

**New York Physical Therapy
Association**

**Awards Committee
Procedure Manual**

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**COMMITTEE ON AWARDS
PROCEDURE MANUAL**

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COMMITTEE ON AWARDS
PROCEDURE MANUAL
Part 1

I. Committee Organization

A. Creation

Formed in 1978 by the Board of Directors to create a mechanism for recognizing individuals who have served the chapter and profession of physical therapy by vote (BOD 08-78-17).

B. Purpose

To create a mechanism for recognizing individuals who have served the chapter and profession of physical therapy.

C. Accountability

Accountable to the Board of Directors.

D. Constituency

The Awards Committee consists of three members. The members of the committee may be former recipients of the awards. The Vice-President is an ex-officio member of the committee. The chairperson is appointed by the Executive Committee.

The following qualifications are deemed requisite for membership on the committee:
Member in good standing of the New York Physical Therapy Association.

II. COMMITTEE OPERATIONS

A. Committee Records:

1. Committee Member Record Policy:

Each committee member will maintain an up to date committee file.

Procedure:

- a. Upon assuming committee membership, the new member shall receive from Chapter office a current file which should contain: a committee directory, committee procedure manual, the minutes of the committee meetings for the previous two years, reports to the Board of Directors and Delegate Assembly for the previous two years and pertinent correspondence.
- b. Upon receipt of new minutes, directories and other pertinent documents, the committee member will file them appropriately.

2. Chapter Office Committee Records Policy:

Chapter Office will maintain an up to date committee file.

Procedure:

- a. The Office will keep a current file which should contain: a committee directory, committee procedure manual, the minutes of the committee meetings; reports to the Board of Directors and Delegate Assembly and pertinent correspondence.
- b. For Chapter awards, the Office will:
 - (1) Keep all nomination material for 1 year after the Chapter conference; then discard all.
 - (2) Keep a list of recipients and put in past recipients' file.
- c. For National awards, the Office will:
 - (1). Keep the awards criteria and forms for 1 year for reference. Discard as updated ones come out each year in the APTA March Board of Directors minutes and on September 1st for Chapter.
 - (2) Keep correspondence, miscellaneous, memos, etc. for 1 year.
 - (3) Keep nominations and all material compiled for 3 years after the December 1st deadline.

B. Committee Meetings

Meetings (at least one per year) shall be in accordance with the budgetary allocation to the committee to complete its activities. Dates for meetings are determined by the chairperson in consultation with members of the committee.

1. Notice:

The chairperson will notify the vice-president, chapter directors, and communications director of all committee meetings in advance. Notice to committee members is the responsibility of the chairperson.

2. Location:

Meetings will be held at a site recommended by the chairperson in consultation with the committee members. Locations of meetings cannot be in contradiction to the budget and program established by the committee and approved by the Board of Directors.

3. Agenda:

The agenda for the committee meeting is the responsibility of the chairperson and should be distributed to the members at least 10 days prior to the meeting. Routine items for the agenda should include:

- a. Report on status of current charges, objectives, and ongoing activities
- b. Review of Board of Directors and Delegate Assembly actions for new policies, duties, or charges for the committee
- c. Develop procedures by which policies, duties and charges of the Board or Assembly can be fulfilled
- d. Preparation of committee minutes and chairperson's report to the Board of Directors (or Assembly)
- e. Preparation of motions for Board or Assembly action
- f. Make recommendations to Board or appropriate body

Annually, the following are to be included on the agenda:

- g. Determine budgetary needs for Finance Committee consideration prior to the Fall Board meeting. (See Orientation Handbook for information on preparing budget.)
- h. Review and update procedure manual for Winter Board of Directors' meeting.
- i. Determination of possible meeting dates for the following year.

As necessary,

- k. Consider recommendations for new committee members.

C. Duties of Committee

The committee is responsible for reviewing, revising and recommending the award criteria to the Board (also see Tab 7, Operations Manual).

