture, Consumer Health Services, in Worland on August 1, 1990 until April 30, 2001 when she was taken from us by a heart attack at the age of 39. Nancy was a very active member of the Wyoming Food Safety Coalition and loved to teach food safety.
  - 6.) Other awards as determined necessary by the committee or the Executive Council may be given.
- B.) NOMINATIONS – ELECTIONS COMMITTEE – shall follow the procedure outlined in pages 6 & 7 of this Policy and Procedure Manual.
- C.) ANNUAL EDUCATION COMMITTEE – The purpose of the Annual Educational Committee is to provide education to Environmental Health Professionals. The AEC Committee shall plan the annual educational conference to include the following:
- 1.) Set the specific dates, place, and fees of the upcoming Annual Educational Conference. The Executive Council shall review the tentative plans for the Annual Educational Conference.
  - 2.) Negotiate contractual arrangements for all hotel and meeting facilities, including lodging and exhibit space.
  - 3.) Coordinate with the previous years committee chair.
  - 4.) Coordinate all advertising and mailings.
  - 5.) Utilize procedure specifics (see Section 12 of this Policy & Procedure Manual). (Pages 23 & 24).
- D.) EDUCATION COMMITTEE - The Education Committee shall plan and implement any educational programs, seminars and/or workshops as deemed necessary. The Executive Council will serve as the Education Committee, appointing members to administer fields of study including, but not limited to:
- 1.) Food Safety
  - 2.) Swimming Pools, Spas & Similar Installations
  - 3.) Day Care

4.) Small Water and Wastewater Systems

The purpose of the Education Committee is to provide continuing education to Environmental Health Professionals and Industry. This committee's duties will include:

- a.) Deciding what training will be facilitated.
- b.) Setting the specific dates, place and fees of upcoming educational opportunities. All money transactions will go through the Treasurer.
- c.) Negotiating contractual arrangements for meeting facilities; securing audio-visual equipment.
- d.) Coordinating with any potential connecting agencies, professionals and industry.
- e.) Soliciting and confirming speakers by letter.
- f.) Coordinating advertising and mailings, including listing on the web site and newsletter.
- g.) Sending thank you letters to speakers and sponsors (if applicable).

E.) BY-LAWS AND RESOLUTIONS COMMITTEE – This committee oversees the written By-Laws and Policies & Procedures of WEHA, including:

- 1.) Review the By-Laws and Policy & Procedure Manual, suggesting or soliciting any changes which would be beneficial to WEHA.
- 2.) Solicit resolutions for the annual educational conference. All resolutions recommended by the committee shall be submitted to the membership at least 60 days prior to the annual meeting, providing that resolutions may be introduced from the floor by the membership at least two hours prior to voting.
- 3.) Procedures for voting on By-Laws shall be followed as outlined on page 7 of this Manual under “By-Law Change.”
- 4.) Procedures for voting on Policy & Procedures shall be followed as outlined on page 7 of this Manual under “Policy & Procedure Change.”

F.) PUBLIC RELATIONS COMMITTEE – duties of this committee include the following:

- 1.) Report newsworthy items of public health significance to the public media and/or in the Newsletter.
- 2.) Promote publicity for WEHA activities throughout the states news media.
- 3.) Promote all classifications of membership in WEHA.

G.) LEGISLATIVE COMMITTEE – duties include:

- 1.) Keep WEHA informed of the current status of legislation involving the environmental health field.
  - 2.) Provide information for the revision of current health related regulations.
- H.) NEWSLETTER EDITOR – The Newsletter Editor is a standing position of the Wyoming Environmental Health Association and as such, shall be appointed by the President, subject to approval by the Executive Committee. Duties include:
- 1.) Solicit articles for the WEHA Newsletter.
  - 2.) Publish the Newsletter bi-annually
  - 3.) Maintain the professional quality of the Newsletter.
  - 4.) Publish the sustaining members' ads with each bi-annual Newsletter.
  - 5.) Publish the official calendar of events.
  - 6.) The editor is expected to use editorial discretion and tact in reviewing articles and editorials that will focus on the promotion and improvement of WEHA.
- I.) LIBRARY COMMITTEE – duties include:
- 1.) Maintain a current library materials list. The list and those materials shall be stored at the chair's place of business. The materials list shall be made available upon request.
  - 2.) Upon request of a WEHA member, provide materials within a reasonable time period and document those requests and postage costs.
  - 3.) Seek out and obtain new materials for the benefit of the membership as allowed by the budget and at the discretion of the Executive Board.
  - 4.) Ensure all materials are marked as property of WEHA.
  - 5.) Submit an annual report of all activities to the Executive Board at the AEC.
  - 6.) Maintain a binding library agreement with the Colorado Environmental Health Association (CEHA).
- J.) ARCHIVES – SCRAPBOOK COMMITTEE – All records will be maintained to show the history of the association. Duties include:
- 1.) The chair shall maintain the archives and scrapbooks at their place of business and must make available upon request.
  - 2.) Photos, records, documents, awards, etc. shall be placed in the archives when received.
  - 3.) The scrapbooks and awards shall be taken to the annual educational conference for reminiscing.
  - 4.) Submit an annual report of all activities to the Executive Board.

