



POLICIES AND PROCEDURES OF GREAT PLAINS REGION OF THE NATIONAL ASSOCIATION OF EDUCATIONAL PROCUREMENT

These policies and procedures further define the operational guidelines of the Great Plains Region of the National Association of Education Procurement ("NAEP-GP"), providing further detail for the Executive Board and its' committees.

MEETING LOCATION

The location of the annual meeting can be any of the following, approved by the membership either at the regional meeting or electronically via a survey of the Great Plains membership.

- Location corresponds with President's institution, or designated location.

Whenever possible, the board will work to secure meeting locations at least a year in advance, with the best practice being three years out. Additionally, we will work with the Helms-Brisco, as part of the national office agreement, and/or a single hotel chain, securing better rates and contract negotiations.

STIPEND

To encourage and acknowledge active roles and responsibilities within the Executive Board members, as well as increase the regions exposure nationally, the follow events, with or without travel expenses, can be considered for funding from the regions account, as fund are available and the officers schedule allows:

- NAEP National Meeting
 - At a minimum the President should be in attendance
- NAEP Association Leadership Program (ALP)
 - Nationals covers the cost of one regional leader
 - At a minimum, our region funds one additional regional leader to attend
- Great Plains Regional Meeting
 - The executive board leads the planning of the regional meeting and should be in attendance to coordinate the areas they are responsible for, including speakers, exhibitors, hosting the meeting, and providing reports at the business meeting.

When funding and scheduling allows all members of the board to attend, the board is encourage to utilize time before or after the scheduled event to hold an executive board meeting to continue work on the regional meeting and other initiatives determined by the board.

REIMBURSEMENTS

- Hotel, Airfare, Food (unless provided) at receipt actual
- Mileage and Incidentals at GSA
- Receipts to be sent directly to NAEP Manager of Finance & Administration with a copy to Regional Treasurer
 - Treasurer to upload receipt copy to Box folder

SCHOLARSHIPS

The region has voted to provide the following scholarships.

- Regional Meeting Scholarship; two each, for \$500 each. To be used to attend regional meetings only. Applications requested early summer timeframe.
- National Meeting Scholarship, one each, amount to be determined by Executive Board, minimum of registration fee and up to total estimated cost provided by nationals. Estimate takes into consideration an average airfare. The scholarship is to be used to attend either the annual National meeting or an institute hosted by the national office. Applications requested early winter timeframe.

Additionally, the William E. Haas scholarship is available annually. This change was announced Sept 2017 and will go into effect for the 2018 scholarship season.

- William E. Haas Scholarship; \$1000 to be given as either one lump sum, or split as the executive board see fit. Winners of the scholarship can use it to pay for NAEP specific in-person Institutes, the national Annual Meeting, and/or your local regional/district meeting.

BANK CARDS

Ownership of the regional bankcard transfers after all payments have been processed for the recently held meeting. Owners include President, 1st Vice President and Treasurer. The immediate past president should coordinate the set up for the new 1st vice president to receive their card, and sub-sequentially terminate their card with the assistance of the regional treasurer. Should the treasurer be new to the position, then initiate setup through the national office financial representative.

Bill Alderson

NAEP Manager of Finance & Administration

443.543.5527

balderson@naepnet.org

Account

Bank of America

Receipts to be sent directly to NAEP Manager of Finance & Administration with a copy to the Regional Treasurer. Treasurer shall upload receipt copies to Box folder.

INVESTMENT ACCOUNT

Through the national office, a money market investment account has been set up through Merrill Lynch Preferred Deposit. The national office will monitor the fund within this account and the balance of our checking account, moving money between the two as warranted for bill payments. The investment account earns approximately 1%. No fees are associated with moving money in and out of the account. The account was established in Oct 2017.

Effective Date: October, 2017, Revision January, 2018