

**CALIFORNIA AGENTS & HEALTH INSURANCE PROFESSIONALS
LOS ANGELES CHAPTER (CAHIP-LA)
POLICY & PROCEDURES**

POLICY TITLE: Event Stipends
CLASSIFICATION: Finance
POLICY NUMBER: 1002
DEPARTMENT COORDINATOR: President
MOTION: Bruce Benton
DATE APPROVED: November 10, 2022
AMENDED:
APPROVED BY: Board of Directors
SUNSET: 2025

Purpose: Attending NABIP and CAHIP events are important development opportunities for upcoming CAHIP-LA leaders. Depending on the event, certain CAHIP-LA Board Members are expected to attend. In addition, these events provide CAHIP-LA a chance to influence the direction of CAHIP and NABIP. The purpose of this P&P is to outline how CAHIP-LA can encourage participation in these state, regional and national events by providing stipends to CAHIP-LA members attending them.

Policy: Each year the CAHIP-LA board should budget for stipends for CAHIP-LA members attending state, regional and national events. In determining the amount of the stipends and who should be eligible to receive them, the CAHIP-LA Board should consider:

1. the cost of the event
2. the number of voting delegates CAHIP-LA may have at the event
3. the board positions requested to be at the event by the event sponsor
4. individuals identified for future leadership roles in the Association
5. the location and duration of the event and topics to be covered there
6. the ability of the association to support attendance

The Association should encourage participation, but recognizes it is important for participants to demonstrate some commitment to participating in the event. Consequently, unless there is a compelling reason otherwise, the stipend amount should not amount to 100% of the cost of attending the event. As a condition of receiving a stipend, the recipient must participate in the business of the sponsored event. For example, subsidized individuals attending the NABIP House of Delegates as delegates or alternates must attend the House of Delegates.

Procedure:

1. The Treasurer will be responsible for proposing a budget for stipends as part of the Association's initial recommended budget prior to or at the start of the Association year (please see Duties of the Treasurer and Structure of the Finance Committee P&P). The budget should be based on known state, regional and national ~~Health Underwriter~~ events and reflect the considerations described in the Policy section of this P&P.
2. In approving the Association's budget, the Board should identify the funds and qualifications for stipends by event (e.g., available funds and qualifications for the NABIP convention, for the CAHIP Capital Summit).

3. Prior to each event, the Executive Committee should identify the individuals eligible for a stipend from CAHIP-LA and submit the list for approval to the Board as a regular motion. For Capitol Conference, the CAHIP-LA Legislative Chair shall be included in the decision process. This list may be revised after the Board's adoption to reflect the ability of recipients to attend the event, fully participate in the event or if the initial recipient declines the stipend.
4. As a condition of receiving the stipend, the Executive Committee will establish the criteria for participants to qualify for a stipend and communicate it to the attendees prior to the event. For Capitol Conference the CAHIP-LA Legislative Chair shall be included in the decision process.

The following shall be considered:

- NABIP Awards Criteria
- Strategic Plan Priorities
- Periodic rotation of Board members
- Ranking of Members
- Reimbursement from employers, other Association Boards, or other financial resources

Suggestions for Annual Conference: President, President Elect, Immediate Past President, Treasurer, Secretary, Legislation Chair, Membership Chair, Awards Chair, Media Relations Chair, PAC Chair, Professional Development Chair, and Communications Chair.

Suggestions for Capitol Conference: President, President Elect, Legislation Chair, PAC Chair, Immediate Past President, Treasurer, Secretary, Membership Chair, Media Relations Chair, Professional Development Chair, Communications Chair, and Public Service/Community Outreach Chair.

FINANCIAL IMPACT: Included in the CAHIP-LA annual budget approved by the Board of Directors.