



Policies & Procedures Manual

Adopted June 2014

Board of Directors

- The Board of Directors will be structured according to the association bylaws.
- The Past President and the Officers (or Executive Committee) of the association, elected by the Board of Directors, shall be; Past President, President, Vice President and Secretary. All elected officers must be members of the Board of Directors. The President is to Chair the Executive Committee. No person shall fill more than one office. The Board will operate under the bylaws and each individual in an office, shall not hold that position for more than one term concurrent.
- The BOD shall be comprised of an equal number of distributors and suppliers for balance when possible. The Executive board must work to keep this balance at all times. When filling board position, openings must be described as a Distributor seat or Supplier seat.
- Members of the Board will not be charged for attending education events unless food is served. If food is served, the Board member will pay the same amount that other VAPPA members are paying to attend the education event.
- The President is to read or ask another member of the Board to read the mission statement and the anti-trust statement before the beginning of every meeting.
- The Board is admitted free to all VAPPA events for their term with the exception of the tradeshow because it is generally expected for them to attend each event if at all possible.
- Board of Director face to face meetings shall take place no less than three times a year.

Committees

- Committees are to be formed to lead progress in certain areas. Committees are requested to report progress to the Board via the Executive Director or sitting Board member. Any VAPPA member can sit on an established committee.
- VAPPA will strive to maintain two committees:

- Trade Show - Responsible for the implementation of planning, budget, and execution of the spring and fall trade shows.
 - Membership -Responsible for the recruitment of new members and the renewal and engagement of current members
- VAPPA and its BOD can at any time develop new committees, sub-committees, or special task forces to implement, research or develop new activities for VAPPA and its members.
 - Each overseeing committee chair is responsible for working with the Executive Director in working within the pre-established budget as approved by the current BOD.

Budgets

- The annual operating budget should be presented to the Board of Directors during a November/ December board meeting of each year for the upcoming year. The budget should be provided by a collaboration of the association finance committee / treasurer and the association management
- Show Budgets will be managed for each event and the show committee and Board of Directors should be given these for review and analysis after the completion of each event.

Finances

- Credit Card Usage –The Executive Director shall be the only person to utilize the Associations’ credit/debit cards. The use of this card is exclusively for the business use of VAPPA, and cannot be used for personal use.
- Expenses under \$250 can be authorized by the Executive Director, any expenses over \$250 should have prior Executive Board approval by one or more members. Expenses for the VAPPA trade shows may be the only exception to this.
- The Executive Director will initiate payment of invoices and provide the first signature before mailing checks for second signature to a member of the Executive Board.
- Certain approved recurring bills may be paid by automated payment or online payment (ie. Phone, software, etc.)
- A minimum of \$10,000 shall be held in reserve for the use of the association. The goal is to build this fund up to one year’s operating expenses by 2017. Use of this reserve requires both Board and Executive Board approvals.

Travel & Expense Reimbursement Policy

- The Executive Director is reimbursed for all expenses related to VAPPA business such as parking fees, tolls, travel expenses and mileage. The ED travels to Trade shows:
 - PPAI EXPO
 - PPAI EXPO East
 - VAPPA Spring Shows
 - VAPPA Falls Shows
 - LDW

- RAC District Meetings
 - LEAD
 - VAPPA Meetings in excess of 30 minutes from home
 - Any other event the Executive Board deems necessary to the association
- A daily per diem rate for meals (based on the state recommend rate) will be provided to the ED. (In the event that the ED is traveling on behalf of VAPPA and another entity, expenses and per diem rates will be spilt evenly.)
 - Board members will only be reimbursed hotel expense if their sole purpose is VAPPA and they would not attend otherwise. Example...a sitting board member who is an exhibiting supplier at a show would not be reimbursed for hotel expenses. While a sitting board member who travels to another city to attend a show would be eligible for reimbursement.
 - VAPPA Board Members will not be reimbursed mileage for travel to association events or meetings unless transporting materials necessary to the event.
 - In the event the Board of Directors determines the Executive Director shall attend any training sessions, through PPAI, or other association, reimbursement will be made for travel costs to and from airport or airport parking (if necessary), meals, hotel, airfare, and any tuition costs.
 - Board and Committee members will be reimbursed for out-of-pocket expenses incurred while holding committee meetings for the purpose of conducting committee business. Pre-approval is required through the Executive Director and/or one Executive Board member..
 - The RAC delegate will be reimbursed for out-of-pocket expenses incurred for the purpose of attending RAC delegate meetings on behalf of VAPPA. When the RAC delegate meetings are held in conjunction with other PPAI functions that the RAC delegate would normally be attending on behalf of their regular job, VAPPA will not reimburse expenses.
 - Attendees at the RAC Leadership Development Workshop held each year by PPAI will be reimbursed expenses associated with travel to and from the event. Additional expenses incurred at the Conference such as golf, excursions, etc. are the attendee's responsibility unless it is deemed by the Board of Directors or Executive Board otherwise. Exceptions could include that each attendee is requested to participate as part of a team-building exercise or VAPPA group event.
 - Anyone requesting a reimbursement must submit it to the association manager with all receipts attached. A board member may spend up to \$50 without prior approval for any items related to a VAPPA event; however, pre-approval is encouraged.

Awards and Scholarships

- VAPPA will work to provide a scholarship program for members when funds are available to do so. The Board of Directors will determine the guidelines, criteria and procedures.

General

- Strategic Planning/Board Member training shall be held no less than every 3 years. The RAC workshop is to be considered board training.
- Due to Liquor Liability, VAPPA will provide a maximum of 2 – 3 drink tickets to members and/or guests at functions where alcohol may be served. VAPPA will provide a cash bar when appropriate.
- General Liability and Directors & Officers Insurance shall be maintained at all times.
- A goal of education events shall take place a minimum of two times per year
- An electronic VAPPA Newsletter shall be created and distributed to each member 4 times a year.
- The Board of Directors may provide for the issuance of Speaker Awards, or other special awards, certificates or gifts as determined by the Board. Such awards or certificates shall be duly recorded in the records of the corporation. Any award, certificate or gift in excess of \$500 may be reported to the IRS in accordance of any applicable tax laws.
- The Executive Director will execute contracts after having been reviewed by the Executive Committee.
- VAPPA letterhead, envelopes, and note cards are for the sole purpose of VAPPA business. Each individual utilizing one or both will take full responsibility of the content they have placed on the Association's letterhead or VAPPA-imprinted stationary.