

## **Member Annual and Mid-Year Meeting Participation Funding & Expectation Guidelines**

**Funding Eligibility** – One representative from each regular member board or agency will be funded for registration, travel, lodging and incidental expenses to attend the NAB Annual and Mid-Year Meetings effective with the 2012 Mid-Year Meeting. If NAB is currently funding a member of your board who is serving in a leadership position or as a standing member of an examination committee who can serve as a voting delegate for your board, a second delegate from your board or agency will not be eligible for funding, unless he or she is an officer of the NAB. NAB officers have voting rights as members of the Board, thus are not considered as primary state delegates, therefore a second delegate will be eligible for funding in an officer's state.

**Designation of Representative** – Each state board or agency has the authority to designate a delegate. To foster continuity of representation and involvement, NAB encourages member boards and agencies to identify and ***appoint a delegate to serve on as consistent a basis as possible*** (a two year assignment is encouraged if possible). NAB recognizes that because of term limits a two year appointment may not be possible in all cases. NAB would also encourage a identification of an alternate delegate in the event of scheduling conflicts for your primary delegate. On an annual basis, the NAB Staff will contact each board/agency to confirm the delegate appointments.

**Expectations of participation** – It is required that each delegate funded by the NAB be present and ***participate throughout the entire meeting***, starting with the Wednesday afternoon forums, which begin at 4PM on Wednesday, ***through the Friday morning Board of Governors meeting***. Absence at the Wednesday afternoon forums may be excused if travel schedules do not allow for arrival at the meeting in time to attend the forums. The delegate will have the authority to represent the state board/agency as a delegate to the NAB Board of Governors meetings and to vote on any actions taken by the Board.

Delegates are expected to attend and actively participate in committee meetings (including examination committees if qualified and by invitation) of their choice; however, ***it is expected that delegates will select at least two standing committees they will participate in on a consistent basis***. Unexcused absence from full participation in NAB meetings for funded delegates will be reported to the respective state board or agency, with a request for replacement of the delegate.

Delegates will be encouraged to volunteer to serve as exam item writers (if qualified), to serve on committees (exam committees by invitation), task forces or workgroups.

Delegates will be encouraged to seek leadership positions as committee or task force chairs, vice chairs, facilitators of forums or as officers of the NAB as appropriate to meeting the eligibility criteria for such positions of leadership.

**Funding** – Funding will include meeting registration, travel, lodging and incidental expenses per NAB travel policy. Lodging will be funded for two nights (Wednesday and Thursday nights). Funding exceptions may be made for lodging on Friday night, should travel schedules prohibit the delegate from returning home on Friday following the Board of Governors meeting, or in the event that the delegate is requested to participate in special meetings outside of the normal Wednesday through Friday morning meeting schedule.

Air travel must be booked through the NAB authorized travel agent and approved by NAB staff within travel guidelines. Delegates will be expected to select the most economical carrier and schedule for travel to NAB meetings within reason. Only coach class travel is authorized. Rental cars must be pre-authorized by NAB staff.