

Employee Assistance Professionals Association, Inc. Guidelines for the Conduct of District Events

The purpose of this document is to provide operating guidelines for the conduct of District events which may include Leadership Retreats, District Meetings, District Conferences or other similar events. Inasmuch as such events are conducted for the benefit of, and under the auspices of the Employee Assistance Professionals Association, it is imperative that they be conducted in keeping with EAPA's established operational procedures and provide for the accountability demanded of all EAPA activities.

The following guidelines address the most significant and likely areas to be encountered during the conduct of an event including;

- A. Guidance and support
- B. Contractual requirements
- C. Expenses
- D. Revenues
- E. Net Proceeds

Guidance and Support

The key to a successful event is early and thorough planning. EAPA headquarters staff is available to assist and provide recommendations through this process. In particular, EAPA's CEO, Conference Manager and Finance Director should be involved early in the planning process to provide guidance and support in their particular areas of expertise. If the event is an unbudgeted activity, a formal proposal, including all projected revenues and expenses must be submitted for Board/Executive Committee approval via the CEO well in advance of the proposed event.

Contractual Requirements

Depending upon the scope of the event, there will likely be some contractual arrangements that need to be made with third parties (including employers, sponsors, etc.) to provide support for the event ranging from room rental to catering to audio-visual support and more. Contracts supporting EAPA requirements must be signed by the CEO or the CEO's designated representative. Therefore, all "agreements" with third parties represent potential obligations for EAPA and must be authorized through formal contract, letter of agreement, memo agreement, etc. signed by the CEO. Again, EAPA staff can and should be called upon here to assist.

If the event is being hosted by or otherwise supported by a local chapter, with the District leveraging those resources for the conduct of its event, there must be a Letter of Agreement established between EAPA and the local chapter that clearly states respective roles and responsibilities to ensure complete understanding and agreement between the parties with respect to performance and obligations. Most significantly the Agreement should specify clearly where legal and financial obligations lie.

Expenses

Costs of conducting a District event are an EAPA obligation and as such, invoices for all authorized/budgeted expenses should be directed to EAPA headquarters for processing and payment. Authorized expenses are limited to approved budgeted items, and any additional expenses authorized in advance by the CEO. If the District event anticipates some form of unbudgeted revenue (registration fees, sponsorships, etc.) to offset a need for unbudgeted

expenses, authorization for incurring unbudgeted expenses must still be received from the CEO with the plan for offsetting revenues spelled out in the unbudgeted expense authorization request.

Revenues

While typically not budgeted for in the District budgets, District Directors are encouraged to seek revenue streams to help offset both the cost of the event, and to provide assistance with the cost of attendance/participation where needed for EAPA members. In all cases, payment of revenue must be payable to EAPA and directed to EAPA headquarters for proper receipt and processing. All event revenues, and expenses for that matter, will be processed through and accounted for in the respective District Director program budgets.

If contributions are sought and received for the specifically stated purpose of event travel assistance for EAPA members, those contributions should also be directed to EAPA for proper receipt and accounting. The appropriate District Director must establish written guidelines as to how such contributions are to be awarded, and advise the EAPA Finance Director when, and to whom those awards are to be made. The EAPA Finance Director will coordinate the disposition of any residual contributions with the appropriate District Director and contributor(s).

Net Proceeds

When an event's revenues (when applicable) exceed its expenses, the result is a positive margin that contributes to EAPA's financial bottom line. Such "net income" is applicable to the fiscal year during which the event occurred and is part of EAPA's results of operations (Statement of Activities). As with all positive net income, it contributes to the increase in EAPA's net asset position and financial health. It cannot be "carried over" to support a subsequent fiscal year's activities. However, certain accommodations may be considered when the effect is not detrimental to EAPA's financial operations. Any such accommodations require prior approval of the CEO (and BOD/Exec?).