

National Professional Development Conference
Sponsorship Priority and Financing Policy
Adopted March 21, 2002; Update Approved March 7, 2006

Policy Objectives:

- To establish a fair and reasonable policy for selecting members to attend the National Professional Development Conference (PDC) at full or partial Chapter expense (sponsorship) to:
 - Advance Chapter leadership skills, knowledge and resources
 - Reward officers for Chapter contributions and achievements
- To finalize the budget for the PDC.

General Duties:

The President is responsible for proposing and the CEC is responsible for reviewing and approving the number of persons eligible for and the dollar amounts authorized for Chapter sponsorship to the PDC based on the needs, benefits, budget and financial status of the Chapter.

Established Priority for Chapter Sponsorship:

1. President-Elect
 - a. Current President (if the President-Elect is unable to attend)
 - b. President-Elect Designate (if both the President-Elect and Current President are unable to attend)
2. Incoming VP for Education and Programs
3. Chapter National Award Winners
4. Current President
5. President-Elect Designate
6. Incoming VP's of Membership and Certification (Tenured)
7. Other Chapter Officers (Tenured)
8. Others, selected and recommended by the President (this can include Chapter members serving as National Officers)

Each member above must first request funding for all or some of the PDC expenses from their employer and use available AGA National scholarships or other resources before they are authorized for Chapter sponsorship.

Other Considerations

To recognize the hard work and effort of those individuals that have served the Chapter, only those officers and AGA National award winners that have served the Chapter for more than one year in categories marked tenured above will be eligible for Chapter scholarships to attend the PDC. It will be the President's responsibility to determine the final list presented to the CEC for consideration. Exceptions may be made to this policy upon recommendation of the President and approval of the CEC.

PDC Donations:

Each year, as part of the Chapter's participation in the PDC, National requests that chapters donate a raffle item for the National Community Service Raffle. In addition, on site at each PDC, National solicits cash donations from chapters for the Chapter Challenge. The amount donated for these activities at the PDC is limited to the amount allocated in the Chapter budget.

National Professional Development Conference
Sponsorship Priority and Financing Policy
Adopted March 21, 2002; Update Approved March 7, 2006

Timeline

The following dates/meetings will serve as the timeline for the Chapter to prepare for PDC sponsorship and donations each year.

August:

- CEC adopts the budget for the new program year, including the PDC sponsorship and PDC donation allocations/appropriations.

By March 1st:

- The Budget and Finance Committee (BFC) recommends to the President a preliminary budget for PDC sponsorship and donations based on the current budget status and estimated TCTC profits.
- The Treasurer estimates the total costs associated with each person attending.
- Treasurer makes preliminary room reservations at PDC hotel. If the Treasurer does not want to use her/his credit card, they can work directly with incumbents per the PDC policy/award nominees to book as many rooms as needed and compose a list of reservation numbers

March CEC Meeting:

- The CEC reviews and votes on the proposed updated PDC budget.

By March 30:

- The President contacts the members eligible to attend (including potential alternates) based on the above priority list and other considerations to determine their interest in attending and their need for Chapter sponsorship.
- The interested members contacted by the President must request funding for the PDC from their employers on a tentative basis. In addition, they must respond to the President by the next CEC meeting and identify any potential other funding.
- The President develops a preliminary list of members for attending fully or partially on Chapter sponsorship and a preliminary total cost estimate. This preliminary total cost estimate should be based on net costs of those who will be recommended for Chapter sponsorship, the approved budget, and the potential AGA National awards, etc.
- President asks the BFC to review the proposed list.
- The Treasurer makes the hotel and conference reservations for the number of members tentatively sponsored by the Chapter, where appropriate. The attendees will make their own airline and other reservations, where the Chapter isn't responsible.

April CEC Meeting:

- President proposes the Chapter sponsorship list, with individual and total costs.
- CEC reviews, discusses and approves the total cost estimate and official and alternate sponsorship lists, subject to change based on the National awards not announced until after the April CEC meeting and other factors.

National Professional Development Conference
Sponsorship Priority and Financing Policy
Adopted March 21, 2002; Update Approved March 7, 2006

By April 30:

- AGA National announces the recipients of their awards.
- The President finalizes the proposed list based on the National awards information and notifies the members on the official list that they need to accept the Chapter sponsorship in time to take advantage of the PDC early bird registration discount.
- The President fills any sponsorship offer slots not accepted by the early bird registration date based on the priorities above up to the total dollar amount authorized by the CEC.
- Absolute deadline for commitments to go on full or partial Chapter sponsorship, regardless of all other factors, is by the PDC early bird registration deadline.
- Treasurer modifies room reservations as needed, cancels any unneeded reservation.