

ICF Metro DC Policies

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GENERAL FINANCIAL POLICIES

Signature Authority. The Board of Directors authorizes the President, President-Elect, and the Treasurer to sign all checks.

Authorization of Expenditures. The Treasurer is authorized to approve expenditures up to \$1,000 without consultation and up to \$2,000 with consultation with the President (or President-Elect in the President's absence). Expenses of over \$2K go to the board for approval. All board members are authorized to commit funds up to a \$250 limit on behalf of the Chapter without consultation.

Annual Budget. The board will elect a Treasurer no later than the first board meeting each calendar year. The Treasurer will prepare an annual budget by the end of the first quarter and will provide updates to the board on a monthly basis. Per the bylaws, the Treasurer will make the budget available to membership on a quarterly basis. The board will ensure that a budget is developed for Chapter activities, working with Committee Chairs, throughout the year. Approved expenditures will be incorporated into the operating budget.

Conference Budget. The Conference Chair will establish a budget for the Capital Coaches Conference (CCC). The Treasurer will serve as the Finance Chair for the CCC and will provide updates to the board on a regular basis. The board will reimburse travel expenses and may pay a speakers fee to the keynote speaker(s). Combined expenses and fees for keynote speaker(s) will not exceed the designated line item(s) in the conference budget. A contract that specifies financial commitments will be signed by the Keynote Speaker(s) and the Conference Chair.

CCC Reserve / Emergency Fund. The Chapter shall set aside funds equal to 2/3 of the operating costs of the current year Capital Coaches Conference (CCC) within one month after the CCC is held as a reserve against the expected cost of the next CCC. This reserve fund may not be used for regular operating funds and may only be used in emergencies as approved by 2/3 of the board members.

Professional Development Budget. The Director of Professional Development (PD) will establish a budget each year that aims to generate revenue or, at a minimum, to balance total cost with total revenue (i.e., break even). The PD budget will be included as a line item in the annual budget and updates will be provided to the Treasurer on a regular basis. Speakers who present at PD events are not paid; however, the Director may choose to reimburse travel expenses for out-of-town speakers. The PD Director is authorized to approve expenditures up to \$500 in consultation with a Board Officer.

Requirement for Competitive Bids. The board will solicit three competitive bids for contracts or expenses in excess of \$2,000. The solicitation and responses will be in writing. The board will establish a committee to develop the solicitation and review bids. The committee will provide a summary of responses and make a recommendation to the board. Board vote is required to approve final selection. The exception to this requirement is a delegation of authority to the Capital Coaches Conference (CCC) Chair. The Conference Chair may be authorized by board vote to handle competitive bidding and make decisions up to \$10,000. The Conference Chair will bring decisions exceeding \$10,000 to the board, including conference venue, registration rates (as these affect total revenue), and any other fee above the \$10K limit.

Sponsored Events for Chapter Leaders. The Chapter shall pay the registration fee and up to \$1,000 in travel expenses for the President and the President-Elect to attend 1) an ICF Global conference to represent the Chapter OR 2) another ICF-sponsored event specifically intended to enhance the leadership capabilities of participants. If these Officers are unable to attend, the board shall designate and pay for other board members to attend in their place. A separate line item will be established for these costs in the annual budget.

Out-of-Pocket Expense Reimbursement. Board members may be reimbursed for expenses which would not have been incurred except in the course of carrying out duties associated with being a board member. Incidental costs associated with attending board meetings and chapter events, such as mileage and parking fees, are not reimbursable.

Liability Coverage. The board shall spend no more than the necessary premium to seek general liability coverage for board members up to a maximum of \$1 million per member.

BOARD MEMBER RESPONSIBILITIES

Board Governance Documents. The President will ensure the official bylaws are published on the Chapter website. The Secretary will maintain a current copy of the policies, which will be published on the website periodically. The Secretary will work with hired support staff (e.g., virtual assistant) to provide incoming board members with the Chapter documents, information, and assistance that they need to perform effectively.

Performance of Board Duties. Board members are responsible for educating themselves so that they can perform their duties effectively. Each member will work with the Chapter President to identify a set of responsibilities that support Chapter goals. If a board member appears unable to meet board commitments, the President will initiate a conversation to discuss the member's ability to serve. Responsibilities may be adjusted based on a conversation with the board President. If a member is unable to support Chapter goals through their work on the board, they may be asked to resign.

Board Meeting/Retreat Attendance. If a board member misses two board meetings or retreats in a calendar year, the board President will initiate a conversation to discuss the member's ability and willingness to serve. If a board member misses more than three board meetings within a year, the board member may be asked to resign.

