

**AMERICAN COLLEGE HEALTH ASSOCIATION (ACHA)
BOARD OF DIRECTORS
POLICY AND PROCEDURE
(BOD P/P)**

BOD P/P Number:	2010-1	Date Established: May 12, 2010	
		Date Revised: November 15, 2011	
Reference:	EC Conference Call	Term:	1 Year
			2 Years
		X	Indefinite

BOD P/P Title:	ELIGIBILITY FOR ANNUAL MEETING SPEAKERS TO RECEIVE FUNDING FROM ACHA
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BOD Authority:	ACHA Bylaws, Article VIII, Section 1.
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Purpose:	To set forth a clear and concise policy on eligibility of annual meeting speakers to receive funding from ACHA.
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Policy:	<p>Generally*, the ACHA national office shall consider providing funding (honoraria, travel expense reimbursement, and/or waived registration fees) to any annual meeting speaker, except those speakers in the college health field. For purposes of this policy, <i>in the college health field</i> shall mean either:</p> <ul style="list-style-type: none"> • those who are ACHA individual members; or, • those who are nonmembers of ACHA but who provide the following care/services to students at an institution of higher education: <ul style="list-style-type: none"> ○ health care ○ mental health care ○ health education and health promotion services ○ any other health care ancillary services <p>Such eligibility shall be determined by the national office staff at the time of program submission, and will be applied from that point forward, regardless of any subsequent changes to membership status or employment.</p> <p>The national office staff shall approve funding requests of <i>eligible</i> annual meeting speakers based on program requirements and available budget.</p> <p>*EXCEPTIONS:</p> <p>The aforementioned policy statements shall represent the norm. However, for each annual meeting, the ACHA national office shall set aside an allocation of no more than three (3) exceptions to be granted with respect to the policy above.</p>
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	<p>These limited exceptions shall be reserved for solicited speakers only (i.e., speakers actively sought by ACHA section planners or committee, coalition or task force chairs as opposed to those who have submitted proposals through the public call).</p> <p>Exceptions shall be in the form of waived one-day registration only, and speakers who are granted such exception shall be responsible for any other expenses connected with annual meeting attendance.</p> <p>Exceptions shall be granted based on ACHA’s assessment of the merits set forth in the application letter outlined below.</p> <p>The decision authority for granting such exceptions shall be the Chair of the Program Planning Committee (PPC) in consultation with the ACHA President.</p> <p>Those granted exceptions shall be permitted to attend the meeting for the sole expressed purpose of conducting their presentation, and they shall not be eligible to participate in other annual meeting activities or events. They shall not be eligible to request continuing education credit from ACHA for any portion of the annual meeting.</p>
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<p>Procedure:</p>	<p>The ACHA national office staff shall allocate a specific budget for each membership section to fund <i>eligible</i> annual speakers.</p> <p>Requests for funding must come to the national office staff from a member of the Program Planning Committee (PPC) on the Speaker Fee Request Form. If a request comes to national office staff directly from a speaker, the staff shall forward that request to the appropriate member of the PPC, who will then complete and return the Speaker Request Form on their behalf.</p> <p>National office staff will review and approve funding requests that are within the allocated budget.</p> <p>When requests exceed the total amount allocated to the section, the national office staff will consult with the Annual Meeting Program Planning Committee Chair regarding excess funding decisions.</p> <p>EXCEPTIONS:</p> <p>Notwithstanding the procedures above for funding speakers, any section shall be permitted to request an exemption (in the form of a one-day waived conference registration) for a uniquely qualified, subject matter expert speaker being solicited to present when that speaker is <i>in the college health field</i>. Likewise, any committee, coalition, or task force may request the same exception for a solicited speaker for their guaranteed session.</p> <p>The section, committee, coalition, or task force chair must request such waiver via an application letter conveyed to the PPC Chair, addressed c/o the ACHA national office. The letter must set forth in detail the circumstances warranting the exception, including but not limited to:</p>
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	<p>the unique qualifications/experience of the speaker; the topic's relevance to the educational content of the program (e.g. relevance to needs assessments); and, attestation that no similarly qualified speaker <i>in the college health field</i> is available.</p> <p>Application letters must be received by December 1st of the year preceding the year of the annual meeting.</p> <p>The PPC Chair shall consult the ACHA President, and their decision regarding the exception shall be conveyed to the ACHA national office and the petitioning entity. The national office shall implement the decision accordingly.</p>
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Resources:	National Office	Volunteer
Human:	Executive Director Director, Member Programs and Services	Annual Meeting Program Planning Committee Chair Section Annual Meeting Program Planners Committee, Coalition, and Task Force Chairs
Financial:	Annual Meeting Budget	
Other:		