

## NATIONAL APIC CONFERENCE: FUNDING FOR OFFICERS/BOARD MEMBER ATTENDANCE

**Purpose:** To provide guidelines for funding of APIC Sierra Officers/ Board Member to attend the National APIC Conference.

**Scope:** Officers who plan to attend the National APIC Conference will be supported by the chapter as deemed applicable by the chapter board, when funding is available. The Chapter President will be fully funded to the National APIC Conference. The term fully funded does not imply unlimited funding but ensures an appropriate amount of monies will be budgeted and reimbursed to adequately cover registration, transportation and lodging. Reimbursement is not to exceed the amount budgeted, unless the chapter board approves additional funds on case by case basis. However, if the amount budgeted for a said officer is not used, that amount may be applied towards another attending officer. Additionally, if the funds allow APIC Sierra may budget for more than one officer to attend the National APIC Conference. Reimbursement for other officers may be as a fixed amount only or fully funded as decided during the annual budget review.

### Policy:

1. Within 60 days of confirming registration/attending the National APIC Conference, the individual will submit the appropriate receipts and check request to the Treasurer.
2. If it is identified that the said officer/board member will not be attending the National APIC Conference, then the budgeted funds shall be redistributed in the following order or priority:
  - a. President
  - b. President-Elect
  - c. Treasurer
  - d. Legislative Rep
  - e. Secretary
  - f. Past-President
3. Officers/members who receive reimbursement to National APIC Conference, must present a report to the chapter membership of the proceedings of the Annual Conference and/or Officer's Meeting if attended. The intent of providing funds is to benefit the organization, not a specific individual.

Policy Reviewed and Approved by APIC Sierra Board	Dates
<b>New (N), Reviewed and Revised (R/R), Reviewed only (R)</b>	1/7/11 (N), 3/16/12 (R/R), 12/5/19 (R), 03/15/2024 (R)