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SOCIETY FOR CHEMICAL HAZARD COMMUNICATION

STANDARD PRACTICES AND PROCEDURES and CALENDAR of ACTION ITEMS

April 2008

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A. Introduction

The Society for Chemical Hazard Communication (SCHC) is a non-profit professional society of individuals engaged in the business of hazard communication. The SCHC was established to provide a forum for these individuals to exchange information related to hazard communication, and to serve as a source of new information to help them maintain their professional knowledge of the area.

The Society is governed by Officers (President, Vice President, and Secretary/Treasurer), and a Board of Directors elected by the membership. The Board elects a Chair to govern Board activities. The Board establishes Committees on topics of concern to the operation of the Society. The President appoints the Committee Chairs and approves members, and the Chairs of the Committees are coordinated by the President and are responsible to the Board for completing the operations under their jurisdiction. The day-to-day administrative functioning of the SCHC is supported by an administrator hired by the Society to provide appropriate support.

The purpose of this document is to explicitly indicate the tasks of each of these components of the Society and specify the time frame in which they are to be completed. This should facilitate the functioning of the organization by ensuring that all involved are aware of their duties, and the dates by which they are to be accomplished.

B. Officers and Board Members of the SCHC

Chair, Board Of Directors

Role/Responsibilities

The Chair of the Board of Directors is the functional head of the Board and is elected annually from among Board Members. In this position, the Chair is responsible for convening the Board and Officers to review and evaluate past activities, plan future direction based on input from the membership, set up new approaches and mechanisms to address issues of concern, and establish appropriate procedures for SCHC activities.

Election Procedure: All Board Members for the upcoming term are invited to submit nominations for the position. A Board Member can submit any number of nominations and/or self-nominate. Nominations are sent to the Administrator at least two weeks prior to the annual (Spring) meeting. The Administrator will then send out an e-mail ballot to all eligible Board Members with the nominations listed. Board Members send their vote back to the Administrator, who will count the votes and notify the Board and Officers of the results prior to the annual meeting. The new Chair will take office after the annual (Spring) meeting. The Administrator will keep the source of the nomination and ballot results confidential.

| Standard Practices | Time Frame |
|---|--|
| Convene and chair Board meetings in conjunction with scheduled membership meetings. Conduct regular conference calls, to facilitate SCHC business between meetings. Review progress on action items, and facilitate discussions of policy issues. | Generally twice a year for membership meetings, and monthly for conference calls, depending on the needs of the Board. May also use e-mail as appropriate to poll the Board and Officers on issues of concern between discussions. |
| Solicit input from Officers and Board of Directors on agenda items for the meetings and calls. | One month prior to meetings, and several days prior to conference calls. |
| Represent SCHC to outside parties, to promote the organization or to obtain advice related to the conduct of SCHC business consistent with the purposes of SCHC (includes consulting with Counsel). | As appropriate. |
| Provide guidance to Officers, Board Members, and Committee Chairs in implementing their duties for SCHC. Participate in Executive Committee discussions as needed. | As called upon and appropriate. |
| Report to the membership on Board activities. Prepare correspondence to thank outgoing Officers and Board Members, or address other SCHC issues as needed. | As called upon and appropriate. |

President

Role/Responsibilities

The President is the organizational position that is primarily responsible for carrying out the strategic plans and policies as established by the Board of Directors of the SCHC, The President provides leadership for the Society, and coordinates functional activities to achieve the purposes of the organization. Makes timely decisions on options identified by Officers and Committee Chairs to ensure smooth functioning of activities. Presides over membership meetings of the SCHC. Serves on the Board of Directors.

Qualifications: A member in good standing who has served as an Officer or Board Member of the SCHC is eligible for nomination and election as President. The current Vice-President of SCHC will be the official nominee for President for the following term.

| Standard Practices | Time Frame |
|--|---|
| Participate in semiannual Board meetings and monthly conference calls. Notify Chair of the Board prior to the meeting or call when participation is not possible due to unavoidable conflicts. | At the Spring and Fall SCHC meetings and monthly by conference call. |
| Conduct meetings and provide leadership for development and implementation of goals and objectives for the Society. | Chair Spring and Fall membership meetings. Other activities are Ongoing. |
| Represent the SCHC as needed. | Ongoing. |
| Provide direction to SCHC Administrator and other Officers on financial and other issues. | Ongoing |
| Review membership list provided by Administrative Services before distribution. | Each May |
| Appoint Committee Chairs and approve committee members as needed. | Review committee status once a year. Replace Committee Chairs as necessary. |
| Coordinate with Committee Chairs to ensure effective meeting preparations. | Three months prior to the spring and fall meetings. |
| Approve requests for reimbursement of speakers' expenses above the \$3,000/meeting approval level authorized to the Program Committee Chair. | As required. |
| Review and approve for payment the SCHC Administrator's monthly statement. | Monthly. |
| Write thank you letters to outgoing Officers and Committee Chairs. | Following the Spring meeting and as required. |
| Review meeting announcements, press releases, etc. as provided by Administrative Services prior to distribution. | Ongoing. |
| Serves as liaison to the Nominating Committee. | Ongoing. |

Vice-President

Role/Responsibilities

Assist the President in conduct of SCHC meetings, and in determining the policies and direction for the Society. Perform duties of the President when the President is absent. Serve on the Board of Directors, and as an ex-officio member of all committees.

Qualifications: A member in good standing who has served as an Officer or Director of the SCHC is eligible for nomination and election as Vice-President. In general, the current Secretary/Treasurer of SCHC will be the official nominee for Vice-President for the following term if they are willing to serve.

| Standard Practices | Time Frame |
|---|--|
| Serve as ex officio member of Society committees as requested by President. | Ongoing. |
| Serve as Board liaison to Ad-Hoc Committees. | As needed. |
| Represent the SCHC to outside parties. | As requested. |
| Serve as President in his/her absence. | As requested. |
| Serve on the Board of Directors. | Ongoing. |
| Participate in semiannual Board meetings and monthly conference calls. Notify the Chair of the Board prior to the meeting or call when participation is not possible due to unavoidable conflicts. | At the Spring and Fall SCHC meetings and monthly by conference call. |
| Review appropriateness of SCHC Standard Practices and Procedures, and propose changes as necessary. | Bi-annually, in time for Fall Board meeting (even years). |
| Review the appropriateness of literature displayed on the meeting "literature table." | At each Society meeting. |
| Establish an ad-hoc committee of the Board, consisting of someone from the PDC and others as needed, to develop and carry out demographics and professional development surveys designed to inform the programming, training and membership services committees. These surveys will capture the responses from a complete population of one year attendance at both of the SCHC events. | Every three years at both the spring and fall meetings of that year. |

Secretary/Treasurer

Role/Responsibilities

Monitors financial status of the SCHC, prepares financial reports for the Board of Directors and assures that governmental and other required filings are completed in a timely manner.

Qualifications: A member in good standing who has served as an Officer or Director of the SCHC is eligible for nomination and election as Secretary/Treasurer.

| Standard Practices | Time Frame |
|---|--|
| Participate in semiannual Board meetings and monthly conference calls. Notify the Chair of the Board prior to the meeting or call when participation is not possible due to unavoidable conflicts. | At the Spring and Fall SCHC meetings and monthly by conference call. |
| Prepare financial reports for the Board, including mid-year and year-end assessments. | As requested by the Board and prior to the Board meetings. Provide mid-year report to BoD members prior to the Fall meeting for presentation and review at the meeting; provide year-end report to BoD members prior to the Spring meeting for presentation and review at the meeting. |
| Prepare report on conference income and expenses and distribute to the Board. | Include with semi-annual financial reports. |
| Maintain appropriate banking accounts for receipt of funds, and arrange for payment of bills. Maintain the required minimum in all checking accounts to avoid banking fees. Attempt to maintain bank balances below the FDIC insurance limits of \$100,000 per depositor. Set up additional accounts or CDs at other institutions to manage balances. | Ongoing. |
| Request 1099 forms from IRS | December each year |
| File 1099 for anyone receiving \$600 or more in a calendar year other than for itemized expense reimbursement. Transmit forms to the payee and IRS. (Tax ID numbers are requested and should be found on the PD expense reimbursements.) | January each year |
| Arrange for financial review by an independent certified accountant for the previous 2 calendar years to be conducted in June following taking office. Report sent to Board of Directors for review and discussion at next scheduled meeting. Current accountant is Accounting Unlimited, Jennifer Jones, 410-451-6631. | June every other year, upon transition to new officer |
| Provide Quicken records to accountant to enable preparation of IRS Form 990 for | Before May 15, annually |

| | |
|--|--|
| SCHC (exemption from income taxes) | |
| Maintain SCHC financial records (Quicken) and send backups to on-line backup site and/or other Board Member for security. | Monthly or when modified. |
| Assure that the biannual Nonprofit Filing for District of Columbia is completed and fee paid. | Before January 15, Even Years |
| Review Travel Reimbursement Policy and make changes as needed | April each year |
| Purchase CDs for excess funds in terms to meet the needs of the Society. Cash them out or renew as appropriate or purchase new CD. Review status quarterly and include information in Treasurer's report. | As required. |
| Assure that SCHC maintains liability insurance for the Officers and Board. | June each year |
| Assure compliance with the refund and course materials policies found in the Additional Policies and Guidelines and Professional Development Standard Practices. Review and pay honorariums and expenses for Professional Development courses. | As required |
| Finalize minutes prepared by acting recording secretary; prepare PDF file and transfer to Administrator for uploading to SCHC website archives. | Following each monthly BOD meeting. |
| Maintain a copy of all approved minutes and attachments of Board meetings. | Ongoing |
| Ensure that decisions of the BoD made by email consensus are recorded in the next meeting's minutes. | Ongoing |
| Review and record Administrator's financial activity in Quicken. | Monthly |
| Review and revise if necessary the Reserve Policy for SCHC in coordination with Arrangements Chair. | January of each year |
| Chair committee to conduct a financial analysis of all activities over the previous three years and recommend adjustments to membership fees, registration fees and tuition fees, as necessary. | Every 3 years (fall of 2009, 2012, 2015, etc.) |
| Finalize minutes prepared by acting recording secretary following approval; prepare PDF version and have posted to website | Monthly |

Recording Secretary

The Recording Secretary is appointed by the Chair of the Board annually from among the members of the Board.

Role/Responsibilities

Compiles and distributes official minutes of meetings of the Board of Directors for approval by the Board. The Recording Secretary shall perform additional assignments as directed by the Board of Directors.

| Standard Practices | Time Frame |
|--|---|
| Prepare minutes of Board meetings and distribute to all Board Members. | Distribute within one month after Board meeting. |
| Send approved minutes to Administrator for distribution to Committee Chairs. | Within one week of the Board meeting at which the minutes are approved. |
| Send approved minutes to the Webmaster and Web Committee Board Liaison for posting on the website. | Within one week of the Board meeting at which the minutes are approved. |
| Arrange for coverage at Board meeting in the case of absence. | Whenever absent from meeting. |

Board of Directors

Role/Responsibilities

Ensure that the organization functions within the guidance of the bylaws. The Directors represent the needs of the membership with regard to programs and activities, and the financial operations and management of the SCHC to appropriately serve the membership.