K.) MEMBERSHIP COMMITTEE – As stated in the By-Laws, membership may consist of the following: Active, Student, Honorary, Associate, and Sustaining. Duties of this committee include:

- 1.) Maintain a current list of members in good standing.
- 2.) Solicit any potential new members.
- 3.) Collect dues for the Treasurer.
- 4.) Send a welcoming packet to new members.
- 5.) Provide the membership list to the Newsletter Editor and Executive Council.

## **CONDUCT OF BUSINESS MEETINGS**

### PURPOSE:

To establish a protocol for the conduct of business meetings of the association, Executive Council and annual meeting. Orderly conduct helps assure full participation by the membership.

### POLICY:

All business shall be conducted during either the annual meeting of the general membership or Executive Council meetings.

### PROCEDURE:

- I.) Notification to the general membership of an annual meeting shall be made by the Executive Council at least 30 days prior to the meeting.
- II.) All business meetings shall be conducted according to the Robert's Rules of Order, Revised. The parliamentarian may be the immediate past president or appointed by the president.
- III.) Meetings of the Executive Council shall be called, when necessary, by the President or at the request of a majority of the membership of the Executive Council.
- IV.) An agenda listing proposed items of business will be prepared by the President or presiding officer prior to the meeting. Agenda items may be submitted to the President by any member in good standing.

## **OFFICIAL CALENDAR**

### PURPOSE:

To provide for development and maintenance of a calendar of important events and significant dates of interest to the Association, and to assist in coordinating, planning, accomplishing, and promoting the work of the Association.

### POLICY:

The President-Elect shall maintain an official calendar for use by all members of WEHA.

### PROCEDURES:

- I.) Calendar events to be included:
  - A.) Annual Meeting
  - B.) Executive Council Meetings and Locations
  - C.) Nominations & Elections Committee meetings and deadlines
  - D.) Awards Committee meetings and deadlines
  - E.) Membership Renewal (01 January)
  - F.) Educational Courses
  - G.) Newsletter Deadlines
  - H.) Any national events of public health importance
  
- II.) Calendar will be updated from time to time by the Executive Council.

## **NEHA DELEGATE SELECTION**

### PURPOSE:

To establish protocol for designation of the delegate to the National Environmental Health Association Annual Education Conference and Business Meeting.

### PROCEDURE:

- I.) The President as a member of NEHA is recognized as the official affiliate delegate.
- II.) In the event that the President is not able to attend, an alternate who is a member of NEHA may be selected.
- III.) The process for selection of an alternate delegate will be appointment by the President with final approval of the Executive Council.
- IV.) If financially possible, the association will provide a stipend to help defray expenses of the delegate.
- V.) If a WEHA member is unable to attend another NEHA member may be selected as proxy for WEHA. The President of WEHA must submit a letter of proxy authority designating the delegate to the NEHA Executive Director.
- VI.) WEHA will pay up to and not to exceed half the amount to send a WEHA member as a delegate to the NEHA conference. The exact amount will be decided by the Executive Board upon submission of written request to attend.
- VII) WEHA will provide additional funding for the approved delegate to attend the NEHA conference from the NEHA AEC fund.
- VIII) The maximum amount available in the NEHA AEC fund is \$5000.00 at the end of the calendar year.

## **IAFP COUNCIL REPRESENTATIVE SELECTION**

### PURPOSE:

To establish protocol for designation of the representative to the Council for the International Association for Food Protection.

### PROCEDURE:

- I.) The representative for the Council shall be President or other authorized delegate from the Affiliate Association.
- II.) In the event the President is not able to attend, an alternate may be selected.
- III.) The process for selection of the alternate representative will be through the appointment of the Executive Council.
- IV.) If financially possible, the association will provide a stipend to help defray expenses of the delegate.
- V.) If a WEHA member is unable to attend another IAFP member may be selected as proxy for WEHA. The President of WEHA must submit a letter of proxy authority designating the delegate to IAFP Executive Director.
- VI.) WEHA will pay up to and not to exceed half of the amount to send a WEHA delegate to the IAFP conference. The exact amount to be decided by the Executive Board upon submission of written requests to attend.

