

# DISTRICT OF COLUMBIA METROPOLITAN AREA DIETETIC ASSOCIATION EVENT AND MEETING PLANNING POLICY

APPROVED, NOVEMBER 18, 2013

## RATIONALE FOR POLICY:

The District of Columbia Metropolitan Area Dietetic Association (DCMADA) is committed to providing qualified speakers and sponsoring seminars on food and nutrition issues for professional and community groups; conducting conferences to promote continuing education of its membership and allied health professionals; and functioning as a nutrition information resource. The following policy is provided to assist members of the Board of Directors (BOD) with successful event/activity planning and implementation. This policy will be utilized in conjunction with DCMADA's Purchasing Policy, Budget Policy, Sponsorship Policy, Communications, and General Expense Reimbursement Policy.

**When handling all financial matters, DCMADA expects individuals to exercise discretion and good business judgment, be cost-conscious and spend DCMADA's money carefully and judiciously, and to report actual expenses and provide required documentation.**

## POLICY AND PROCEDURES:

### FINANCIAL MATTERS

- 1) The Chairperson of the Event Committee must submit a Program of Work (available from the Treasurer) for the event by August 1<sup>st</sup> of each year. This will be approved by the Board of Directors when the budget is approved for the year. See DCMADA Budget Policy for more information.
- 2) Submitted expenses of up to 10% over the budgeted amount may be reimbursed by the Treasurer with no additional action by the Fiscal Affairs Committee.
- 3) Proposals for budget revisions (beyond a 10% overage) must be brought before the Fiscal Affairs Committee (FAC), and budget revisions must be approved by the Executive Committee by a majority vote or consensus.
- 4) Ticket sales for events should be done through EventBrite, or other comparable online registration. The Treasurer can assist the Committee Chairperson in setting up the EventBrite site and ensuring that the money collected is deposited into the appropriate DCMADA account.
- 5) If the Committee is handling cash at the event/activity, the following guidelines must be followed:
  - a. Always have the DCMADA Treasurer or at least two responsible DCMADA Board members handling cash.
  - b. A duplicate receipt pad must be available; the original receipt will become a part of official DCMADA financial records, and the duplicate copy must be furnished to the payee.
  - c. Whenever possible, use a secured or locked cashbox.
  - d. If expecting large sums of cash, contact the Treasurer to discuss possible security needs, such as having a locked cash box available onsite.
  - e. Count, track and record, and deposit money immediately following the event/activity.
- 6) All contracts with vendors and purchases must be arranged in accordance with DCMADA's Purchasing Policy.
- 7) The acceptance of all sponsorships must be in adherence with DCMADA's Sponsorship Policy.

- 8) All communications and advertising of events on behalf of DCMADA must be in adherence with DCMADA's Communications Policy.

#### FOOD/CATERING

- To the extent possible, members of the BOD and/or planning committee members will seek economical and healthy food choices.
- Food/catering contracts should be directly charged to the DCMADA purchasing card rather than to an individual BOD member who will then seek reimbursement.
- See DCMADA's Purchasing Policy for procedures related to purchasing food or establishing a catering contract.

#### MATERIALS AND SUPPLIES

- Extra care must be taken to ensure that materials and supplies are shared, to the extent possible, among members of the BOD and/or planning committee.
- Materials and supplies that are purchased and reimbursed by DCMADA will not be reimbursed a second time in the same fiscal year without BOD approval.
- See DCMADA's Purchasing Policy for procedures related to purchasing materials and supplies.

#### PHOTOCOPIES AND PRINTING

- To the extent possible, members of the BOD members and/or planning committee members shall photocopy or print materials without seeking reimbursement from DCMADA.
- DCMADA maintains an active membership with individuals who can volunteer to photocopy/print without seeking reimbursement. These volunteer channels will be explored before requesting DCMADA reimbursement.
- See DCMADA's Purchasing Policy for procedures on paying for photocopying and/or printing.

#### PURCHASING PROCEDURES

- The DCMADA Purchasing Policy must be followed prior to purchasing a product or service.
- Do not pay the full amount for services or products before they are rendered or received.
- Large purchases (>\$300.00) should be made by the Treasurer using the DCMADA purchasing card rather than by individual BOD members (who will then seek reimbursement) whenever possible.

#### REIMBURSEMENT PROCEDURES

- The DCMADA General Expense Reimbursement Policy must be followed when incurring expenses and requesting reimbursement.

#### SPACE/VENUE RENTAL

- To the extent possible, members of the BOD and/or event planners will seek venue space that is most economical and/or free of charge.
- DCMADA maintains an active membership with individuals who are employed in locations that may offer free or reduced price venue space. These channels will be explored when completing the *Program of Work and Budget Proposal*.
- Space/venue rental should be charged to the DCMADA purchasing card rather than to an individual BOD member (who will then seek reimbursement)
- See DCMADA's Purchasing Policy for procedures on securing a contract for the rental of a space or venue.

## SPEAKER TRAVEL, LODGING, AND HONORARIA

- To the extent possible, members of the BOD and/or planning committee members will seek local speakers to minimize the cost of travel and lodging.
- If any, honoraria determinations will be made by the BOD based on the budget being proposed.
- A preliminary agenda of speakers must be approved by the President or Executive Committee of the BOD before any speakers are contacted.

DRAFT