- Student Participation Award
- Dr. Marilyn Moffat Distinguished Service Award
- NYPTA Lifetime Service Award
- Leslie J Wood Outstanding Service to Chapter Award
- Merit Award
- Doreen Frank Legislative Award
- Public Relations Award
- New York Chapter Appreciation Award
- Certificate of Appreciation
- Outstanding Service to District Award
- Minority Affairs Student Award (under the jurisdiction of the Minority Affairs Committee)

III. Appendix

A. Calendars

B. General Awards Criteria

C. Student Participation Award

D. Minority Affairs Student Award

E. Nominations for Awards

F. Selection of Recipients

G. National Award Nominations

H. Awards

I. Presentation of Awards

J. Awards Nomination Form

K. Committee Job Descriptions

III. APPENDIX

A. Calendars (01-99-03)

1. Calendar of Activities and Deadlines: Chapter Awards

- | | | |
|-------------------------------|---|---|
| December 1 | - | Reminder to communications director to publish criteria in January/February newsletter |
| 1st Week in January | - | Send Chapter awards criteria and nomination forms to District Chairpersons |
| March 1 | - | Return deadline for all Chapter award nominations (except Student Award) |
| Mid-March | - | Awards Committee meeting to choose award recipients |
| | - | Send criteria and nomination form to program directors for Student Award |
| 1 month pre-Delegate Assembly | - | Notify recipients and invite them to attend awards presentation |
| Delegate Assembly | - | Presentation of awards
Send list of recipients to newsletter editor for publication |
| Post Delegate Assembly | - | Send awards to recipients who did not attend presentation |
| August 15 | - | Send reminder to program directors for Student Awards |
| September 15 | - | Deadline for Student Awards |
| October 1 | - | Reminder to newsletter editor to publish criteria in Nov/Dec newsletter |
| Chapter Conference | - | Presentation of Student Awards |
| Post-conference | - | Send awards to recipients who did not attend presentation
Send list of recipients to newsletter editor for publication
Send letters of congratulation to students |

2. Calendar of Activities and Deadlines: National Awards

- Two weeks prior to deadline - Return deadline for Public Service Award to Chapter Awards Committee
- January (?) - Deadline for Public Service Award
- Winter BOD - Distribute National Awards Criteria to Chapter Directors
- Two weeks prior to deadline - Return deadline for Partners in Excellence to Chapter Awards Committee
- Two weeks prior to deadline - Return deadline for State legislative Leadership Award to Chapter Awards Committee
- April (?) - Deadline for State Legislative Leadership Award
- Spring BOD - Solicit nominations for National Awards Program
- July 1 - Send congratulatory letters to National Awards recipients nominated by NYPTA
- Fall BOD - Solicit nominations for State Legislative Leadership Award and Public Service Award
- November 1 - Return deadline for National Awards Program materials to Chapter Awards Committee
- November 15 - Submission of National Awards Program nominations to National
- December 1 - Deadline for National Awards Program nominations

AWARD	RETURN TO CHAPTER AWARDS COMMITTEE	SUBMISSION DATE TO NATIONAL	DEADLINE
All National Awards Program Awards	Nov. 1	Nov. 15	Dec. 1
Public Service Award	Jan. 3	Jan. 15	Feb. 1
State Legislative Leadership	April 1	April 15	April 30

Awards Nomination

Chapter Award General Criteria

1. Candidates must be members in good standing of the APTA and may be nominated by any member of the New York Chapter. However, candidates for the New York Chapter Appreciation Award need not be APTA members.
2. Nomination must be submitted on the official form.
3. Unsupported nominations will not be considered.
4. A committee appointed by the Board of Directors will consider all nominations and choose recipients.
5. Recipients of Chapter Awards will be notified two weeks prior to the Delegate Assembly to ensure their presence during the presentation of awards.
6. All awards will not necessarily be presented each year.

Any Chapter member or district may submit nominations. To be considered valid, all nominations must be submitted on the official form found here by March 1, 2010. Multiple entries may be submitted. The following is a list of descriptions of NYPTA awards:

1. Dr. Marilyn Moffat Distinguished Service Award

This award recognizes an NYPTA member who has made an outstanding contribution to physical therapy. The recipient will have demonstrated consistent service to the development of the physical therapy profession, beyond that which is inherent in being a member of the profession. This commitment of service is demonstrated by contributions to the profession in the following areas:

1. The profession of physical therapy in any of the following areas:
 - a. Education. The recipient has fostered the development of quality learning experiences that promote sustaining and improving the physical therapy profession, including teaching in areas such as academic, in-service or continuing education; development and implementation of teaching methods; administration of a PT program.
 - b. Clinical research. The recipient has initiated or participated in laboratory and/or clinical research that has promoted the development of the physical therapy profession and has published or disseminated the results of such research.
 - c. Service. The recipient has demonstrated service to the profession in patient care, consultation, administration or education as a liaison to other health care organizations and/or committees.
2. The APTA or its components: The recipient has promoted the organization and its goals.
3. Community: The recipient has demonstrated involvement in organizations such as service organizations; local, state or federal government in an elected or voluntary capacity.

