



Policy Number:	07
Policy Title:	Perquisites Policy
Original date:	September 2012
Revision date:	April 2023

Purpose:

To provide guidance to members of the Board of Directors and others regarding perquisites for the Annual Conference Committee and reimbursement for conference speakers.

Policy/Procedure:

The following acts as a guideline for Conference Planning Committee member discounts and speaker reimbursements for the Annual Educational Conference. The Conference Planning Committee should use this as a guideline, keeping in mind the financial implications.

Annual Conference:

Position	Discount/Fee/Reimbursement	Required Action
NCAHQ Board Members	0 – 100% discount on annual conference registration fee	Inclusion in annual budget
Conference Planning Core Committee	0 – 100% discount on annual conference registration fee	Annual approval of NCAHQ Board
Conference Speakers	May include airfare/mileage, room and board for 1 night, rental car and speaker gift as negotiated with the speaker.	Conference planning chair to present prospective speaker fees and/or reimbursements to NCAHQ Board annually for approval if amount exceeds budget.