Qualifications: Any member who is currently a member in good standing and has been so for the immediate past two years shall be eligible for nomination and election as a Director. Preference in selecting nominees should be given to members who participate actively in the role of Committee Chair or Member, program speaker or professional development instructor.

| Standard Practices | Time Frame |
|--|---|
| Participate in semiannual Board meetings and monthly conference calls. Notify the Chair of the Board prior to the meeting or call when participation is not possible due to unavoidable conflicts. | At the Spring and Fall SCHC meetings and monthly by conference call. |
| Develop SCHC policies and long-range goals to assure that SCHC serves the membership. | Ongoing |
| Provide additional input when requested by the Chair of the Board or Officers of the SCHC. | Ongoing. |
| Upon assignment by the President, act as the Board liaison to one of the Society's standing committees and attend that committee's meetings held in conjunction with the semiannual meetings of the Society. Note: Board Members cannot also serve as a Committee Chair, except under extraordinary circumstances. | At the Spring and Fall SCHC meetings and by conference call when appropriate. |
| Upon assignment by the Chair, participate in ad-hoc Board committees to review and/or advise the Board on issues affecting the Society. | As required. |
| Communicate with the membership to solicit advice on SCHC activities. | Ongoing. |
| Serve as Recording Secretary at Board meetings. | As assigned. |

SCHC Committees

Ad Hoc Committee for Standards Review

Role/Responsibilities

To solicit comments from the membership on new or revised standards or guidelines and to recommend to the Board of Directors what position SCHC should take regarding such standards or guidelines.

| Standard Practices | Time Frame |
|---|--|
| Provide current membership, documents and other information for the web page to the SCHC Webmaster. | As necessary. |
| Provide to the Administrator for distribution to the membership copies of draft or proposed standards, guidelines, etc. with appropriate instructions as to timing and format of response. Where SCHC is required to respond with a vote, the members must be instructed to provide a "yea," "nay," or abstain. If a negative vote is to be case, comments as to the reasons must be requested. | Provide copy suitable for duplication to Administrative Services at least 10 days before the date to be mailed. Members should be given 30 days to review, vote, and/or comment. |
| Count the members' votes, collate and summarize comments from the members, and formulate a recommendation for action by the Board on the proposed standard or guideline. | Complete within 30 days of the end of the comment period. Submit recommendation to the Board at least 30 days before action is required. |

Arrangements Committee

Revised July 2002

General Responsibilities

Arrange accommodations and meeting services for Semi-Annual meetings and HazCom 101 Seminars at least 2 years in advance.

Provide meeting and seminar arrangement details, committee membership, and other information of interest to the Society Webmaster as necessary.

Report Arrangement Committee information and meeting and seminar details to the Board of Directors and Society membership at each Semi-Annual meeting.

Coordinate arrangement details with the hotel staff during the semi-annual meetings and the seminar to facilitate service needs and to approve payment of invoices.

Review the Standard Practices at least annually and as requested by the Board, make needed changes and provide update to the Vice-President.

The Chair should maintain records of committee meetings, i.e. minutes, list of members, final work products, etc.. Provide these records to the new Chair as soon as possible when there is a change in leadership.

Specific Duties for Semi-Annual Meetings

A. Select the Meeting Date and City

The Spring meeting is typically held during March or April in various locations around the county. The Fall meeting is typically held during September or October in the Washington, DC area. The Spring meeting usually alternates between eastern and western cities.

The specific dates selected depend on hotel availability during the target months. Avoid conflicts with religious or other holidays and with meetings of other organizations attended by Society members, such as the Society of Toxicology, Living With TSCA, or the American Industrial Hygiene Association. In some cases, avoid conflicts with events that are unique to the host region/city, such as Spring Break in Florida or Mardi Gras in New Orleans or with other major conventions/meetings in the host city. In other cases, unique events, such as Fiesta Week in San Antonio, are desirable attractions to the area. Consult with the hotel staff in the target city to learn of such events.

The Board of Directors will select and prioritize two or three potential host cities at least 2 years in advance based on the results of member surveys. Typically, the preferred cities are readily accessible by air and are vacation destinations. Examples include Orlando, FL and San Diego, CA. Additionally, the preferred hotel locations offer outside attractions within walking distance of the hotel. Examples include Riverside Walk in

San Antonio, and the French Quarter in New Orleans. Finally, preferred hotels are nationally recognized and well respected. Of course, the host hotel must be large enough to accommodate all anticipated attendees in guest and public rooms. Examples here include the Marriott Hotel chain and the Fairmont Hotel chain.

B. Select the Host Hotel

Consult the Mobil Travel Guide or AAA Travel Guide for potential host hotels in the preferred cities. Seek out hotels that have convention facilities and at least 200 guest rooms. Another alternative is to contact the Convention/Visitors Bureaus of the preferred cities for a list of appropriate hotels.

Contact the Convention Sales Manager at each potential host hotel to determine interest and availability. Provide the meeting specification and other information the hotel requires. Request a proposal from each hotel based on the following specifications for Spring or Fall meetings:

Friday – 50 sleeping rooms;

Saturday – 1 all day breakout room for 50 people in classroom style; continental breakfast, AM/PM breaks, lunch for 50 people; appropriate AV; 150 sleeping rooms;

Sunday – 3 all day breakout rooms for 50 people each in classroom style; continental breakfast, AM/PM breaks, lunch for 150 people; appropriate AV; 150 sleeping rooms;

Monday – 3 all day breakout rooms for 50 people each in class-room style; continental breakfast, AM/PM breaks, lunch for 150 people, appropriate AV; 1 PM only breakout room for 20 people in conference style, PM break served inside this breakout room; 150 sleeping rooms;

Tuesday – 1 all day general session room for 175 people in class-room style; continental breakfast, AM/PM breaks, appropriate AV; 8 PM only breakout rooms for 20 people each in conference style, no AV in these breakout rooms (reduce to 2 breakout rooms if the hotel charges a rental fee for these rooms); no-host reception with hors d'oeuvres for 150 people in lounge style;

Wednesday – 1 AM only general session room for 175 people in classroom style; continental breakfast, AM break only, appropriate AV.

For the Fall meeting only, add to the above specifications:

Sunday – 1 exhibit room for 20 – 10 ft x 10 ft booths; begin room set-up at 12:00 noon;

Monday – Light snacks for 100 people served in the exhibit room from 6:00 pm – 8:00 pm;

Tuesday – Buffet lunch for 50 people served at 12:00 noon; set the evening reception in the exhibit room;

Wednesday – Exhibit room tear down.

For the Spring meeting only, add to the above specifications:

Tuesday – evening poster session for 4 – 4 ft x 4 ft poster boards in the same room as the reception.

In all cases, coordinate closely with the Program and Professional Development Chairs and the Society's Administrator for last-minute changes or other revisions.

Summarize the proposals from the prospective host hotels/cities for Board review. Participate in a Board meeting/conference call to discuss the proposals. The Board will select the host city.

Request a first option on the proposed dates at the hotels in the selected city. Request a preliminary contract from each Convention Sales Manager based on their proposal. It may be necessary to request a contract from more than 1 hotel if proposals are similar.

Review the proposed contract. The first contract proposed by the hotel contains very few concessions and is always heavily weighted in the hotel's favor. It is important to note that almost all provisions of the contract are negotiable and, further, that hotels are willing to concede more in some areas of the contract than in others. The following items are examples of the outcomes of recent negotiations on various contract provisions:

- i) Sleeping room rate. Typically, only small reductions, \$10 – 15 per night, are possible below the hotel's original proposal. It is usually easier to obtain hotel concessions in other areas of the contract.
- ii) Complimentary rooms. It is standard for hotels to offer 1 complimentary room/50 paid room nights. In addition, 2 or 3 complimentary small suites are usually granted if requested. Ask that the complimentary room allotment be utilized as a credit to the Society's Master Account. Request that all meeting attendees be counted for purposes of calculating complimentary room credits, not just those who paid the group rate. This will allow inclusion of members who obtained a room rate that is lower than the negotiated group rate through special promotions or other means.
- iii) VIPs. Request 12 VIP rooms for Board members to be upgraded to small suites or similar at the group rate. Some hotels consider view rooms as upgrades.
- iv) Reservation Cut-off Date. Request this date be set at 3 weeks before the start of the meeting.
- v) Meeting Room Rental. If the hotel's initial proposal indicates a rental fee for the public meeting rooms, request that it be waived or at least reduced. The Society has not paid more than \$150/day for rental of public meeting room space.
- vi) Parking Fees. If the hotel charges for overnight self-parking, request 3 complimentary parking passes. Assign the passes to VIPs who have a car.
- vii) Government Per Diem Rates. Request 5 rooms for the duration of the meeting at the government per diem rate in effect at the time of the meeting. These room rates are available only to government employees.
- viii) Future Year Dollars. Require that the hotel quote sleeping room rates in future year dollars, rather than in current year dollars plus a not-to-exceed inflation factor. This will set a cost-certain and allow members to more accurately budget for the meeting.
- ix) Deposit. Recently, some hotels have requested a deposit to guarantee the contract. The Society has paid deposits as high as \$2500 in the past. Other hotels are willing to waive such a requirement in view of

the contract clause that prescribes penalties in the event of meeting cancellation. If the hotel is unable to waive the deposit, ask that the contract require the hotel to bill the Society for the amount of the deposit when the deposit is due. Require that the contract credit the deposit amount to the Society's final invoice.

- x) Attrition. This clause prescribes penalties if the Society uses fewer than the contracted number of sleeping rooms. This is potentially a significant cost to the Society but is necessary in order to protect the hotel from lost revenue. Request that the contract provides no attrition penalty if at least 85% of the contracted room block is utilized and then graduated penalties for room utilizations below 85%. In the past, the Society has not incurred attrition costs.

Request that the Society and the hotel jointly review room blocks at 12 months, 6 months, and 3 months before the meeting and adjust as necessary at no penalty.

Negotiate the most favorable contract possible. Request that the hotel submit a new contract as negotiated.

Request a credit application from the hotel to establish a Master Account. Obtain account numbers and other financial details from the Society's treasurer. Identify individuals who are authorized to charge costs to the Master Account. Typically, this includes the Arrangements Chair, the Society's President, Treasurer, and Administrator.

Review the final contract carefully. Be sure all items agreed upon are correctly detailed in the contract.

Approve the final contract. The Board of Directors has delegated authority to the Arrangement Chair to sign the hotel contract on behalf of the Society.

D. Notify Society Webmaster and Board of Directors of Final Arrangements

Notify the Webmaster and Board of the details of the final contract, including city, hotel, dates, room rates, cut-off date, and other information of interest to the membership.

E. Board of Directors Dinner

The Board of Directors has traditionally held a group dinner after its meeting on Monday of the meeting week. Recent practice has been to invite Committee Chairs, spouses, and Society guests and to host the dinner at a restaurant away from the hotel. In the past, these restaurants have been selected from personal knowledge or hotel concierge recommendations.

Contact the selected restaurant about 1 year in advance to reserve space for 25 people, establish a contract if necessary, select the menu, and arrange for payment. Past practice has been to allow guests to select from an open menu rather than to pre-select the meal. Many restaurants will accept the Society's check as payment; however, some Society Officers are authorized to charge expenses to the Society's credit card. Review the restaurant's final bill to determine whether a mandatory service charge for large parties has been added.

If the restaurant is not within an easy walk from the hotel, arrange for a shuttle or limousine service. The hotel concierge can provide appropriate contacts.

F. Preliminary Arrangements

About 12 months before the meeting review the room block with the hotel staff and release rooms back to the hotel's general pool if there is any indication that the block will not be utilized.

About 6 months before the meeting again review the room block with hotel staff and release rooms that are not expected to be needed.

About 3 months before the meeting ask the Program and Professional Development Chairs to provide the AV requirements of their speakers. Also review the room block pick-up with hotel staff and adjust the block as necessary.

About 1 – 2 months in advance of the meeting, submit the arrangement details to the hotel's Convention Manager. The details include room set-ups, AV aids, break and lunch selections and other refreshments, and reception selections. Also include a list of the Society's VIPs and guests whose room and tax charges will be assigned to the Society's Master Account. Identify the recipients of the complimentary rooms/suites and the Society members who are government employees that receive the per diem room rate.

Review the hotel's Banquet Event Orders carefully. Keep a copy of the initialed BEOs. The BEOs detail the costs of meals, AV, room rental charges, etc, and form the basis of the hotel's invoice. All BEO revisions should be documented in writing and a copy retained in the event of later billing disputes. Note BEO revisions on the retained copy of the BEO in order to facilitate later review.

Monitor meeting and seminar registrations in order to determine whether attendance will likely exceed room block pick-up thresholds to avoid attrition penalties.

Coordinate closely with the Society's Administrator for attendance projections and with the hotel's Convention Services Manager for room block pick-up. Consult with the Convention Services Manager as required and release rooms from the Society's block if necessary.

Coordinate as necessary with the hotel staff on all arrangements issues and on last minute revisions.

G. Meeting Activities

Coordinate as necessary with hotel staff, Society members and Officers to assure an appropriate level of service and accommodations. Review and sign hotel service and banquet orders as necessary.

H. Post-Meeting Activities

Upon receipt of the hotel's invoice carefully compare the hotel charges with the latest BEOs. Discuss and resolve any billing discrepancies with the Convention Manager or other hotel staff. Obtain supporting documentation from the hotel for all charges or credits and retain those documents in committee files. It is important to document and justify all debits and credits in order to maintain the Society's tax exemption as a nonprofit organization.