2. NYPTA Lifetime Service Award

The recipient shall have demonstrated a commitment to the profession of physical therapy by serving NYPTA:

1. Throughout their physical therapy career on an ongoing, consistent basis.
2. Through service primarily to the Chapter in any elected or appointed capacity but may also include District or National activities.
3. By providing contributions that are worthy of mention and which will be judged on the basis of results and not merely the duration or continuity of that service.

3. Leslie J Wood Outstanding Service to Chapter Award (2013)

The recipient will have made outstanding contributions to the New York Chapter in promoting the organization and its goals.

4. Leadership Development Award (BOD 01-09-01)

The recipient will exemplify the spirit of leadership development within the profession of physical therapy through, but not limited to, the following:

1. Participation or promotion of the mentor/ protégée relationship.
2. Participation or promotion of attendance at the Leadership Development Workshop, Delegate Assembly, Lobby Day or other association leadership activities.
3. Creation and implementation of innovative ideas for developing leaders within the profession.
4. Creation and implementation of methods to keep the spirit of leadership alive throughout the professional life cycle.

5. Merit Award

The recipient will have made meritorious contributions in one of the following capacities: as a member of the Chapter Board of Directors, as a task force or committee Chairperson, or by committing time and resources to the Chapter and the profession.

6. Doreen Frank Legislative Award

The nominee shall have demonstrated consistent, outstanding participation in the legislative arena by promoting initiatives that preserve, protect and advance the practice of physical therapy in NYS.

Activities shall include the following:

- a) Attendance at Lobby Day
- b) Interaction with legislators re: current legislative issues.
- c) Promotion of and participation in PAC activities.
- d) Involvement in legislative activities on a district and/or chapter level.

7. Public Relations Award

The recipient will have fostered public awareness of the profession of physical therapy through utilization of the media, community activities, special events or promotion of PT Month, etc. Nominations may be submitted for districts, individuals, facilities or schools, and must be substantiated by written information, photographs, brochures/printed materials or copies of articles, etc. Activities of chapter committees are not eligible for consideration.

8. New York Chapter Appreciation Award

This award is not limited to physical therapists or APTA members. The individual will have fostered the ideas and/or ethics of physical therapy through service to the New York Chapter or the profession.

9. Outstanding Service to District Award

The recipient will have made outstanding contributions to a district. ▼

10. Certificate of Appreciation

The recipient must be retiring members of the Board of Directors, task force, committee chairperson, or committee member.

C. STUDENT PARTICIPATION AWARD

Each student must meet the following required criteria:

- (1) Be an APTA member.
- (2) Be in his or her final year of an accredited physical therapy or physical therapist assistant entry-level program upon receipt of award.
- (3) Demonstrate one or more of the following:
 - (a) Participation in APTA component activities.
 - (b) Participation in extracurricular activities relating to the profession; e.g., PT club, journal club, etc.
 - (c) Leadership qualities.
 - (d) Initiative.

Other criteria for consideration:

- (1) Academic accomplishments/clinical competencies.
- (2) Extracurricular/community involvement
- (3) Demonstration of humanitarian concerns.

D. MINORITY AFFAIRS STUDENT AWARD *(See Minority Affairs Committee Procedure Manual)*

E. NOMINATIONS FOR AWARDS. The committee is responsible for soliciting nominations for the awards. To be considered by the Awards Committee, nomination forms must be completely filled out. Nominations by electronic means (such as email or other Internet communications systems, facsimile, etc.) will be considered only if all pertinent information is included (BOD 04-03-10). See Appendix for the nomination form and the calendar of activities and deadlines.

F. SELECTION OF RECIPIENTS. The committee is responsible for selection of the recipients:

1. Chapter Awards
 - (a) Selection will be done by the Awards Committee.
 - (b) Selection of awardees will take place at the committee meeting that is held in March following the printed deadline for the nominations.
 - (c) Selection is based on the nominee's fulfillment of the criteria for the award for which he or she is nominated.
2. Student Awards. One student is selected by each school director and this individual will receive the award.
3. Outstanding Service to the District Award. One district member is selected by each district to be the recipient of its award.

