

Conference Volunteer Reimbursement Policy

1) Introduction and Rationale:

Hundreds of volunteers participate in the ATA Annual Conferences. In recognition of their time and effort, ATA provides reimbursement for some volunteers in the form of fee waivers, honoraria, and direct reimbursements. This reimbursement is primarily intended to offset any additional expenses incurred by the volunteer related to their work at the conference. The amount of the reimbursement or honorarium should generally reflect this additional expense. For example, volunteers expected to arrive at the Annual Conference one day early should be reimbursed for the extra night's lodging expense incurred. However, by their nature, some positions entail a great deal of volunteer time and work for the benefit of ATA and its members. As such, the Board of Directors believes some additional, yet still relatively insubstantial, expense reimbursements or fee waivers are justified.

Reimbursement is based on the following criteria:

- Did ATA require (or strongly encourage) the volunteer to attend the conference for governance reasons?
- Did ATA require (or strongly encourage) the volunteer to attend the conference for the benefit of ATA?

- If the volunteer did not undertake their conference "job," would ATA have to pay someone to do it or not hold the event?

2) Eligible Volunteers

a) Board Members

- i) Transportation: As provided for in the General Travel and Expense Reimbursement Policy

- ii) Lodging

- (1) Newly-elected Board members: Members whose terms begin after the election are normally limited to two nights' lodging.

- (2) Departing Board members: Up to five nights' lodging.

- (3) Continuing Board members: Normally limited to five nights' lodging.

- (4) Executive Committee: Up to six nights' lodging for the president and president-elect, five nights for the secretary and treasurer.

- iii) Meals: Meals during travel to and from the Annual Conference are reimbursable in accordance with the General Travel and Expense Reimbursement Policy. Meals during the Annual Conference are reimbursable only if the purpose of the meeting is to discuss ATA business.

- iv) Non-Reimbursable Expenses: As provided for in the General Travel and Expense Reimbursement Policy.

b) Fee waivers, rebates, and honoraria: Governance and educational session volunteers

- i) All Board members: Conference fee waived for all officers and directors (continuing, outgoing, and incoming).

- ii) Past presidents: Conference fee

- iii) AST session speakers: \$500 per half-day session. Note: if more than one speaker is presenting, the honorarium will be divided among them.
 - iv) Educational/professional development session speakers: \$100 rebate for primary speakers who pay the conference registration fee and give at least one educational session. This rebate is limited to a single rebate per conference regardless of the number of sessions given. This excludes members who run administrative or governance meetings/events (e.g., division or chapter leadership training, committee meetings, etc.) and division administrators/assistant administrators, who are either addressed elsewhere in this policy or are not eligible for reimbursement, waivers or honoraria, for conducting their respective divisions' annual business meetings.
 - v) Election tellers (up to four members): Reimbursement for one night's lodging. Meals as needed while vote counting takes place.
 - vi) Divisions and Chapters Committee Chairs: Conference fee waived for giving the pre-conference Leadership Training sessions and for the Divisions Committee Chair handling any divisions issues arising during the conference.
 - vii) Networking events coordinators: Conference fee waived
- c) Fee waivers, rebates, and honoraria: Non-governance and non-educational session volunteers (e.g. morning exercise sessions, first-time attendee sessions, certification exam sittings, other events primarily for the benefit of attendees)
This includes but is not limited to:
 - i. Yoga/morning exercise coordinator: Conference fee waived.
 - ii. Host group chair(s): Conference fee waived for up to two members who manage the Host Group onsite activities and tables.
 - iii. First-time attendee orientation – Conference fee waivers for up to 2 presenters

- iv. Graders: \$125 for attending the Wednesday Graders Meeting, if the grader paid the full conference registration fee.
- v. Certification Exam Proctors: No hotel or conference fee waiver. Receive the same honoraria as for exam sittings outside the conference.
- vi. Division Administrators: Conference fee waived for the administrator—or, if the administrator is unable to attend, the assistant administrator. (The division administrators are expected to attend the division administrators' leadership training session and their respective division annual business meetings and division receptions/dinners.) Note: This waiver is for the current administrator or assistant administrator and not the incoming administrator who may be elected at this Annual Conference. The exception would be if the incoming administrator or incoming assistant administrator were stepping in for the current administrator or assistant administrator who was unable to attend.
- vii. Division Administrators and Assistant Division Administrators: One night of lodging at the host hotel reimbursed provided they attend the leadership training session held before the official start of the Annual Conference.
- viii. Certification Committee Chair and Deputy Chair and Trainer: Five nights' lodging at the host hotel and waive Conference registration fee.

Any one-off changes or exceptions must be approved by the president or the president-elect/conference organizer. Changes other than one-time changes to reflect new or discontinued events at the Annual Conference may be approved by the Executive Committee. The Executive Committee shall review this policy at least every five years and following its review, submit the existing policy, with any recommended changes, to the Board of Directors for ex-post facto and/or final approval.

Approved by the Executive Committee – January 7, 2021

Approved by the Board of Directors – January 25, 2021