Upon agreement of the final invoice, approve the invoice for payment and forward it to the Society's Treasurer.

Prepare a meeting cost summary for the Society's treasurer that itemizes food, AV, room rental, Board meeting, society guests, and credits. This information is used by committees to calculate costs.

Specific Duties for HazCom 101 Seminars

1. Introduction

Specific Arrangement Committee duties for HazCom 101 are very similar to those described above for the Semi-Annual meetings. The major differences are that HazCom 101 is a much smaller meeting and it is typically held once each year at the same hotel.

The duties below are specific to HazCom 101. Refer to the preceding discussion for general duties common to both meetings.

2. Select Meeting Dates

The HazCom 101 seminar is held during November or December at the Crystal Gateway Marriott Hotel, Arlington, VA. The specific dates depend on hotel availability during the target months. Avoid conflicts with holidays and the Fall SCHC Semi-Annual meeting.

Request a proposal from the hotel based on the following specifications:

Thursday – 50 sleeping rooms;

Friday – 1 all day breakout room for 50 people in classroom style; continental breakfast, AM/PM breaks, lunch; appropriate AV; 50 sleeping rooms;

Saturday – 1 all day breakout room for 50 people in classroom style; continental breakfast, AM/PM breaks, lunch, appropriate AV; 50 sleeping rooms.

3. Contract Negotiations

Note that small meetings such as this one are less profitable for the hotel so the hotel is less likely to grant extensive concessions. However, some concessions are possible. See the discussion in Section II 2 (e) above for examples of contract provisions that are negotiable.

Obtain the best possible contract.

4. Contract Approval

The Board of Directors has delegated authority to the Arrangements Chair to sign the hotel contract on behalf of the Society.

5. Society Coordination

Coordinate with the Professional Development Chair and the Society's Administrator on AV aids, projected attendance, and other issues.

6. Meeting Activities

If the Arrangements Chair will not attend, request an instructor or other attendee substitutes as the local contact with the hotel. Brief the substitute on his expected duties while on site. Identify the substitute to the hotel's Convention Services Manager.

Awards Committee

Role/Responsibilities

The Awards Committee will secure awards to recognize the recipient of the Lifetime Achievement Award, Past President and other awards as the Board of Directors may deem appropriate.

| Standard Practices | Time Frame |
|--|--|
| Assign a Committee member as liaison for the committee's web page. | Whenever the position is vacant. |
| Provide current membership, documents and other information for the web page to the SCHC Webmaster. | As necessary, but at least once every six months. |
| Prepare request for nominations for all authorized awards. Indicate criteria for awards and request that nominations should include a brief description of the nominee and the reasons for the nominations. Compile results prior to the Spring Board meeting. | Provide copy of solicitation to Administrative Services at least 3 months prior to the Spring meeting Or at the request of the Board. |
| Report on nominations received at the Board meeting conducted prior to the Spring membership meeting, or at other times at the request of the Board. | Spring meeting of the Board. |
| Secure plaques or other award items as necessary. | Plaque to be obtained prior to Fall meeting. |
| Secure plaque or other award item for Past President award. | Plaque to be obtained prior to Spring meeting every other year. |
| Review the Standard Practices at least annually and as requested by the Board, make needed changes and provide update to the Vice-President. | As necessary but at least once a year. |
| The Chair should maintain records of committee meetings, I.e. minutes, list of members, final work products, etc.. Provide these records to the new Chair as soon as possible when there is a change in leadership. | Ongoing |

For all except Past-President award, keep all awards as a "surprise" to the awardees. The recipient of the HAZCOM Lifetime Achievement Award will then be given the opportunity to prepare a brief response to be presented at the Spring meeting.

Bylaws Committee (Ad Hoc)

Role/Responsibilities

To draft amendments to the Bylaws as requested by the Board of Directors or by written petition as provided under Article XI of the Bylaws.

| Standard Practices | Time Frame |
|---|---|
| Respond in a timely manner to requests from the Board of Directors to propose changes to the Bylaws. | Ongoing, but at least before the next meeting of the Society after receiving the Board's request. |
| Present the proposed amendments to the Board for discussion and approval. | Prior to submission to membership for vote. |
| Present, discuss, and clarify proposed amendments to the membership at Society meetings, via email or via the newsletter as appropriate. | As requested. |
| Provide revised Bylaws with changes identified as appropriate to the Administrator for distribution to the membership with the ballot. | As requested |
| The Chair should maintain records of committee meetings, I.e. minutes, list of members, final work products, etc.. Provide these records to the new Chair as soon as possible when there is a change in leadership. | Ongoing |

Exhibit Show Committee

Role/Responsibilities

Prepare an Exhibit each year to allow Society members to interact with commercial product/service providers to help meet their hazard communication needs.

| Standard Practices | Time Frame |
|--|--|
| Assign a committee member as liaison for the committee's web page. | Whenever the position is vacant. |
| Provide list of Exhibitors and other pertinent information to the SCHC webmaster. Request the Webmaster to post the information on the SCHC website. | As necessary, but at least once 90 days before each Fall meeting. |
| Schedule committee meetings as needed to monitor activities. | Prior to SCHC meetings and as necessary. |
| Provide information exchange to general membership through Program Committee. | As requested by Program Committee. |
| Prepare contract for exhibitors with cover invitation letter. | Mail at least six months in advance of Fall meeting, with follow-up letters one month after mailing. |
| Keep Board informed of meetings and activities. | Written report to Board liaison 2 weeks prior to Board meetings. |
| Monitor database of potential exhibitors and keep up to date with new companies. | Ongoing. |
| Assure that only registered attendees at the Professional Development Courses or Conference are permitted to attend the Monday night exhibit. | At the Fall Conference |
| Assure that only registered attendees at the Conference are permitted to attend the Tuesday exhibit. | At the Fall Conference |
| Assure that paid exhibitors for the Fall meeting be listed on the SCHC website with a link to their website for 45 days prior to and 20 days after the first day of the fall conference. (Approved 4/2/01 BOD Meeting) | Each fall before and after the conference. |
| Review the Standard Practices at least annually and as requested by the Board, make needed changes and provide update to the Vice-President. | As necessary but at least once a year. |
| The Chair should maintain records of committee meetings, i.e. minutes, list of members, final work products, etc.. Provide these records to the new Chair as soon as possible when there is a change in leadership. | Ongoing |

HazCom Resources Committee

Role/Responsibilities

Identify hazard communication resources materials and sources of information for the development of material safety data sheets, hazard labels and other related documents. Monitor activities in this area and communicate this information to the membership.

| Standard Practices | Time Frame |
|---|---|
| Assign a committee member as liaison for the committee's web page. | Whenever the position is vacant, or the Chair cannot do it. |
| Assign or obtain at least one committee member volunteer(s) to serve on the Spring Poster Session Subcommittee. | Whenever the position is vacant. |
| Provide current membership, documents and other information for the web page to the SCHC Webmaster. | As necessary, but at least once every year. |
| Schedule committee meetings as needed for information exchange. | At the semi-annual SCHC meetings and as necessary. |
| Provide information exchange to general membership through Program Committee. | As requested by Program Committee. |
| Provide information exchange to general membership at general update portion of semi-annual SCHC meeting. | As appropriate, usually by Chair. |
| Provide information exchange to general membership by submissions to the newsletter. | As appropriate, initiated either by committee chairperson, or by request from the Newsletter Chair. |
| Via the Spring Poster Session subcommittee, solicit, and coordinate poster session presentations for the annual SCHC Spring meeting. | Prior to the annual Spring SCHC meeting. |
| Keep Board informed of meetings and activities. | Written report to Board liaison 2 weeks prior to Board meetings at semi-annual SCHC meetings. |
| Review the Standard Practices at least annually and as requested by the Board, make needed changes and provide update to the Vice-President. | As necessary but at least once a year. |
| The Chair should maintain records of committee meetings, i.e. minutes, list of members, final work products, etc.. Provide these records to the new Chair as soon as possible when there is a change in leadership. | Ongoing |

Membership Committee

Role/Responsibilities

To solicit and maintain membership in the SCHC.

| Standard Practices | Time Frame |
|---|---|
| Assign a committee member as liaison for the committee's web page. | Whenever the position is vacant. |
| Provide current membership, documents and other information for the web page to the SCHC Webmaster. | As necessary, but at least once every six months. |
| Interest qualified people in joining SCHC. Provide membership information and application forms. | On-going. |
| Arrange and host New Member Luncheon for members new to the Society, including Board Members and Committee Chairs. | During Fall meeting. |
| Welcome and introduce new members at the meetings. | During Spring and Fall meetings. |
| Assist the Arrangements Committee with registrations and hospitality at the meetings. | During Spring and Fall meetings. |
| Provide information to the membership regarding Meeting location attractions, activities, cultural events, etc. | Prior to and during the Spring and Fall meetings. |
| Prepare report on membership for the Board of Directors | Present at Board meetings. |
| Review membership/ mailing lists | Once per year (between Oct. and Dec.) |
| Review the Standard Practices at least annually and as requested by the Board, make needed changes and provide update to the Vice-President. | As necessary but at least once a year. |
| The Chair should maintain records of committee meetings, i.e. minutes, list of members, final work products, etc.. Provide these records to the new Chair as soon as possible when there is a change in leadership. | Ongoing |

Membership Committee/ Meeting Registration

Role/Responsibilities

To ensure that meeting attendees are properly registered, and that accounting of funds received is properly documented.

| Standard Practices | Time Frame |
|--|--|
| Assist the Administrator with meeting/course registration. | During meeting/course registration. |
| Assist the Administrator in ensuring for each attendee: presence is noted; funds have been received; receipt is provided if necessary; badge and handouts are distributed. | During meeting registration. |
| All registration documentation must be given to the Administrator for recordkeeping. | Upon Completion of meeting registration. |

Newsletter Committee

Role/Responsibilities

Prepare, solicit, edit, and make ready for distribution to members, articles for at least two newsletters per year on subjects related to Hazard Communication. The Newsletter Chair shall be the Editor of the Newsletter.

| Standard Practices | Time Frame |
|---|---|
| Assign a committee member as liaison for the committee's web page. | Whenever the position is vacant. |
| Provide current membership, documents and other information for the web page to the SCHC Webmaster. | As necessary, but at least once every six months. |
| Contact co-editor and/or potential contributors to arrange for articles to be written and submitted for editing. Include brief summaries of SCHC meetings and business activities. | At least one month prior to publication. |
| Editor's draft of newsletter shall first be issued to the Board Liaison for review of content and presentation. | At least three weeks prior to publication. |
| Editor's draft of newsletter shall be issued to the current SCHC Board Chair and President who shall serve as an editorial review panel for the newsletter. | At least two weeks prior to publication. |
| Edit articles and submit to copy service center for printing and mailing. | At least ten days prior to mailing. |
| Request from Administrator current membership listing of labels for distribution to membership. | At least ten days prior to mailing. |
| Newsletter distribution | Editions are mailed approximately one month after meetings (i.e., May and November) with all excess copies provided to the Administrator for distribution as necessary. |
| Review the Standard Practices at least annually and as requested by the Board, make needed changes and provide update to the Vice-President. | As necessary but at least once a year. |
| The Chair should maintain records of committee meetings, i.e. minutes, list of members, final work products, etc.. Provide these records to the new Chair as soon as possible when there is a change in leadership. | Ongoing |

Nominating Committee

Role/Responsibilities: To prepare a slate of Officers and/or Board of Directors of the Society for the membership. In the spring of every even year (2006, 2008, etc.) three officers and four Board of Directors will be elected. In the spring of every odd year (2005, 2007, etc.) three Board of Directors will be elected.