G. NATIONAL AWARDS NOMINATIONS. The Awards Committee (10-89-16) is responsible for coordinating the collection and submission of information for APTA National award nominations from the Chapter. Criteria are determined by APTA. Nominations for National awards will be done at the Spring Board meeting, except for those with deadlines after Jan. 1st and those will be done at the Fall Board meeting. Each nomination for a National Award to be submitted from the Board of Directors is to be accompanied by the name of a designated individual willing to assist the Awards Committee in compiling the required award information for that nomination (5-29-92). (See Tab 7 of the NYPTA Operations Manual for APTA Awards and Criteria.)

H. AWARDS

1. Student Award will consist of a school plaque to be displayed at the school, a certificate which will be presented to the student, and a voucher for partial reimbursement of APTA dues with an expiration date of December 31st of the year following presentation (BOD 10-98-02).
2. Dr. Marilyn Moffat Distinguished Service Award will be an engraved plate (i.e., pewter, silver, or silverplate) (BOD 10-96-04).
3. Leslie J Wood Outstanding Service Award will be an engraved plaque in the shape of the State of NY.
4. Merit Award and Outstanding Service to District Awards will be an etched paperweight or equivalent (i.e., penholder).
5. Appreciation Award will be an engraved plaque.
6. Certificate of Appreciation will be a certificate and a lapel pin (01-99-03).
7. Public Relations Award will be an engraved plaque.

I. PRESENTATION OF AWARDS (01-99-03)

1. Chapter Awards will be presented at the Delegate Assembly.
2. Student Awards are presented at the Chapter Conference (when held) and school plaques are engraved each year.
3. Awards Luncheon
The format (if held) will be:
 - a. The luncheon will be 1-1 ½ hours in length.
 - b. A short welcoming message and introduction of the dais shall be the responsibility of the President.
 - c. The dais shall include: Chapter Executive Committee members, Chairperson of the Awards Committee.
 - d. The awards shall be presented by the committee chairperson after the entree.
 - e. All awards shall be presented by the committee chairperson and other committee members.
 - f. All recipients will be asked to remain after the luncheon in order to have pictures taken for the newsletter.

NYPTA Awards Nomination Form

All portions of this form **must** be completed for the nomination to be valid. The form may be photocopied to accommodate multiple entries. Please send this form to the Chapter Office: NYPTA / 5 Palisades Drive, Suite 330 / Executive Woods / Albany, NY 12205 / Attn: Awards Committee.

• • • **Deadline for submitting nominations: March 1, 2010** • • •

Please print or type

Nominee's name: _____

District: _____

- Award:**
- Dr. Marilyn Moffat Distinguished Service Award
 - NYPTA Lifetime Service Award
 - Leslie J Wood Outstanding Service to Chapter Award
 - Merit Award
 - Doreen Frank Legislative Award
 - Public Relations Award
 - New York Chapter Appreciation Award
 - Outstanding Service to District (only one individual to be submitted by each district)

Association activities:

These include elected or appointed positions at the national, Chapter and/or District levels, and involvement in committees, task forces, etc. Please provide as much information as possible, including dates.

How do the candidate's contributions affect eligibility for the award?

Please be specific.

(For Public Relations Award only)

Please describe activity in detail and submit materials as specified in award criteria:

Nominations submitted by: _____

(individual, committee, board member, district)

JOB DESCRIPTIONS

COMMITTEE CHAIRPERSON

General Description

Directs the members and activities of the committee to ensure that it meets the goals, objectives, and charges as directed by the Delegate Assembly, Board of Directors, and Executive Committee. Represents the committee at Board of Directors meetings (as budgeted).

