

ALBERTA DEVELOPMENT OFFICERS ASSOCIATION  
POLICIES AND PROCEDURES

<b>POLICY TITLE:</b> Board of Directors Honorariums		
<b>NEW POLICY NO.</b> 10-ADOA-005		
<b>ORIGIN/AUTHORITY:</b> Board of Directors	<b>ADOPTED BY:</b> Board of Directors	<b>EFFECTIVE DATE:</b> April 30, 2010
	<b>REPLACES POLICY NO.</b>	<b>REVISION DATE:</b>

**Board of Directors Honorariums:**

The Alberta Development Officers Association acknowledges the commitment it takes for association members to participate in Board of Directors positions.

The Bylaw for the Association commits the Board to hold at least four (4) Board Meetings per association year, have general charge and control of the affairs, funds and property of the Association; manage the affairs of the Association in accordance with any Bylaw(s) and/or policies of the Association as well as any decisions of the Members as determined at the Annual General meeting, or at any Special Meeting of the Association; and have the authority to hire an Executive Assistant and establish duties for such Executive Assistant. As such the Association recognizes that an honorarium in a specified form should be provided to these members willing to give of their personal and professional time to advance the growth and status of the Association as a whole.

The following honorarium shall be provided to the Board Members as a cost to the Association:

Out of Town Expenses for accommodations	Per actual receipts
Meals	Per Policy 10-ADOA-001
Mileage (return trip)	Per Policy 10-ADOA 002

During Annual Conference – travel and accommodations	Per actual receipts
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**The Mileage Reimbursement rate for Board Members per Policy 10-ADOA-002.**

*Note: an Expense sheet (Schedule A of Policy 10-ADOA-001) shall be provided to the Treasurer for all reimbursements*