| Standard Practices | Time Frame |
|--|---|
| The President appoints a 5-member committee to serve as the nominating committee; a chairman and 4 members. The appointments will be made in accordance with the current by-laws and standard practices. | At least 2 weeks prior to Fall meeting |
| The President serves as liaison to the Nominating Committee. | Ongoing. |
| At the fall meeting, the Chair should announce to the membership the positions that will be open for election in the spring. The Chair should also describe to the membership how they may recommend candidates to Nominating Committee for consideration. | At the fall meeting |
| <p>The Chair e-mails committee members to arrange a date for a conference call to discuss potential candidates. The Chair should make sure all committee members have a copy of the by-laws and current standard practices for the Nominating Committee and all open offices under consideration prior to the conference call.</p> <p>Conference calls can be arranged through the Administrator. Reference materials such as by-laws, standard practices or historical information can be obtained through the Administrator.</p> | Two weeks after Fall Conference |
| Chair should appoint a member to take committee minutes. The minutes can be used to keep track of the individuals who were considered for each position and the follow-up responsibilities of each member. | Contact member before date of first conference call |
| <p><u>Nomination of a Presidential Candidate</u></p> <p>If the election includes the nomination for President, the Nominating Committee will determine if the Vice-President is willing to serve as President. If not, they must solicit a nominee for the office of President. The committee will present only one nominee for President for consideration.</p> | |
| <p><u>Nomination of Vice-Presidential Candidates</u></p> <p>The Nominating Committee must present at least one but no more that two nominees for Vice President. The committee will ask the outgoing Secretary/Treasurer if they would like to run for the office of Vice-President. If not, the committee must</p> | |

| | |
|--|---|
| <p>find at least one candidate who is willing to serve as Vice-President and will run in 2 years as President. Candidates must meet the qualifications specified in the SCHC By-laws. (Article VI, Section 2) to be eligible for consideration.</p> | |
| <p><u>Nomination of Secretary/Treasurer Candidates</u> The Nominating Committee must present at least one but no more that two nominees for Secretary/Treasurer. Candidates must meet the qualifications specified in the SCHC By-laws. (Article VI, Section 2) to be eligible for consideration.</p> | |
| <p><u>Nomination for Board of Directors</u> The Nominating Committee will present at least one but no more than two times the number of open Director positions to the Board for consideration. Candidates must meet the requirements specified in the SCHC By-laws (Article V, Section 4) to be eligible for consideration.</p> <p>In addition to the requirements listed above, candidates who are considered for a Board of Directors position should have demonstrate that they are committed to SCHC and are willing to work to make it better through the activities they have participated in. Activities may include but are not limited to</p> <ol style="list-style-type: none"> 1. Previously served as a Officer or Director 2. Active participation in committees. This may include being a Committee Chair or Co-Chair but that is not required. 3. Presentations made at the fall and spring meeting. 4. Teaching or designing professional development courses. 5. Writing newsletter articles or working on the SCHC website. 6. Participating in the Technical Poster Session. <p>If the Nominating Committee wants to nominate a person who is a Committee Chair to run for a Board position, the nominee must be willing to resign their position as Committee Chair if elected to the Board of Directors.</p> <p>Whenever possible, the Nominating Committee should strive for a balanced slate of nominee for the Board positions. The slate should include both members with Officer or Director experience and members who are new to the Board.</p> | |
| <p>A member of the Nominating Committee will contact each nominee to determine if the candidate is willing to accept the nomination. A copy of the standard practice for the office that is being offered will be sent to the candidate via e-mail or fax for them to review</p> | <p>Determined during the Committee's conference call.</p> |

| | |
|--|--|
| and to determine if he/she is willing to serve. | |
| The Secretary/Treasurer will notify the nominating Committee Chair of any candidate who has been nominated through the "nomination by petition" procedure. To be placed on the ballot, the nomination must be validated by the Administrator and must meet the requirement listed in the by-laws (Article VIII, Section 1 Nominating Committee) | No later than 90 prior to the Spring meeting. |
| Once the slate has been completed, the Chair will present the nominees to the Board liaison to present to the Board. If the slate has open positions, the Chair will go to the Board for help in completing the slate. | The Slate should be sent to the Board to be presented at their December meeting. The Board currently meets on the third Thursday of the month. Contact the Board liaison for the exact date. |
| Following presentation of the slate to the Board, the Nominating Chair will send the list of nominees to the Administrator. The Chair will arrange to have biographies and a picture of each nominee sent to the Administrator. The Administrator will prepare the nominee information and ballot and send it back to the Chair for approval. Once approved by the Chair, the Administrator will mail the ballots to the membership. | Contact the Administrator for a cut off date for the ballot, biographies and pictures. Generally they need to be to the Administrator by the 2 nd week in January |
| The ballots will be returned to the Administrator for validation and counting. Once the deadline for the ballot has passed, the Administrator will send a report with the ballot tally to the Nominating Committee Chair. | Within 2 days of the election |
| The Nominating Committee Chair will review the results and notify the President and Chair of the Board as to the new Officers and/or Board of Directors. Talled numbers are not released. | Within 1 week after the election |
| The Nominating Committee will notify each nominee of the election results for their office. | Within 1 week after the election |
| The Nominating Committee Chair will notify the President and Chairman of the Board when all of the candidates have been contacted about the election. The Chair of the Board will then announce the election results to the Officers and Board of Directors. | At the next Board meeting |
| The Nominating Committee Chair will give a report detailing the election process at the Board of Directors meeting at Spring Conference. | Spring Conference |
| Review the Standard Practices at least annually and as requested by the Board, make needed changes and provide update to the Vice-President. | As necessary but at least once a year. |
| The Chair should maintain records of committee meetings, i.e. minutes, list of members, final work products, etc.. Provide these records to the new Chair as soon as possible when there is a change in leadership. | Ongoing |

Professional Development Committee

Overview

The PDC Identifies and discuss issues related to professional development for the SCHC membership, making recommendations for activities or programs to provide increased development opportunities. The ultimate goal is a professional certification.

The Professional Development Committee performs the following primary functions:

1. Identifies the need for professional development courses.
2. Recommends new or revised courses for approval by the SCHC Board of Directors (BOD).
3. Develops or facilitates development of approved courses.
4. Schedules and communicates availability of courses.
5. Reviews the reception and delivery of all offered courses.

| Standard Practices | Responsible Party | Time Frame |
|--|-----------------------|---|
| Review the Standard Practices at least annually and as requested by the Board, make needed changes, and provide update to the Vice-President. | | As necessary but at least once a year. |
| MEETINGS | | |
| Schedule committee meetings as needed. Create and communicate agenda for each meeting. | PDC Chair | Prior to SCHC meetings and as necessary. |
| Standing Meetings: Two face-to-face meetings | PDC Chair | At each SCHC meeting on Tuesday after the SCHC plenary meeting. |
| Standing Meetings: Set up rooms for the two face-to-face meetings | Arrangement Chair | At each SCHC meeting on Tuesday after the SCHC plenary meeting. |
| Set up a conference bridge for meetings between the face-to-face meetings. | SCHC's Administrator | As needed. |
| Maintain records of committee meetings, i.e. minutes, list of members, final work products, etc.. Provide these records to the new Chair as soon as possible when there is a change in leadership. | PDC Chair | Ongoing |
| Copy all meeting minutes and agendas to all PDC members, the SCHC President, the PD Committee BOD liaison, the Arrangements Chair and the SCHC Administrator. | PDC Chair or designee | Ongoing |

| Standard Practices | Responsible Party | Time Frame |
|--|--|---|
| COMMUNICATIONS | | |
| Prepare a written update for the SCHC BOD that is to be discussed at the BOD's biannual face-to-face meetings. E-mail to the SCHC Administrator for distribution in the BOD packets. | PDC Chair | Two weeks prior to biannual Board meetings. |
| Assign a committee member as liaison for the committee's web page. | Committee Chair is the standard liaison. | Whenever the position is vacant. |
| Provide current membership of PDC, documents and other information for the web page to the SCHC Webmaster. | PDC Chair | As necessary, but at least once every six months. |
| COURSE / SCHEDULING APPROVAL PROCESS – See process flow diagram, 'Course Approval Process' | | |
| Arrange for HazCom 101 course. | HazCom 101 Course Coordinator | Determine schedule |
| Identifies the need for new or modified courses. | PDC | Ongoing |
| Identifies a course coordinator for new course | PDC | Ongoing |
| Develops Course objective | Course coordinator | Prior to Board meetings |
| After new proposed programs/courses and course objectives are reviewed and approved by the PDC, submit them for Board approval. | PDC Chair | Prior to Board meetings. |
| Develop proposed schedule of course offerings for the next meeting. <ol style="list-style-type: none"> 1. Develop a tentative schedule of course offerings during committee meetings. 2. Forward the schedule to committee members 3. Finalize the schedule of course offerings | | <ol style="list-style-type: none"> 1. Face-to-face and teleconference meetings 2. Four weeks prior to plenary meeting 3. At the face-to-face meeting |
| Verbally announce the schedule for the next meeting and forward to the Webmaster for SCHC web publication. | PDC Chair | 2 nd day of the Plenary session |
| General Course Administration Activities | | |
| <u>Attendance Records</u> Review attendance records for the awarding of certification/certificates. | PDC Subcommittee | Ongoing |

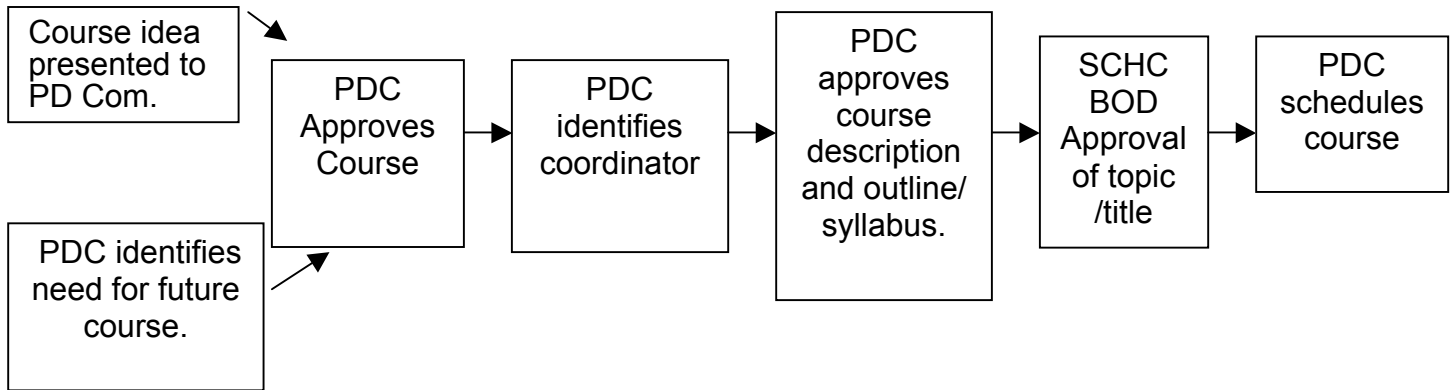
| Standard Practices | Responsible Party | Time Frame |
|--|--------------------------|-------------------|
| <u>Continuing Education / Maintenance Points</u> Obtain the continuing education/maintenance points for PD courses and the biannual meeting. Currently the following points are being obtained: 1. American Board of Industrial Hygiene (e.g., SCHC Administrator) 2. Board of Certified Safety Professionals (e.g., PD Committee Member) | PDC | Ongoing |
| <u>Course evaluations</u> Develop a course evaluation form. These forms should accompany the course materials. Tabulate the results and disseminate the results to their instructors and PD Committee Chair. | Course Coordinators | Ongoing |
| <u>Course termination</u> Currently there is no course termination policy, since there has been no reason to terminate a course. | | |

| FINANCIAL ARRANGEMENTS | | | | | | | | | | | | |
|---|-----------------|-----------------------|--------------------|-------------------------------|-----------------------|----------------|-------|---------|---------|---------|----------------------------------|---------------------------|
| <u>Honorariums</u> An honorarium will be awarded in accordance with the PD Committee Guidance, to be shared by course instructors in an equitable manner as determined by the course coordinator. (Typically 20% goes to the Course Coordinator for developing the course and 80% to the instructor(s). There have been times when a Course Coordinator has given the entire honorarium to the instructors and other times where instructor(s) have asked for less.) Each of these honorariums will be awarded following the completion of each course offering. | | | Course Coordinator | As required for courses. | | | | | | | | |
| Recommend Honorarium amount changes for review and adjustment every two years by the SCHC BOD at the autumn meeting. <table border="0"> <tr> <td>Half-day</td> <td>Full day</td> <td>Day and a Half</td> <td>Two Day</td> </tr> <tr> <td>\$600</td> <td>\$1,200</td> <td>\$1,800</td> <td>\$2,400</td> </tr> </table> | | | Half-day | Full day | Day and a Half | Two Day | \$600 | \$1,200 | \$1,800 | \$2,400 | PDC Chair and Course Coordinator | Prior to the Fall meeting |
| Half-day | Full day | Day and a Half | Two Day | | | | | | | | | |
| \$600 | \$1,200 | \$1,800 | \$2,400 | | | | | | | | | |
| Review Course prices. Price changes approved by the Board, 2007 | | | PDC | Every two years in the Spring | | | | | | | | |
| | Cost | | | | | | | | | | | |
| | Member | Non-Member | | | | | | | | | | |
| Course | | | | | | | | | | | | |
| ½ Day | \$250 | \$340 | | | | | | | | | | |
| 1 Day | \$400 | \$490 | | | | | | | | | | |
| 1 ½ Day | \$550 | \$640 | | | | | | | | | | |
| 2 Day | \$750 | \$840 | | | | | | | | | | |
| HazCom 101 | \$800 | \$890 | | | | | | | | | | |