Duties, Responsibilities and Authority

1. Assists in developing the committee objectives.
2. Informs committee members of the objectives and their expected individual contributions and responsibilities.
3. Assists the Executive Committee in making committee member appointments.
4. Prepares meeting agendas and distributes relevant information to all members prior to the meeting.
5. Presides at committee meetings.
6. Insures that a recorder is appointed to record minutes.
7. Approves final draft of minutes.
8. Prepares required written reports to be submitted in timely manner for inclusion in the Board of Directors packet.
9. Prepares motions to BOD based on report.
10. Submits a minimum of one article per year for the chapter newsletter (submitted for the membership recruitment issue).
11. Prepares required annual report to be submitted in timely manner for inclusion in the Delegate Assembly packet.
12. Prepares motions to Delegate Assembly.
13. Attends Chapter Board of Directors meetings or appoints a designee to attend in his/her absence (as budgeted).
14. In consultation with the committee members, prepares an annual budget and submits it in a timely fashion as requested by the treasurer.
15. Oversees the budget of the committee.
16. Follows policies and procedures of the New York Physical Therapy Association.
17. Orients the new Chairperson upon vacating the chairmanship.
18. Coordinates the nomination and selection process for Chapter Awards.
19. Coordinates the Chapter's recommendation process for National Awards.
20. Attends Delegate Assembly to present Chapter Awards.
21. Attends Chapter Conference to present Student Awards.
22. In conjunction with the Chapter Office, coordinates the Awards Luncheon (if held) and selection/purchase of the Awards.
23. Attends the Awards Luncheon (if held) and gives out the awards with the exception of the Student Awards which are given out by a committee member.

Relationships:

Maintains close contact with the Executive Committee liaison and Chapter Office personnel associated with the Committee activities. When appropriate, establishes contact with corresponding department or committee at national APTA.

COMMITTEE MEMBER

General Description

Attends all meetings of the committee, prepares committee assignments and works toward the fulfillment of committee objectives.

Duties Responsibilities and Authority

1. Attends all meetings of the committee.
2. Carries out individual assignments that are made by the committee chairperson.
3. Reviews all relevant material prior to the committee meetings. Prepares to make contributions and voice objective opinions concerning the committee issues.
4. Is aware of the specific responsibilities of the committee.
5. Knows and follows the association's practices, policies, and procedures as it pertains to the committee's goals and objectives.
6. Orients replacement on the committee.
7. Assists in presenting awards at Delegate Assembly and Chapter Conference.
8. Assists in preparing materials for submission of National Awards.
9. Participates in decisions regarding Chapter Awards recipients.

Relationships:

Maintains contact on status of assigned tasks with the committee chairperson.

COMMITTEE ON AWARDS
PROCEDURE MANUAL
Part 2

I. OPERATIONS

A. Voting Power

Each member shall have one vote.

B. Appointments

Terms of Appointment are 3 years with expiration in alternate years to facilitate continuity within the committee structure. (Appointments may be longer or shorter to initiate this policy.) Appointments by the Executive Committee will be made annually, July 1st, to allow for vacancies to be filled on the committee in a timely manner (10-90-12). The procedure for appointments to committees is found in the Executive Committee Procedure Manual.

C. Vacancies

Policy:

If a vacancy occurs on the committee, due to death, incapacitation, resignation or dismissal, the Executive Committee will appoint an individual to serve the remainder of the term. The procedure for filling vacancies is found in the Executive Committee Procedure Manual.

1. Resignation Procedure:

- a. All resignations shall be sent by the individual, in writing, to the Chapter President;
- b. In the case of committee members, copies of the resignation are to be sent to the committee chairperson and the Executive Director.
- c. In the case of the committee chairperson, copies should be sent to the Executive Director and committee members.
- d. Notifications should be sent as soon as possible, and preferably 90 days prior to the effective date.
- e. The President will initiate the procedure to fill the vacancy.

2. Dismissal

Policy:

Grounds for dismissal are:

- a. Noncompliance with chapter policies and procedures.
- b. Failure to perform assigned tasks and fulfill required responsibilities.
- c. Failure to attend required meetings, workshops, etc.

Procedure for Dismissal:

When a committee member or any chapter member has reason(s) to call for the dismissal of an appointee,

- a. A written request shall be submitted to the President.
- b. A copy is to be sent to the Secretary.
- c. The President shall initiate a review and the Executive Committee shall make final determination of appropriate action.
- d. Should dismissal be recommended, the committee member will be notified in writing of the decision and grounds for dismissal.

D. Appeal

Policy:

An appointee who has been dismissed by the Executive Committee has the right to appeal the decision within two weeks.

Procedure:

1. The appeal of dismissal must be submitted in writing to the President.
2. A copy should be sent to the Secretary and Executive Director.
3. The President will initiate a review by the Executive Committee.
4. If the Executive Committee reverses its decision, the member will be reinstated for the remainder of his/her term.
5. If the Executive Committee upholds its decision, it will make a recommendation to the Board; with the Board of Directors making the final determination. To insure timely resolution, vote may be by mail, phone, or at a Board meeting.

