

EVENTS/ACTIVITIES PROCEDURES CHART

CE EVENTS/ACTIVITIES (Note C)	EVENT/ACTIVITY PROPOSAL	APPROVAL/FUNDING	LOGISTICS
WHO PROPOSES?			
<p>COMMITTEE</p> <p>Examples:</p> <p>Stand-Alone CE Events Conferences</p>	<p>The Committee submits CE Course Proposals and the Event/Activity Proposal to SDPA Office no less than 60 days prior to the event.</p> <p>The SDPA Office provides support to the Committee in drafting the CE Course Proposals and the Event/Activity Proposal (see Note B).</p>	<p>The Board must implicitly approve CE Course Proposals approved by the CPD Committee (see Note A).</p> <p>The Board must explicitly approve the Event/Activity Proposal (see Note A) and any contracts related to the Event/Activity.</p> <p>Funds will be provided from the yearly budget.</p>	<p>The Committee proposing the Event/Activity performs the logistics for the Event/Activity with support from the SDPA Office (see Note B).</p> <p>Logistics include identification of venue/catering/audiovisual opportunities but do not include negotiation/signing of contracts. Any logistics expenses incurred for reimbursement must be consistent with the yearly budget or the budget included in the Board approved Event/Activity Proposal.</p>
<p>PRESIDENT</p> <p>Examples:</p> <p>Stand-Alone CE Events Conferences</p>	<p>The President submits CE Course Proposals and the Event/Activity Proposal to SDPA Office no less than 60 days prior to the event.</p> <p>The President may appoint an ad-hoc committee (e.g. Fall Conference Committee) to be of assistance in developing and marketing an Event/Activity.</p> <p>The SDPA Office provides support to the President in drafting the CE Course Proposals and the Event/Activity Proposal (see Note B).</p>	<p>The Board must implicitly approve CE Course Proposals approved by the CPD Committee (see Note A).</p> <p>The Board must explicitly approve the Event/Activity Proposal (see Note A) and any contracts related to the Event/Activity. In the case of the Fall Conference, the Board must approve the Event/Activity Proposal with preference for the recommendations of the President related to theme (see Note A).</p> <p>Funds will be provided from the yearly budget.</p>	<p>If the Event/Activity is a stand-alone (four hours or less) the SDPA Office performs the logistics for the Event/Activity.</p> <p>Otherwise, the Events Committee performs the logistics for the Event/Activity with support from the SDPA Office (see Note B).</p> <p>Logistics include identification of venue/catering/audiovisual opportunities but do not include negotiation/signing of contracts. Any logistics expenses incurred for reimbursement must be consistent with the yearly budget or the budget included in the Board approved Event/Activity Proposal.</p>

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OTHER EVENTS/ACTIVITIES (Note C)	EVENT/ACTIVITY PROPOSAL	APPROVAL/FUNDING	LOGISTICS
WHO PROPOSES?			
<p>COMMITTEE</p> <p>Examples:</p> <p>Stand-Alone Events: Meet & Greet (see Note C) CPD Other Than CE Community Education</p>	<p>If the Event/Activity is stand-alone (four hours or less), is free to attendees, and the budget is \$500 or less, the Committee must submit the Event/Activity Proposal to the SDPA Office no less than 30 days prior to the Event/Activity (see Note E).</p> <p>Otherwise, the Committee must submit the Event/Activity Proposal to the SDPA Office no less than 60 days prior to the Event/Activity.</p> <p>The SDPA Office provides support to the Committee in drafting the Event/Activity Proposal (see Note B).</p>	<p>If the Event/Activity is stand-alone (four hours or less), is free to attendees, and the budget is \$500 or less, the President may approve the Event/Activity Proposal (Note D). The President must advise the Board of the approval at the next Board meeting and the Board must implicitly approve (see Note A).</p> <p>Otherwise, the Board must explicitly approve the Event/Activity Proposal (see Note A) and any contracts related to the Event/Activity.</p> <p>Funds will be provided from the yearly budget.</p>	<p>The Committee proposing the Event/Activity performs the logistics for the Event/Activity with support from the SDPA Office (see Note B).</p> <p>Logistics include identification of venue/catering/audiovisual opportunities but do not include negotiation/signing of contracts. Any logistics expenses incurred for reimbursement must be consistent with the yearly budget or the budget included in the Board approved Event/Activity Proposal.</p>
<p>PRESIDENT</p> <p>Examples:</p> <p>Stand-Alone Events: Meet & Greet CPD Other Than CE Community Education</p> <p>Board Installation Luncheon (R) Board Retreat (R) State of Association Breakfast (R) Committee Chairs Meeting (R)</p> <p>Mid-Year Networking Year-End Celebration</p>	<p>If the Event/Activity is organizationally required (R), no Event/Activity Proposal is required.</p> <p>Otherwise, the President submits an Event/Activity Proposal to SDPA Office no less than 60 days prior to the event.</p> <p>The SDPA Office provides support to the President in drafting the Event/Activity Proposal (see Note B).</p>	<p>If the Event/Activity is organizationally required (R), no Board approval is required.</p> <p>Otherwise, the Board must explicitly approve the Event/Activity Proposal (see Note A) and any contracts related to the Event/Activity.</p> <p>Funds will be provided from the yearly budget.</p>	<p>If the Event/Activity is organizationally required (R), the SDPA Office performs the logistics for the Event/Activity.</p> <p>If the Event/Activity is a stand-alone (four hours or less) the SDPA Office performs the logistics for the Event/Activity.</p> <p>Otherwise, the Events Committee performs the logistics for the Event/Activity with support from the SDPA Office (see Note B).</p> <p>Logistics include identification of venue/catering/audiovisual opportunities but do not include negotiation/signing of contracts. Any logistics expenses incurred for reimbursement must be consistent with the yearly budget or the budget included in the Board approved Event/Activity Proposal.</p>

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NOTE A Types of Board Approval:

Explicit Approval

The Board explicitly approves a decision when the Board makes the decision in its own judgment and discretion.

Implicit Approval

The Board implicitly approves a decision when the Board is timely advised that other designated/authorized parties (e.g. President/CPD Committee) have approved the decision and the Board fails to object. Board objections occur only under extraordinary circumstances.

Approval with Preference

The Board approves with preference to recommendations made by designated/authorized parties (e.g. President/Committee). If no recommendation is made by the designated party, the Board makes the decision in its own judgment and discretion. The Board may object to the recommendations made by others, but does so only under extraordinary circumstances.

NOTE B SDPA Office support includes assistance in drafting of Event/Activity proposals. SDPA Office support includes setting up the event/activity in the SDPA calendar, E-blasting the event/activity, managing registrations for the event (required if the event/activity is not free to attendees), managing onsite registration and signage, production of programs, name-tags, and handouts, and management of Zoom or slide presentations. SDPA Office support includes facilitation of the CE Course Proposal approval process between the course presenter and the CPD Committee.

NOTE C Events/Activities must be open to all SDPA members although attendance may be limited to a specified number on a first-come-first serve basis. Regular Board and Committee Meetings are not Events/Activities. State of the Association, Board Installation Luncheon, Board Retreat, and Committee Chairs Meetings are considered organizationally required (R) Events/Activities. Committees are limited to two Meet & Greet Events/Activities per year.

NOTE D In approving stand-alone events, the President shall consider whether there are sufficient funds remaining in the Committee budget item included in the yearly budget.

NOTE E The Board may, in its discretion, waive rules related to timing of proposal submissions.