| | | |
|---|------------------|-----------------------------------|
| <p>Course admittance policy: No one will be admitted to any course unless all fees have been paid in advance. Substitutions are permitted.</p> | | <p>Spring & Fall Meetings</p> |
| <p>Travel Expenses In addition to the SCHC 'Travel Reimbursement Guidelines', published on the website, the following apply.</p> <p>The Society will reimburse travel expenses for all instructors teaching Professional Development courses given in conjunction with a Society meeting or as a course presented separately from a Society meeting (e.g., HazCom 101). Only the travel expenses incurred for the duration of the course are covered.</p> <ul style="list-style-type: none"> • Instructors will be encouraged to contact the SCHC Administrator for assistance in making travel plans. • Speakers will be asked to make their hotel reservation prior to the cut-off date. • Speakers will be asked to make air travel plans with the Administrator's assistance <u>at least</u> a month prior to the meeting date at which they will be speaking. • Instructors who are not members of the Society will be invited to attend the plenary sessions of the meetings without being asked to pay registration fees. Expenses for additional room and board will be the instructor's responsibility. • Instructors who are Society members who also attend the plenary sessions are expected to pay their own expenses for room and board and to pay the normal registration fees for the meeting. | | <p>As required for courses.</p> |
| <p>Reviews and approves travel expenses for instructors in accordance with the SCHC travel policy, then forwards to the Secretary/Treasurer for payment. See Travel Expenses flow diagram.</p> | <p>PDC Chair</p> | <p>As required for courses</p> |

| Standard Practices | Responsible Party | Time Frame |
|--|--------------------|--|
| COURSE CANCELLATIONS / REIMBURSEMENT | | |
| <p>Low attendance/cancellation The standard of practice for the cancellation of courses is a course specific threshold of 20 for all full day or longer courses and 15 for each half-day course. However, the PD Committee may choose to hold the low attendance courses, without Board approval, if the aggregate registration total is greater than the sum of the individual thresholds. In other words, the PDC is willing to support the lower attendance courses with the well attended courses. As a rule of thumb, PD courses with 5 or more students have usually been held.</p> <p>Course cancellation decisions will be based on an evaluation of attendance of all courses (i.e. overall profitability). The PDC Chair will review the total registrations 3 weeks prior to the meeting. A decision to hold all the courses will be made if registrations are within 75% of the required total (i.e., 75% of the sum of 15 attendees for each half-day course and 20 attendees each full day course). If the aggregate is below this 75% threshold, the PD committee is obligated to get Board approval to hold the course(s). (These numbers were calculated to be approximately the attendance at which the society has a net profit of \$1,000 per course.) The financial objective for a course is to make \$500 for a half-day course and \$1,000 for full day course.</p> <p>The brochures state that we have the right to cancel a course up to 30 days before the course date.</p> | PDC Chair | 5 weeks to 30 days prior to the SCHC course date |
| The SCHC BOD will review any extraordinary national events (e.g., Sept. 11, 2001) resulting in cancellations and refund consideration. | SCHC BOD | As required in extraordinary circumstances |
| <p>Course materials will be provided to individuals who could not attend a professional development courses upon written request on a case by case basis if the following conditions are met</p> <ul style="list-style-type: none"> xi) The individual was pre-registered and their tuition was paid in full xii) The individual cancelled too late to receive a refund for the course. xiii) The individual has a legitimate reason for canceling <p>The course material will be accompanied with a disclaimer letter that has been approved by the SCHC President.</p> | Course Coordinator | As required for courses. |

Course approval process



Course offerings

If needed, the PD Committee chair will select a task force that will use the following tools to determine an initial course offering for the PDC's review

1. Periodic course offering table (e.g., PD Committee Chair)
2. Professional Development Course (PDC) Survey (e.g., PD Committee Member)
3. Number of rooms available at the conferencing hotel (e.g., Arrangements Chair)

Course size (number of attendees)

Maximum attendance is set at 50 people plus instructors. Course size can be expanded, but only with the following approvals

1. Course Coordinator
2. Arrangements Chair. (Initial arrangements are made for 50 people.)

Meeting rooms

Contracts for hotels are made two or more years from the actual meeting date. SCHC's current hotel contracts include the following number of meeting rooms

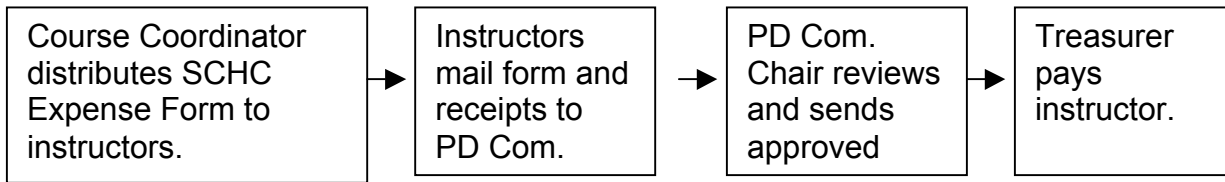
| <u>Number of Rooms</u> | <u>Day</u> |
|------------------------|------------|
| 1 | Saturday |
| 3 | Sunday |
| 3 | Monday |

Course meals

- All courses include a continental breakfast and/or afternoon snack depending on if it's a full or half day course.
- Full day courses include lunch.
- Students taking two half-day courses on the same day are included with the full day course attendees' lunch.
- Lunch is not provided for a half-day course or the second half-day of a day and a half course.

Each course brochure needs to carry a note asking people with special dietary needs to contact the SCHC Administrator two weeks prior to the meeting so special meals can be arranged.

Travel expenses Process Flow



Program Committee

Role/Responsibilities

Develop semi-annual meeting agendas, secure speakers for same, and run the meetings in concert with the Arrangements Committee and the President of the Society.

| Standard Practices | Time Frame |
|---|---|
| Assign a committee member as liaison for the committee's web page. | Whenever the position is vacant. |
| Provide information to the SCHC webmaster, including current Program Committee membership, Program Chair name and contact information and preliminary meeting agendas. | As necessary, but at least once every six months. |
| Attend Board meetings and report on Committee activities. Provide the Board with preliminary agendas to consider prior to Program Committee meetings. | As required. |
| Develop preliminary agenda for the next membership meeting. The Committee meets once during the Society meeting and also during regularly scheduled (usually monthly) conference calls. | At each meeting of the Society for the prior meeting. |
| Issue a preliminary agenda for meetings, and provide to Board liaison. | At least 3 months prior to meeting date. |
| Issue final meeting agenda for use in meeting registration mailing. | At least 2 months prior to meeting date. |
| <p>Committee contact for each speaker should determine the speaker's need for travel reimbursement and inform the Committee Chair. Speakers will be encouraged to contact the SCHC Administrator for assistance in making travel plans.</p> <ul style="list-style-type: none"> • Speakers will be asked to make their hotel reservation prior to the 'cut off' date. • Speakers will be asked to make air travel plans with the Administrator's assistance <u>at least</u> a month prior to the meeting date at which they will be speaking. <p>Speakers who are SCHC members will be reminded that the Society does not reimburse travel expenses for members who speak as part of the program. The Program Committee may make an exception to this rule in the case that the speaker would not otherwise be able to attend the meeting AND the speaker is determined to be <u>uniquely qualified</u> to address the agenda topic.</p> | When contacting speakers. If the speaker's situation changes, inform the Chair as soon as possible. |
| Confirm speakers' participation in program in writing (use standard speaker confirmation letter). Ensure non-SCHC member speakers receive meeting | Send letter as soon as confirmed. |

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|---|--|
| registration information. Provide each speaker with the SCHC Travel Reimbursement Guidelines, Forms and Travel FAQs. | |
| Request SCHC Administrator to send meeting packets to all non-member speakers. | Mail packets within 10 days of availability. (indicate "No Charge" on forms for non-SCHC members) |
| Request SCHC Administrator to send a reminder to each speaker of their presentation time, location of meeting, date for presentation materials to be provided and AV guidelines. | 3 weeks prior to the meeting. |
| Send reminder letter with AV Guidelines to all speakers. | 2 weeks prior to the meeting. |
| Members of the Program Committee will act as meeting facilitators. Each facilitator will be responsible for speaker introductions and meeting time management for a morning or afternoon session. | The Program Chair, in consultation with the Committee members, will appoint meeting facilitators before the meeting agenda is finalized. |
| Arrange for and present speaker gifts. The nature and cost of the gift must be approved by the Board of Directors. | During the meeting at an appropriate time following the speaker's presentation. |
| Committee contact for each speaker should provide a summary for inclusion in the Newsletter. | Provide directly to Newsletter Chair within 2 weeks of the meeting. |
| Review, sign and mail thank you letters to speakers that are prepared by the Administrator. | Complete one month after the meeting. |
| The Chair is authorized to reimburse up to \$3,000 in speaker's expenses per meeting without prior approval from the President. Expenses are to be pre-authorized for non-members and <u>not</u> for members that would be attending a semiannual meeting in the normal course of their activities. | As required. |
| Speakers who are full time faculty of institutions of higher education may be considered for honoraria when <ul style="list-style-type: none"> a. Such a request is made by the speaker <u>and</u> b. The Program Committee considers the speaker uniquely qualified to present the topic. If offered, the honorarium will not exceed \$500. If honoraria are offered, the Program Committee will inform the Board via the Board liaison to the Committee. | As required |
| Committee Chair reviews and approves travel expenses for speakers in accordance with the SCHC travel policy, then forwards to the Secretary/Treasurer for payment. | As required |
| Delete all presentations from the meeting facility | At the end of the meeting |

| | |
|---|--|
| computer. | |
| Program Chair – Deliver a brief presentation to the membership on Wednesday morning, during the committee reports, regarding the next meeting. | At each meeting |
| Review the Standard Practices at least annually and as requested by the Board, make needed changes and provide update to the Vice-President. | As necessary but at least once a year. |
| The Chair should maintain records of committee meetings, i.e. minutes, list of members, final work products, etc.. Provide these records to the new Chair as soon as possible when there is a change in leadership. | Ongoing |

**Society for Chemical Hazard Communication
Program Committee**

Travel FAQs

Q: What is reimbursable?

A: For eligible speakers, air/rail/car, hotel, meals, and transport are generally able to be reimbursed when traveling as a speaker to one of the SCHC meetings.

Q: Who is eligible?

A: Speakers who are not members of SCHC are eligible for reimbursement. SCHC members who are also speakers are not typically reimbursed (unless a special request is made and granted via the Program Committee Chair).

Q: Do I have to use my credit card?

A: Our SCHC Administrator can charge certain travel expenses on the SCHC card or you can use your own and submit a report for reimbursement.

Q: Do I have to submit my receipts?

A: An original receipt is required for expenses over \$15. All receipts should be saved and submitted to the SCHC Administrator regardless of whether you use your credit card or the SCHC credit card is used for you. A copy of your credit card bill is not acceptable.

Q: Can I fly First Class or upgrade my room to a suite?

A: While we certainly want to accommodate you as our guest, SCHC is a non-profit organization and as such is not in the position to authorize anything but economy travel accommodations. We will work with you to help you get any complimentary upgrades during your travel.

Q: Can I use my points to upgrade?

A: You are more than welcome to use your frequent traveler points to upgrade your accommodations and we are happy to include your frequent traveler number when making reservations for you.

Q: Can I stay for the rest of the meeting? Do I have to pay?

A: Speakers who are not members are welcome to attend the remainder of the meeting as a guest of SCHC. They do not have to pay the meeting fee.

Q: Will SCHC reimburse me for any tours or excursions taken while I attending the meeting?

