

**NATIONAL ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES**

POLICY TITLE: Regional Conference Revenues and Expenses
CLASSIFICATION: Finance
POLICY NUMBER: 03-01-F
MOTION: Ryan Thorn
DATE APPROVED: June 20, 2012
AMENDED: June 24, 2016
SUNSET DATE: 2019

PURPOSE: To give guidance and direction regarding the revenues and expenses for Regional Conferences and to ensure that the RVP fully understands the options and responsibilities available.

POLICY: Each RVP will decide whether to use the services from NAHU National Office in conjunction with their Regional Conference or if the RVP will work exclusively without any services or assistance from NAHU National Office. The RVP will ensure that the Letter of Acknowledgement, Understanding and Acceptance along with the Region Conference Budget Template are both completed and returned to NAHU staff within seven days past Capitol Conference and/or no less than 120 day before the event.

PROCEDURE:

1. RVP to use the services and assistance from NAHU National Office

- A. RVP will work with the staff at NAHU National Office for any of the following (but is not limited to any of these)
 - online registrations
 - conference location/hotel/facilities
 - contracts with vendors
 - liability coverage for the conference
 - speakers/ vendors, online advertising for the conference, sponsors
 - all profits and/or losses (after expenses) may be split 50/50 with the Host Chapter and NAHU
 - an updated financial status will be given to NAHU during the months preceding the conference from the RVP or Host Chapter.
- B. NAHU reserves the right to advise and/or help manage all revenues and expenses associated with the conference.
- C. The final accounting should be completed and sent to the CFO within two weeks of the conference.
- D. Any profits and/or losses will be reviewed by the Finance Committee.
- E. After the Finance Committee has reviewed the final accounting, a reimbursement check will be issued to the Host Chapter or any other designee the RVP specifies.

2. RVP to handle all responsibilities of the conference exclusively without the assistance of NAHU

- A. RVP to notify NAHU of decision to host Regional Conference exclusively without the assistance from NAHU at least 3 months prior to date of Conference.
- B. It is fully understood that the RVP and Host Chapter will assume all responsibilities for the conference agenda and content.

- C. It is fully understood that the Host Chapter will assume all financial responsibilities and liabilities for the conference.
- D. The Host Chapter will secure all necessary event and liability insurance coverage for the conference.
- E. NAHU National Office will have no involvement in the planning, preparation, implementation, securing vendors/speakers, or have any part in the conference including but not limited to online registrations and promotion except to list the conference's dates, location, contact information and a web link to the conference promotional flyer in the Events section of the NAHU website under the tab titled "Regional Conference".
- F. It is understood that all profits or losses derived from the conference will be assumed by the Host Chapter.
- G. The RVP will determine how profits and/or losses are distributed.
- H. NAHU will not reimburse attendees for registration fees.

FINANCIAL IMPACT: Depends on level of NAHU involvement, as NAHU will share equally 50/50 all profits if they are involved in any manner for the Regional Conference. However, NAHU may also incur a loss that would be shared equally 50/50 with the Host Chapter.