

Texas Society for Respiratory Care Policy Statement

Page 1 of 2
Policy No.:

SECTION: Board of Directors
SUBJECT: **TSRC Disaster Relief Fund**
EFFECTIVE DATE: September 25, 2017
DATE REVIEWED: September 25, 2017
DATE REVISED:
REFERENCES: AARC Policy Statement

Policy Statement: The TSRC president may activate the Disaster Relief Fund for TSRC members in the event of a state declared disaster.

Policy Amplification:

1. In the event of a state declared disaster the TSRC President will immediately notify the Board of Directors of the event(s).
 - a. The President will verify available funding from the Treasurer, and will present the event, recommended maximum assistance, and timeline to the Board to entertain a motion from same.
 - b. The Board votes on motion and the assistance amount, and agrees to waive timelines as set forth under Bylaws,
 - c. The President and/or designee ensure that the application and guidelines are posted to the TSRC webpage.

2. The Application and Review/Award process will be conducted as follows:
 - a. Only current TSRC members in good standing prior to the onset of the disaster may be eligible for a grant.
 - b. The application is completed and is sent to the designated party for consideration.
 - c. Membership status will be verified by the President.

- d. The applicant must include evidence of the damage incurred as a result of the event, e.g., pictures of the damage, receipts for materials or work completed.
- e. The Board of Directors will review and approve/deny all applications. All BOD members will be expected to declare conflict of interest and abstain from voting in the event of real/perceived personal bias (family/work/personal relationship).
- f. The TSRC President will notify the AARC Executive Office of the TSRC Board of Director's decision to extend a grant, if such is determined, to a current member of the TSRC.
- g. Assistance granted may be in the form of gift cards, materials, and/or direct payments to an authorized contractor. Recipients will be responsible for submission of appropriate IRS documents to the TSRC when so requested.
- h. Records relating to the disbursement of TSRC Disaster Relief Funds may be made available to any current TSRC member upon written request to the TSRC President.
- i. The Board of Directors may authorize a call to all TSRC members for donations to the Disaster Relief Fund.
- j. There is to be no carryover from this fund; any unused portion from the TSRC budget will go back into the general account. However, under no circumstances will Disaster Relief Donations be diverted. They must be distributed to applicants or returned to the donors.