Board Attendance, Chapter Events. Board members are encouraged to attend as many Chapter events as possible. They are authorized free registration for up to six professional development (PD) seminars per year and are expected to attend a minimum of two PD events per year. Directors may be asked to participate in other Chapter-sponsored events as a regular part of board duties.

Special Appointment, Conference Chair. A Chairperson for the Capital Coaches Conference (CCC) will be appointed by the board approximately one year in advance of the event. The chair will be a current board member or will join as an adjunct member of the board through the conclusion of the conference. The Conference Chair is authorized to make conference decisions without consultation, subject to the competitive bid policy. The chair will provide monthly updates to the board as well as a summary report after the conference. The chair can lead the conference for up to three consecutive years.

MEMBER ENGAGEMENT / CHAPTER EVENTS

Member List. The board will NOT make the ICF Metro member list available. Interested parties may apply to put information on the Chapter website for a fee.

Survey. The board commits to engaging chapter members via questionnaires and other forms of research. A quantitative survey of all members will be conducted during odd years and qualitative research will be conducted during even years. The cost of research is not to exceed \$1500 per year.

Communities of Practice (CoPs). The board aids in the establishment of CoPs as a way to encourage community and mutual support among members. CoPs are created by members as forum within which learning and professional development can occur, and not primarily for the purpose of business development. A CoP is defined as a self-generating and self-sustaining group of coaches who share a common interest in a particular aspect of coaching (e.g., spirituality, Federal Government coaching, Action Learning, relationships).

In order to be recognized by the Chapter, CoPs must:

- have a charter that is approved by the Board of Directors (see approved form)
- be led by a Chapter member
- be open to any Chapter member
- not be affiliated with any private business interest

The board will support CoPs recognized by the Chapter as follows:

- Post a description of the CoP and contact information on the Chapter website
- Advertise CoP meetings and activities free of charge on the website and in the newsletter
- Offer CoPs the opportunity to discuss their work with a wider Chapter audience as part of the Chapter's ongoing professional development efforts

The ICF Metro DC Chapter will not provide any other administrative or financial support to CoPs nor will the Chapter make its membership list available to CoP leaders.

Limits to Advertising / Self-Promotion. Members may display but not sell materials (e.g., brochures, books, flyers, promotional products) at designated Chapter events using the table provided. The board retains the authority to disallow materials that it feels are inappropriate, without explanation.

Volunteer Recognition. The board appreciates the contributions of board members and other volunteers. The board believes it is important to thank volunteers by offering formal and informal recognition (on a regular basis) and tokens of appreciation based on level of effort. Therefore, it is agreed that volunteers will be recognized according to the following Volunteer Recognition Guidelines.

Volunteer Recognition Guidelines		
	<i>Board Member</i>	<i>Other Volunteers</i>
Capital Coaches Conference	Board Members: \$100 discount on registration	Conference Chair: registration fee waived. Committee Chairs: \$100 discount on registration plus \$50 gift certificate Volunteers: \$25 gift certificate
Professional Development (PD) Events	Board Member registration fee waived for up to 6 meetings attended each year. PD Director: registration fee waived for all PD events attended.	Registration Fee waived for PD committee members if they are asked to be there by the PD Director
Committee Activities	N/A	\$50 gift certificates for all active committee members
Pro Bono Coaching	N/A	Certificate of Appreciation, plus recognition in the newsletter and on the website for all pro bono coaches

Outgoing Board Members	Plaque or other appropriate gift	N/A
Exceptional Effort		\$25 Gift Certificate and recognition on the website and in the newsletter \$100 Gift Certificate for "Volunteer of the Year" and recognition on the website and in the newsletter
<p>Annual Review. The Compensation Policy will be revisited each year to determine whether resources are available to continue each element for the next year and to make any necessary revisions.</p> <p>Dual Roles. In cases where a board member serves as volunteer, committee chair or committee member, no compensation is provided if the work is considered part of the board member's role (e.g., the Treasurer serves as Finance Chair for the CCC). If the work is in addition to the understood duties of a particular board role (e.g., the PD Director volunteers for the registration committee at the CCC), additional volunteer compensation and/or recognition applies.</p>		

POLICY REVISIONS, CURRENT YEAR	Action	Approval Date
Authorization of Expenditures	Revised	April 10, 2015
Annual Budget	Added	April 10, 2015
Conference Budget	Added	April 10, 2015
CCC Reserve / Emergency Fund	Revised	April 10, 2015
Professional Development Budget	Added	April 10, 2015
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Special Appointment, Conference Chair	Added	April 10, 2015
Survey	Revised	April 10, 2015
Communities of Practice	Revised	April 10, 2015
Limits to Advertising / Self-Promotion	Revised	April 10, 2015
Volunteer Recognition	Revised	April 10, 2015
Section Headings for Policy Document	Revised	April 10, 2015