## **SCHOLARSHIP FUND**

### PURPOSE:

To provide stipends for WEHA Members to attend conferences, meetings, seminars, symposiums, etc. which are beneficial to WEHA.

### POLICY:

There is a \$1500 scholarship funding for the purpose of stipends available per year, with a maximum stipend of \$750.00 per WEHA member per calendar year.

### PROCEDURE:

- I.) Applicants must include a meeting agenda, registration form, and a written explanation of how WEHA and the member attending will benefit.
- II.) All applications will be reviewed by the Executive Board prior to approval.
- III.) Following the conference, etc., a written report must be submitted for publication in the WEHA newsletter.

## **AUDITING**

**PURPOSE:**

To assure a complete accountability of WEHA funds.

**POLICY:**

To require an audit as deemed necessary and to make audit findings available to the Executive Council and the association membership.

**PROCEDURE:**

- I.) Executive Council may secure the services of a recognized and responsible accounting firm, where deemed necessary.
- II.) Executive Council will report the findings to the membership at the next annual meeting.

**PROCEDURES FOR WEHA SEMINARS****PURPOSE:**

To provide guidance and direction for all WEHA seminars. All or some of the items may pertain to your seminar. This is a generalized list of procedures.

**PROCEDURE:**

- I.) As chair, the first item of business is to choose a committee to help with the seminar. There must be at least 2 – 3 people on the Committee.
- II.) Choose the most reasonable tentative dates for the type of seminar to be offered.
- III.) Get bids from several locations. Include information on food prices for lunch and coffee breaks, as well as, meeting room and sleeping room rates.
- IV.) Once date and place are confirmed, have a written contract on all logistics; especially on prices and terms. Example: Requirement for a 48 hour notice on numbers for a luncheon or banquet, or WEHA may have to pay for extra servings.
- V.) Begin contacting speakers by letter. Also the industry should be contacted for participation such as a booth or as a registered guest. This will let the industry know what and who WEHA is and possibly get them to become sustaining members.
- VI.) Set prices to cover obvious expenses and allow extra for unexpected expenses. Get board approval for prices and program. Send copy of approved program to State DFS, UW, etc. for approval of clock hours of training. Submit a copy of program to NEHA for pre-approval of CEUs.
- VII.) Confirm speakers (include asking about equipment and transportation from the airport.)
- VIII.) Have program and speakers complete 90 days prior to the seminar and print programs. Estimate for plenty of programs to cover all areas.
- IX.) Once programs are in hand, distribute to DFS, WDH, WDA, and local health departments and any other pertinent agencies.
- X.) Send program to speakers and industry. Finalize logistics. Contact Public Relations committee chair to publish a press release for advertisement.
- XI.) Get packet items gathered from previous programs; if not available purchase items needed: pocket folders, note pads, nametags, WEHA stickers, pens, WEHA banner, etc. For some packet stuffers contact the local Chamber of Commerce and/or local businesses.
- XII.) If drawing for door prizes, contact local businesses or industry for donations. Use a WEHA board member to draw for the door prize.
- XIII.) As pre-registrations arrive, start packing packets including receipts and nametags. Ideally, packets should be stuffed a few days in advance of all materials that are available. Have a receipt book available and money for making change.

- IX.) Two weeks prior to the seminar, check the facility to ensure all logistics are correct such as food, coffee breaks, etc. If a facility is used that does not provide or offer food, consider donations from local businesses for coffee breaks.
- XV.) Get audio/visual equipment lined up.
- XVI.) The day of the seminar, have help at the registration table and for setting up audio/visual equipment, etc. All committee members should be available to help on this day.
- XVII.) After the seminar, get money and expenditure receipts to the Treasurer as soon as possible.
- XVIII.) Pay bills. (Make arrangements with the Treasurer.)
- XIX.) Send thank you letters to speakers, exhibitors and businesses that made donations.
- XX.) Make final report to the Executive Council.
- XXI.) Bring all material to the AEC to pass on to the next Chair.

**IMPORTANT: Keep all receipts for expenses including postage, copying, programs, supplies, etc. You will be reimbursed for expenses with a receipt.**

**“Good Luck”**

## **GIFT FUND**

### PURPOSE:

To provide a gift for bereavement, birth, or retirement of a member or an individual closely associated with W.E.H.A.

### POLICY:

The Board may send a plant, card, bouquet or donation to a desired charity as a gift with a maximum expense of \$50.00.

### PROCEDURE:

- I.) Members should bring all requests to a Board member. All Board members must be notified and a majority vote will decide if a gift is appropriate.
- II.) All gifts shall be sent by the President or Treasurer.
- III.) Bereavement gift shall be sent to the immediate family.