E. Meeting Attendance

1. Committee Member Policy:

It is the expectation of the New York Chapter that committee members attend all meetings of the committee. Notification of the committee chairperson is required if attendance is impossible. Failure of a member to attend three successive committee meetings may be considered cause for dismissal.

Procedure:

- a. If a member is unable to attend, he/she should notify the committee chairperson.
- b. The member should be prepared to provide any requested input prior to the meeting.
- c. If a member has not notified the chairperson, the chairperson should contact the member and remind them that attendance is expected and notification must be given if they can not attend.

2. Guest Policy:

Chapter members are encouraged to attend the meetings of the committee; however, all guests attending committee meetings shall each be responsible for his/her own expenses.

Procedure:

Those desiring to attend the committee meeting who are not committee members or consultants, should request permission of the chairperson. The chairperson, with consideration given to space limitations, may grant permission to attend the meeting. Generally, written materials prepared for the committee meeting will not be distributed to guests at these meetings. The committee may limit attendance during discussion of confidential matters.

F. Minutes

Policy:

Minutes are to be recorded and kept for each committee meeting and distributed within 30 days of the meeting.

Procedure:

1. A recorder is appointed.
2. Time is allotted at each meeting for preparation and review of a rough draft of the minutes.
3. Minutes should include the date, time & location of meeting, attendance, absences, and summary of business.
4. The recorder finalizes the minutes.
5. The final draft of the minutes is mailed to the chairperson for approval
6. The chairperson forwards the minutes to the chapter office for duplication, filing, and distribution to committee members and other appropriate individuals.

G. Reports/Newsletter Articles

Policy:

All Committees shall be required to present

1. A written report to be included in the packet for the Board of Directors meetings (10-77-29).
2. An Annual Report to the Chapter Office for inclusion in the Delegate Assembly Handbook.
3. Annually, a minimum of one article to the newsletter (01-07-18) should be submitted for the membership recruitment issue of the Empire State Newsletter. In an attempt to educate physical therapists, physical therapist assistants, and students of APTA membership services, the article should address the function and activities of their committee (1-95-25).

Procedure for reports:

1. Chapter Office will notify committee chairperson of the deadline for submitting reports.
2. Reports should be written following the format outlined in Tab 4 of the Chapter Operations Manual.
3. If the committee is recommending Board/Assembly action, motions should be written on motion forms following the guidelines for making motions, and submitted in time for inclusion in the packet. Questions on writing motions

- should be addressed to the chairperson or members of the Judicial Committee.
4. Reports and motions are submitted to Chapter office by the deadline.
 5. When received by the deadline, Chapter office will include them in the packet.
 6. When the deadline has not been met, it is the responsibility of the chairperson to provide sufficient copies of reports and motions for the Board or Delegate Assembly.

Procedure for newsletter articles:

1. Purpose of articles is to help educate colleagues of the functions and accomplishments of the committee and to keep members informed of pertinent issues.
2. Committees are to work with the Communications Director to have articles published.

H. Reimbursement:

Committee members are expected to follow Chapter financial policies for reimbursement of expenses incurred as related to the committee. Expense vouchers with receipts are to be submitted to the Chapter Office within 30 days of the close of the meeting.

I. Policy and Procedure Manuals:

Policy:

The Policy and Procedural Manuals shall be updated and reviewed by the Board of Directors at least once a year (10-77-13).

Procedure:

1. Chapter office will send a reminder to the committee chairperson of the need to review the policy and procedure manuals.
2. Any changes to be made should be in the form of a motion to amend the policy or the procedure, using the appropriate motion format.
3. These motions should be sent to Chapter office in time for inclusion in the Board packet for the Winter board meeting.

J. Orientation of New Members

Policy:

New committee Chairpersons and members will receive an orientation (4-77-15).

Procedure:

1. The Executive Committee will send to the member whose term of service is completed, the name and address of the individual who is to replace him/her on the committee.
2. The outgoing committee chairperson or member will contact the person replacing him/her and review the policies and procedures of the committee and answer questions.
3. The Chapter office will send to the new member all appropriate records and files. (See committee Records in Part I)