A: All travel and activities for personal purposes taken during travel authorized by SCHC will be at the traveler's expense and not subject to reimbursement.

***For more information, forms and the complete Travel Policy, please visit SCHC
www.schc.org***

Web Page Committee

Role/Responsibilities

Maintain the SCHC web page. Solicit content from standing committees and post content in accordance with web content guidelines developed by committee and approved by the Board of Directors.

| Standard Practices | Time Frame |
|---|--|
| Schedule committee meetings to review both technology for and content of the SCHC internet site. | At each semiannual meeting. Conference calls as necessary. |
| Assist standing committees with their web pages. Provide standard templates for developing content. Convert received content to internet compatible formats. | As required. |
| Publish guidelines for the content of committee web pages. | Annually. |
| Maintain the registration of the SCHC domain name <i>schc.org</i> . | As required. |
| Keep Board informed of all issues relative to the web page. | Written report to Board liaison 2 weeks prior to Board meetings. |
| Post content on the SCHC web page as necessary. | Continuing. |
| Review the Standard Practices at least annually and as requested by the Board, make needed changes and provide update to the Vice-President. | As necessary but at least once a year. |
| The Chair should maintain records of committee meetings, i.e. minutes, list of members, final work products, etc.. Provide these records to the new Chair as soon as possible when there is a change in leadership. | Ongoing |

D. Administrative Services

Role/Responsibilities – General

To provide administrative support to ensure the efficient functioning of the Society.

| Standard Practices | Time Frame |
|--|--|
| Prepare, duplicate, and mail to the membership and mailing list: meeting notices, membership renewals, and other information as directed by the Board. Provide copies as necessary to the various Committee Chairs. | As directed by the Board, and in accordance with standard practices. |
| Provide administrative support for the semiannual membership meetings in accordance with standard practices. | Twice yearly, in Spring and Fall. |
| Compile and maintain a complete membership list and mailing list, including name, affiliation, address, phone, fax, e-mail; and a complete mailing list with same. Prepare and distribute Membership Directory to the membership when directed by the Board. | Ongoing maintenance; Membership Directory published in May with update in November |
| Maintain the list of consultants and assure that only current members are included on the list. | Ongoing |
| Promptly process all payments received. Keep Secretary/Treasurer informed of all banking activity. | Ongoing. Account reconciliation sent to Treasurer monthly. |
| Maintain service for receiving incoming requests from members and other interested parties. Respond to inquiries promptly, or inform appropriate Board members for action. | Ongoing. |
| Process election ballots for Nominating Committee with regard to Board elections, Officer elections and By-Laws edits, including preparing the form for mailing, receiving, tabulating the ballots and reporting the results to the Nominating Committee. | Each January for Board Elections. Every other year for Officer elections. As needed for By-Laws. |
| Process nominations and ballots for the Board Chair election (see Standard Practice for Board Chair for process), maintain as confidential. | At least 2 weeks prior to the annual (spring) meeting. |
| Distribute approved minutes to Committee Chairs. | Within two weeks following receipt of approved minutes from the Recording Secretary. |
| Maintain all approved minutes provided by the Recording Secretary in a durable format with appropriate back-up. | Ongoing – maintain indefinitely. |
| Obtain necessary signatures and arrange for SCHC credit cards to be issued to the President and Secretary/Treasurer in addition to the card issued to the Administrator. | Spring meeting following the Officer elections. |

Administrative Services (continued)

Role/Responsibilities – Meeting Support

Administrative Services is responsible for handling all materials related to promotion of the meeting, setting up for the meeting and with the help of the Arrangements Committee, assuring that the meeting runs smoothly. The Administrator also assists the Program Chair in communicating with speakers and preparing the speaker materials for the meeting.

| Standard Practices | Time Frame |
|--|---|
| Send meeting notice to distribution lists. | Two months before the hotel cut-off date or immediately following receipt of all materials from various sources (pursuant to Timeline). |
| Maintain list of appropriate contacts at publications where SCHC meetings should be advertised (currently approximately 40). | Ongoing. Files are periodically updated to ensure the information is current. |
| Obtain meeting agenda from the Program Chair (and course brochures from Professional Development – see Roles/Responsibilities – Professional Development), and prepare a meeting announcement (“Press Release”) and forward to all publications. The Press Release should include the following: Society Name, Date, Topics on the Agenda, Names of Speakers (if available), contact Information (phone numbers), Short Statement re SCHC. | Prepare and mail immediately following receipt of Agenda from Program Chair. Distribute press release with preliminary agenda information six months prior to meeting (or as soon as available). |
| Keep tally of registrations prior to the meeting. Compile list as close to meeting date as possible, including: paid pre-registration, people paying at the door, guests attending reception/dinner. | Compilations should be completed as close to the meeting date as possible, with weekly updates, after the cut-off date, to the Arrangements Chair, Membership Chair and Professional Development Chair. |
| Take headcount for Board dinner | 3 weeks prior to Spring and Fall meetings. |
| <p>Prepare Thank You letters to speakers and send to Program Chair for signature within 2 weeks following meeting.</p> <p>Prepare Hazcom 101 brochures for distribution at the meeting when directed and send for posting on the web.</p> | <p>Within 2 weeks following the Fall and Spring meetings.</p> <p>Meeting prior to scheduled HazCom 101</p> |

Administrative Services (continued)

Role/Responsibilities – Meeting Registration

Administrative Services is responsible registration prior to the meeting; for preparing necessary materials for the registration table at the meeting; and for preparing an accounting of the registration and money after the meeting is over.

| | |
|---|--|
| <p>Provide appropriate copies of the attendee list for the meeting registration table. Should include the following information: Name; affiliation; membership status; attendance at new member reception, payment status. Speakers should be included on the list. Space should be left for written comments.</p> | <p>Available at the hotel the day before the meeting.</p> |
| <p>Provide a complete list of the names of members.</p> | <p>Available at the hotel the day before the meeting.</p> |
| <p>Provide the following supplies for the meeting:</p> <p>Name badges for those registered, use large type where possible. Should be in case with appropriate ribbon.</p> <p>Extra member and guest badges (cases and ribbons included).</p> <p>Extra pens; black markers; tape; receipt forms; tablets; poster boards (4); banner.</p> <p>Folders with handouts (sufficient supply for registrants, plus extras for walk-ins). Folder should include: Antitrust reminder, Agenda, Program Requests, SCHC contact information, and one page for Notes, along with any materials that have been provided by the speakers (PowerPoint presentations, abstracts, biographies).</p> | <p>Available at the hotel the day before the meeting.</p> |
| <p>Set up registration table</p> | <p>At least two hours prior to the starting time for registration.</p> |
| <p>Ensure (with the assistance of the Membership Committee) for each attendee: presence is noted; funds have been received; receipt is provided if necessary; badge and handouts are distributed.</p> | <p>During meeting registration.</p> |
| <p>For money received at registration, following actions shall be taken:</p> <p>For company checks, write name of attendee in lower left-hand corner. Indicate purpose of amount (e.g., \$85 registration).</p> <p>For personal checks, indicate purpose of amount.</p> <p>For credit card charges, indicate purpose of amount.</p> | <p>During meeting registration.</p> |

| | |
|--|---------------------------------------|
| <p>For cash, give receipt and mark CASH on the receipt stub, print the name of attendee, and give purpose of amount.</p> <p>For combination of money forms, itemize how received and purpose. Print name of attendee.</p> <p>If attendee wants receipt, the requestor will be faxed/email the receipt following the meeting.</p> | |
| <p>Assist the Exhibit Committee in assuring that only registered attendees at the Professional Development Courses or Conference are permitted to attend the Monday night exhibit.</p> | <p>At the Fall Conference</p> |
| <p>Assist the Exhibit committee in assuring that only registered attendees at the Conference are permitted to attend the Tuesday exhibit.</p> | <p>At the Fall Conference</p> |
| <p>Follow-up on discrepancies regarding payment or status of membership for registrations received at the meeting.</p> | <p>Immediately following meeting.</p> |

Administrative Services (continued)

Role/Responsibilities – Membership Requests

Provide administrative support necessary to maintain current membership, and solicit new membership.

| Standard Practices | Time Frame |
|--|--|
| Prepare and distribute membership renewal forms to current members. | Annually during December. |
| Prepare and distribute membership application forms to non-members on mailing list. | Annually during December. |
| Respond to requests for membership information by sending a cover letter/fax, Membership Application form, Brochure, latest meeting agenda, and any other pertinent information. | As requested. |
| Provide Membership count and classification to Membership Chair and/or Membership Board Liaison. | As requested, generally biannually, prior to Board meetings. |

Administrative Services (continued)

Role/Responsibilities – Professional Development

Provide administrative support necessary to help with professional development course information distribution, materials preparation and course registration.

| Standard Practices | Time Frame |
|---|--|
| Prepare and distribute course flyers for upcoming courses pursuant to Timeline. | As requested by Professional Development Chair. |
| Obtain notebooks/binders and arrange for course materials to be copied and inserted in notebooks for distribution to course attendees. | Upon receipt of course materials, generally two to three weeks before course date. |
| Take reservations for courses and supply confirmation numbers. | As reservation requests are received |
| Prepare course Completion Certificates for each course attendee, distribute to SCHC President and course Coordinator for signature. | Have available for distribution to attendees at meeting. |
| Provide appropriate copies of the attendee list for the course registration table. Should include the following information: Name; affiliation; membership status; payment status. Speakers should be included on the list. Space should be left for written comments. | Available at the hotel the day before the meeting. |
| <p>Provide the following supplies for the meeting:</p> <p>Name badges for those registered, use large type where possible. Should be in case with appropriate ribbon.</p> <p>Extra member and guest badges (cases and ribbons included).</p> <p>Extra pens; black markers; tape; receipt forms; tablets; poster boards (4); banner.</p> <p>Course binder including course evaluation form.</p> <p>Set up registration table</p> | <p>Available at the hotel the day of the course.</p> <p>At least one hour prior to the starting time for registration.</p> |
| Ensure (with the assistance of the Membership Committee) for each attendee: presence is noted; funds have been received; receipt is provided if necessary; badge and course materials are distributed. | During meeting registration. |

Administrative Services (continued)

Role/Responsibilities – Professional Development (continued)

| | |
|--|---|
| <p>For money received at registration, following actions shall be taken:</p> <p>For company checks, write name of attendee in lower left-hand corner. Indicate purpose of amount (e.g., \$335 Labeling Workshop).</p> <p>For personal checks, indicate purpose of amount.</p> <p>For credit card charges, indicate purpose of amount.</p> <p>For cash, give receipt and mark CASH on the receipt stub, print the name of attendee, and give purpose of amount.</p> <p>For combination of money forms, itemize how received and purpose. Print name of attendee.</p> <p>If attendee wants receipt, the requestor will be faxed/email the receipt following the meeting.</p> | <p>During course registration.</p> |
| <p>Follow-up on discrepancies regarding payment or status of membership for tuitions received at the meeting.</p> | <p>Immediately following course(s).</p> |
| <p>Maintain attendance records for certification/certificates.</p> | <p>Ongoing.</p> |
| <p>Prepare Thank You letters to instructors and send to Professional Development Chair for signature within 2 weeks following course date(s).</p> | <p>Within 2 weeks following course date(s).</p> |

Administrative Services (continued)

Role/Responsibilities – Timeline

| | |
|---|----------------------|
| Prepare timelines for distribution at the Board meeting and Spring and Fall meetings. | Each Fall and Spring |
| Arrange for posting of the timeline on the SCHC Website | Each Fall and Spring |

E. Additional Policies and Guidelines

Rules for Posting of Job Opportunities

General

1. Limited to one page per job opportunity.
2. Each posting must describe a specific available position(s).
3. Each posting must include the name of the company and/or the employment agent. A telephone number or email address must be provided to the SCHC Administrator so that questions regarding the posting can be addressed.
4. All postings are subject to approval by an SCHC Officer prior to posting.
5. Board retains the right to modify or discontinue the posting of job opportunities as it sees fit.

Submission Process

1. Job opportunities must be submitted via e-mail to the SCHC Administrator who will review the offer content with an Officer to assure that the posting meets the above requirements.
2. After review, job postings will be forwarded to the Chair of the Web Page Committee for posting.
3. If a job posting does not meet SCHC rules, the submitter will be contacted with a request to amend the posting to meet Society rules.

Web Site

1. Job opportunities will be posted for a one month period. They may be 're-submitted' after that time.
2. Upon filling of a job opportunity, the person or organization who requested the posting must request its removal within 5 business days of filling the vacancy.
3. Any individual and/or organization whose job posting is found to contain fraudulent information (e.g. posted job does not exist, false information about company or location) are subject to permanent loss of posting privileges.
4. The Chair of the Web Page Committee may make additional recommendations for consideration by the Board as necessary.
5. The web page that includes the job postings will contain the following text:

As a service to SCHC members and other hazard communication professionals, SCHC is providing a listing of current job opportunities submitted by organizations offering positions in the hazard communication and related fields. Available job postings should be forwarded via e-mail to the SCHC Administrator {hot link}.

The Society has no direct interest in the jobs posted or in the organizations which advertise the job opportunities. The content of all postings is provided by the organization offering the position. Contact the SCHC Administrator {hot link} or the Computer Resources Committee Chair {hot link} for more information. All postings must be for a specific job opportunity in conformance with the SCHC job posting rules.

SCHC Policy on Requests for Refunds

Membership Fees

Request that a paid membership fee be applied to another individual will only be granted if all of the following conditions apply:

1. A written request is submitted outlining the reasons for the substitution. Valid reasons include changes in employment and/or job responsibilities.
2. The request is made prior to last day of February.
3. The requester and the substitute must belong to the same organization. (Organization includes: company; private or public foundation; educational organization; federal, state or local agency or office.)

Meetings

1. Requests for refunds made prior to the meeting deadline as designated on the meeting registration form will be granted.
2. Requests for refunds after that date will be considered for reasons of personal hardship only. A written explanation must be submitted to the SCHC Administrator. The President will review each request and either grant or deny the request on its individual merits. Illnesses, deaths in the family and similar reasons are examples of personal hardships. The refund may be granted less any 'per-capita' hotel charges that cannot be recovered by SCHC.
3. Request to substitute another individual for a paid meeting fee will be granted provided that the individual is from the same organization as the person requesting the substitution. Substitution of a non-member attendee for a member's paid fee will require that the incremental meeting fee for non-members to be paid in full by the start of the meeting.

Professional Education Courses

1. Requests for refunds made prior to the cancellation date indicated on the SCHC professional education course brochure will be granted.
2. Requests for refunds made after that date will be considered for reasons of personal hardship only. A written explanation must be submitted to the SCHC Administrator. The President will review each request and either grant or deny the request on its individual merits. Illnesses, deaths in the family and similar reasons are examples of personal hardships. The refund may be granted less a \$100 cancellation fee per course.
3. Request to substitute another individual for a paid professional education course will be granted provided that the individual proposed to attend the course is from the same organization as the person requesting the substitution. Substitution of a non-member attendee for a member's paid fee will require that the incremental course fee for non-members to be paid in full by the start of the course.
4. The policy regarding providing course materials in cases where individuals cannot attend the course is found in the Standard Practices for Professional Development.

INFORMATION RETENTION POLICY (4/99):

John Gillick advised that the Society establish a record retention policy. SCHC will keep financial records for seven years and non-financial records for three years with the exception of Board meeting minutes, which will be maintained indefinitely.

USA FUNDS & USA BANK POLICY (4/99):

SCHC has concluded that payments to the Society must be in USA funds and drawn on an USA bank. Most international banks have USA affiliates, which can easily accomplish this transaction. This policy has been established to save SCHC banking fees and SCHC administrative resources.

Travel Reimbursement Guidelines

SOCIETY FOR CHEMICAL HAZARD COMMUNICATION TRAVEL REIMBURSEMENT GUIDELINES

General

- **These travel and expense guidelines are intended to be followed for the vast majority of situations, and yet be flexible to maximize the benefits to SCHC. Deviations from these guidelines are possible, but prior approval from an Officer of the SCHC is required.**
- **Travel may be authorized by the Chair of the Program Committee or the Chair of the Professional Development Committee within limits established in the SCHC Standard Practice as authorized by the By-Laws. All other travel must be referred to, and authorized by, the SCHC President, Vice-President, or Secretary-Treasurer prior to travel. No reciprocal approval of expense forms is permitted.**
- **In general, expense reimbursement is limited to economy flights, hotel stays needed for the meeting (typically one evening for domestic speakers and 2 evenings for international speakers), moderately priced meals (excludes the cost of bottles of wine and alcoholic beverages beyond one reasonably priced drink with the meal), and transportation to/from the airport. SCHC will not reimburse for computer connection time in hotels or airports, use of hotel safes, in room entertainment, or cleaning services. Exceptions MUST be cleared by an Officer of SCHC prior to approval.**
- **All expenses above \$15 require submission of an original receipt for reimbursement. This includes receipts for accommodations, meals and travel. Non-itemized copies of credit card billing slips are not acceptable for reimbursement purposes.**
- **All travel and activities for personal purposes taken during travel authorized by SCHC will be at the traveler's expense and not subject to reimbursement.**

Program Committee Authorized Travel

- **At the time speakers are contacted to be a part of an SCHC program, they will be informed of the SCHC travel policy and if they require travel reimbursement, they will be encouraged to contact the SCHC Administrator for assistance in making travel plans.**
 - **Speakers will be asked to make their hotel reservation prior to the 'cut off' date.**

- Speakers will be asked to make air travel plans with the Administrator's assistance at least a month prior to the meeting date at which they will be speaking.
- Speakers will be sent a confirmation email outlining the agreed upon travel reimbursements (if any). The Administrator and Arrangement Committee Chair will be copied for planning purposes.
- Speakers who are SCHC members will be reminded that the Society does not reimburse travel expenses for members who speak as part of the program.
 - The Program Committee may make an exception to this rule in the case that the speaker would not otherwise be able to attend the meeting AND the speaker is determined to be uniquely qualified to address the agenda topic.

Professional Development Authorized Travel

- The Society will reimburse travel expenses for all instructors teaching Professional Development courses given in conjunction with a Society meeting or as a course presented separately from a Society meeting (e.g., HazCom 101) for the duration of the course. Instructors will be encouraged to contact the SCHC Administrator for assistance in making travel plans.
 - Instructors will be asked to make their hotel reservation prior to the 'cut off' date.
 - Instructors will be asked to make air travel plans with the Administrator's assistance at least a month prior to the meeting date at which they will be speaking.
- Instructors who are not members of the Society will be invited to attend the plenary sessions of the meetings without being asked to pay registration fees but expenses for additional room and board will be the instructor's responsibility.
- Instructors who are Society members who also attend the plenary sessions are expected to pay their own expenses for room and board and to pay the normal registration fees for the meeting.

Modes of Transportation for Speakers and Instructors

Personal Vehicle

Individuals are authorized to utilize personal vehicles for transportation on behalf of SCHC (SCHC does not cover automobile insurance liability) when such use results in lower or equivalent reimbursable expense to SCHC than a reasonable form of public transportation. (Individuals are encouraged to review airfares versus mileage prior to making a decision to drive.) Reimbursable expenses include tolls and parking in addition to the then current U.S. government allowed mileage expense (see the following link for up to date mileage reimbursement <http://www.irs.ustreas.gov/newsroom/article/0,,id=163828,00.html>). Gas usage is included in the mileage reimbursement and cannot be billed separately.

Automobile Rental

With pre-approval, individuals are authorized to rent automobiles on behalf of SCHC when auto rental results in lower total reimbursable expense to SCHC than other forms of public transportation. (SCHC does not cover automobile insurance liability.) In general, taxis, vans, rapid transit, subways, and busses are expected to be of less cost

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for longer stays at a particular location. Auto rental may be of less cost if long distance ground transport is needed over a 1 or 2 day period.

Ground Transportation

Individuals are authorized to use ground transportation (taxis, vans, rapid transit, subways, and buses) as needed on travel for SCHC business.

Airline Travel

Approved airline travel is expected to be by coach, economy, or tourist class, and when possible, by non-refundable advance purchase. The fare is expected to be based upon least cost direct routing from the individual's local airport to the local airport at destination. Individuals are strongly encouraged to seek the assistance of the SCHC Administrator for obtaining the lowest cost airfares. Lower airfares can sometimes be obtained by traveling on Saturday and staying overnight at the destination location; the combination of lower airfare plus 1 or 2 extra nights lodging may be less than the increased airfare of beginning travel on Sunday or Monday. In such cases, individuals will be authorized to travel on Saturday to obtain lower airfare but travel plans are expected to be submitted for review and authorization by SCHC prior to purchasing the tickets. (See Lodging reimbursement section) Individuals may upgrade to classes above coach at their personal expenses.

Airline travel arrangements should be made at the earliest opportunity after which travel plans are confirmed. Non-refundable discount tickets based on advance purchase should be utilized if individuals are reasonably certain that the travel will be accomplished as scheduled. Refundable discount tickets based on advance purchase should be utilized if individuals are not certain that the travel will be accomplished as scheduled. Reimbursement for cancelled travel plans will be determined by the SCHC Executive Committee on a case by case basis.

Rail Travel

All rail travel is expected to be by coach, economy, or tourist class, and when possible, by non-refundable advance purchase. The fare is expected to be based upon least cost routing from the individual's local railway station to the local railway station at destination. Individuals may upgrade to classes above coach at personal expense. Rail travel arrangements should be made at the earliest opportunity after which travel plans are confirmed. Non-refundable discount tickets based on advance purchase should be utilized if individuals are reasonably certain that the travel will be accomplished as scheduled. Refundable discount tickets based on advance purchase should be utilized if individuals are not certain that the travel will be accomplished as scheduled. Reimbursement for cancelled travel plans will be determined by the SCHC Executive Committee on a case by case basis.

Lodging

Individuals attending SCHC events (Spring and Fall meetings, Board of Directors meetings) are expected to use accommodations consistent with any pre-arranged agreements established by SCHC. In the absence of pre-arranged agreements, individuals are expected to utilize accommodations generally expected to be mid-priced, i.e., priced above budget accommodations and below exclusive or luxury accommodations. Hotels should be within a convenient travel distance to the meeting facility. As indicated under Airline Travel, in the event that the traveler can achieve overall lower expense to SCHC by staying extra night(s) at the travel location, SCHC

will honor extra night accommodation charges provided that they are authorized in advance. Hotel/motel expenses customarily include the night prior to or immediately after an event and the nights between the days of the event. For example, if you cannot reasonably be expected to arrive on the same day that you are speaking, then arriving the night before is permitted. Likewise, if your speaking schedule is such that you cannot leave the same day as speaking, then an additional night is authorized.

Meals

The cost of meals shall be reimbursed while on approved SCHC travel. Meals shall be reimbursed at the rate of actual expense and should be limited to the cost of dining at moderately priced establishments for the city of the SCHC event (**excludes the cost of bottles of wine and alcoholic beverages beyond one drink with the meal**).

Reimbursement of meals is not authorized where the meal in question is provided as part of the SCHC course and/or meeting (i.e, breakfast and/or lunch is provided with a course).

Incidental Expenses

Gratuities may be extended for services in accordance with generally accepted standards. Such gratuities may include tips to waiters and waitresses, baggage handlers, bell boys, taxi drivers, etc. Receipts for gratuities are not required for reimbursement but must be reasonable.

Laundry, valet, and cleaning expenses may be reimbursed at actual expense when travel is for five (5) or more nights for SCHC business.

Computer connection time for non-SCHC related business is not eligible for reimbursement.

Telephone calls, other than those related to specific SCHC business, are not eligible for reimbursement.

Rental of hotel safes is not eligible for reimbursement.

Supplemental Expenses

It is the policy of SCHC to pay only those travel expenses over and above any expenses the individual would have normally incurred. Two examples are presented below

(1) Traveler attends an SCHC business meeting while on another business trip.

Expenses for meals, additional lodging, and ground transportation associated with individual's attending the SCHC business meeting are above the normal expenses and are reimbursable. All other expenses including airfares are expenses the individual would have normally incurred in making his/her planned business trip.

(2) Traveler attends an SCHC business meeting.

If an individual travels on behalf of SCHC on an approved itinerary, with no other business conducted on behalf of another company or organization, expenses for such travel shall be paid by SCHC in accordance with reimbursements described in this policy.

Travel Reimbursement Forms

Society for Chemical Hazard Communication Travel and Course Expense Reimbursement Form

Under certain circumstances, SCHC reimburses personal travel and living expenses. Appropriate circumstances and limits on reimbursement are established and explained in the society's standard practices documentation and travel reimbursement guidelines.

- **All reimbursable travel must be pre-approved** by the appropriate Committee Chair or Officer:
 - ❖ For conference speakers – Program Committee Chair
 - ❖ For professional development instructors – Professional Development Chair
 - ❖ For special events or SCHC administration – President, Vice-President, or Secretary/Treasurer
- All expenses above \$15 require submission of an original receipt. Non-itemized copies of credit card billing slips are not acceptable for reimbursement purposes.
- For specifics on the appropriateness and limits for reimbursable expenses, please refer to the SCHC travel reimbursement guidelines prior to traveling.

| | | | | | | | | |
|--|-------------------------------|----------------------|---------------------------------------|--|--|--|--|---|
| <i>Submitter's Name</i> | | | | <i>Date Submitted</i> | | | | |
| <i>SCHC Event</i> | | | | <i>Event Date(s)</i> | | | | |
| <i>Mailing Address</i> | | | | <i>Date(s) Expense Incurred</i> | | | | |
| | | | | <i>Daytime Phone Number</i> | | | | |
| Travel Expenses | <i>Transportation (1)</i> | \$ | | Include all air, rail, auto, and taxi/bus | | | | For multiple expenses, please complete worksheet |
| | <i>Lodging (2)</i> | \$ | | <i>Include all lodging expenses</i> | | | | |
| | <i>Meals (3)</i> | \$ | | <i>Include all meal expenses</i> | | | | |
| | <i>Miscellaneous (4)</i> | \$ | | <i>Include all miscellaneous travel expenses</i> | | | | |
| | <i>Sub-total (travel) (5)</i> | \$ | | Total the amounts in 1 through 4 | | | | |
| Course Expenses | <i>Honorarium (6)</i> | \$ | | <input type="checkbox"/> instructor <input type="checkbox"/> coordinator | | For professional development courses only | | |
| | <i>Miscellaneous (7)</i> | \$ | | <i>Include all miscellaneous course expenses</i> | | | | |
| <i>Total Reimbursement</i> | | \$ | | <i>Total the amounts in 5 through 7</i> | | | | |
| <i>Make Check Payable To</i> | | | | | | <i>Tax ID Number</i> | | |
| <i>Authorizing Signatures & Dates</i> | | | <i>Submitter (8)</i> | | | | | |
| For Committee Chair or Officer and Secretary-Treasurer use only | | | <i>Committee Chair or Officer (9)</i> | | | | | |
| | | | <i>Secretary-Treasurer</i> | | | | | |
| <i>Amount Paid:</i> | | <i>Check Number:</i> | | <i>Date Paid:</i> | | | | |

Submitter Please complete and sign this expense report on line 8. The completed expense report along with the appropriate receipts should be forwarded to the Committee Chair or Officer who pre-authorized the travel. Expense reports should be submitted within 45 days of an event.

Committee Chair or Officer Please indicate by signature on line 9 that this expense report was completed correctly and that all expenses were appropriate. The approved expense report along with the appropriate receipts should be forwarded to the Secretary/Treasurer for payment.

Society for Chemical Hazard Communication Travel and Course Expense Reimbursement Worksheet

Please list each expense separately and indicate whether or not a receipt for the expense is attached.

| | | | |
|-----------------------|--|--------|--|
| TRANSPORTATION | Description | Amount | <i>Receipt Attached</i> |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | TOTAL Transportation Expenses (insert this amount into line 1) | | |

| | | | |
|----------------|-------------|---|--|
| LODGING | Description | Amount | <i>Receipt Attached</i> |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | TOTAL Lodging Expenses (insert this amount into line 2) | |

| | | | |
|--------------|-------------|--|--|
| MEALS | Description | Amount | <i>Receipt Attached</i> |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | TOTAL Meal Expenses (insert this amount into line 3) | |

| | | | |
|-----------------------------|-------------|--|--|
| MISCELLANEOUS TRAVEL | Description | Amount | <i>Receipt Attached</i> |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | TOTAL Miscellaneous Travel Expenses (insert this amount into line 4) | |

| | | | |
|-----------------------------|-------------|--|--|
| MISCELLANEOUS COURSE | Description | Amount | <i>Receipt Attached</i> |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | TOTAL Miscellaneous Course Expenses (insert this amount into line 7) | |

F. SCHC Calendar of Action Items.

SCHC Action Items for Standard Practices and Procedures

| Month | Action Required | Responsible Person |
|-----------------|--|--|
| JANUARY | Prepare Spring meeting announcement and send to the President for Review and Approval. | Administrative Services |
| | Duplicate Spring meeting announcement, agenda, and other relevant material, and distribute to the membership by 1/20. | Administrative Services |
| | Prepare awards nomination form and email to the membership by 1/20. | Administrative Services |
| | Prepare election ballot and email to membership by 1/20. | Administrative Services |
| | Arrange monthly Board Conference call and send reminder to Board members. Arrange monthly Program Committee Conference call and send reminder to Program Committee. | Administrative Services |
| | Check on status of outstanding action items and set agenda for Board Conference call. | Board Chair |
| | Obtain plaque for Past President award (even numbered years). | Awards Chair |
| | Prepare and distribute minutes of December Board conference call. | Recording Secretary |
| | If HazCom 101 is scheduled for April – refer to HazCom 101 Calendar of Action Items. | Administrative Services / HazCom 101 Course Director |
| | File 1099 forms as required with IRS. | Secretary/Treasurer |
| | Prepare the biannual Nonprofit Filing and submit fee before Jan 15, even numbered years. | Administrative Services |
| FEBRUARY | Prepare reports on Committee activities for presentation at Board meeting, including preliminary program for Fall meeting, and send to Administrative Services two weeks prior to the Spring meeting (in accordance with Timeline. | Committee Chairs |
| | Prepare timeline for fall meeting. Distribute reports and Timeline to Board. | At least one week prior to the Board meeting. |
| | Arrange monthly Board Conference call and send reminder to Board members. Arrange monthly Program Committee Conference call and send reminder to Program Committee. | Administrative Services |
| | Check on status of outstanding action items and set agenda for Board Conference call. | Board Chair |
| | Prepare and distribute minutes of January Board conference call. | Recording Secretary |
| | Consult Board members on agenda items for | Board Chair |

| Month | Action Required | Responsible Person |
|--------------|--|--|
| | Spring Board meeting. | |
| | Prepare agenda for Spring Board meeting; notify members of time/place. | Board Chair |
| | Prepare year end financial assessment for previous year and provide to Administrative Services for distribution at least 2 weeks prior to the Spring Board meeting. | Secretary/Treasurer |
| MARCH | If HazCom 101 is scheduled for May – refer to HazCom 101 Calendar of Action Items. | Administrative Services / HazCom 101 Course Director |
| | Spring Board meeting (chaired by Board Chair). | All |
| | Semiannual membership meeting in location other than Washington, DC. | All |
| | Serve as liaison with meeting hotel. | Arrangements Chair |
| | Prepare materials needed for conduct of meeting, and ensure they are delivered to the hotel 1 day before. | Administrative Services |
| | Register members at the meeting. | Administrative Services/Membership Committee |
| | Chair Spring meeting. | President |
| | Select meeting site and dates for Spring meeting in 2 years'; confirm with hotel. | Arrangements Chair |
| | Present preliminary agenda for Fall meeting to the Board (development on-going through monthly conference calls). | Program Chair |
| APRIL | If HazCom 101 is scheduled for June – refer to HazCom 101 Calendar of Action Items. | Administrative Services / HazCom 101 Course Director |
| | Write thank you letters to speakers at Spring meeting within 2 weeks following the meeting. Send to Program Chair for signature/ mailing. Write thank you letters for course instructors within 2 weeks following courses. Send to Professional Development Chair for signature/ mailing | Administrative Services |
| | Arrange monthly Board Conference call and send reminder to Board members. Arrange monthly Program Committee Conference call and send reminder to Program Committee. | Administrative Services |
| | Check on status of outstanding action items and set agenda for Board Conference call.. | Board Chair |
| | Prepare and distribute minutes of Spring Board meeting. | Recording Secretary |
| | Review status and function of committees and assign Board liaisons. | President |
| | Prepare and distribute minutes of the Spring Board meeting. | Recording Secretary |

| Month | Action Required | Responsible Person |
|--------------|---|--|
| | Write thank you letters to outgoing Officers and Committee Chairs. | President |
| MAY | If HazCom 101 is scheduled for July – refer to HazCom 101 Calendar of Action Items. | Administrative Services / HazCom 101 Course Director |
| | Arrange monthly Board Conference call and send reminder to Board members. Arrange monthly Program Committee Conference call and send reminder to Program Committee. | Administrative Services |
| | Check on status of outstanding action items and set agenda for Board Conference call.. | Board Chair |
| | Prepare and distribute minutes of April Board Conference call. | Recording Secretary |
| | Prepare and file IRS form 990 (exemption from income taxes) | Secretary/Treasurer |
| | Compile membership list and prepare for printing and mailing. Send to President and Membership Chair for review and comment. | Administrative Services |
| JUNE | If HazCom 101 is scheduled for August – refer to HazCom 101 Calendar of Action Items. | Administrative Services / HazCom 101 Course Director |
| | Prepare newsletter and distribute by 7/15. Send extra copies to Administrative Services. | Newsletter Editor |
| | Provide mailing labels for distribution of Newsletter as requested. | Administrative Services |
| JULY | Arrange monthly Board Conference call and send reminder to Board members. Arrange monthly Program Committee Conference call and send reminder to Program Committee. | Administrative Services |
| | Check on status of outstanding action items and set agenda for Board Conference call.. | Board Chair |
| | Prepare and distribute minutes of May Board Conference call. | Recording Secretary |
| | If HazCom 101 is scheduled for September – refer to HazCom 101 Calendar of Action Items. | Administrative Services / HazCom 101 Course Director |
| | Arrange monthly Board Conference call and send reminder to Board members. Arrange monthly Program Committee Conference call and send reminder to Program Committee. | Administrative Services |
| | Check on status of outstanding action items and set agenda for Board Conference call. | Board Chair |
| | Prepare and distribute minutes of June Board Conference call. | Recording Secretary |
| | Prepare final program for Fall meeting and send to Administrative Services in accordance with Fall Timeline. | Program Chair |

| Month | Action Required | Responsible Person |
|------------------|---|--|
| | Prepare course brochures for Fall meeting and provide to Administrative Services pursuant to Fall Timeline. | Professional Development Chair |
| | Prepare Press Release of Fall Meeting, send to President for Review, mail out to Publications List. | Administrative Services |
| | Coordinate Fall meeting preparations with Committee Chairs. | President |
| | Prepare Fall meeting announcement and send to President for review pursuant to Fall Timeline. | Administrative Services |
| AUGUST | If HazCom 101 is scheduled for October – refer to HazCom 101 Calendar of Action Items. | Administrative Services / HazCom 101 Course Director |
| | Duplicate meeting announcement, agenda, and other relevant material, and distribute to the membership pursuant to Fall Timeline. | Administrative Services |
| | Obtain plaques for all awards to be presented at Fall meeting. | Awards Chair |
| | Arrange monthly Board Conference call and send reminder to Board members. Arrange monthly Program Committee Conference call and send reminder to Program Committee. | Administrative Services |
| | Check on status of outstanding action items and set agenda for Board Conference call. | Board Chair |
| | Prepare and distribute minutes of July Board Conference Call. | Recording Secretary |
| SEPTEMBER | If HazCom 101 is scheduled for November – refer to HazCom 101 Calendar of Action Items. | Administrative Services / HazCom 101 Course Director |
| | Consult with Board members re: agenda items for Fall Board meeting. | Board Chair |
| | Prepare reports on committee activities for presentation at Board meeting, including preliminary program for Spring meeting, and send to Administrative Services two weeks prior to the Fall meeting (in accordance with Timeline). | Committee Chairs |
| | Prepare timeline for Spring meeting. Distribute reports and Timeline to Board. | At least one week prior to the Board meeting. |
| | Prepare proposed budget for next calendar year; distribute prior to Board meeting. | Secretary/Treasurer |
| | Prepare and distribute minutes of August Board Conference Call. | Recording Secretary |
| | Arrange monthly Board Conference call and send reminder to Board members. Arrange monthly Program Committee Conference call and send reminder to Program Committee. | Administrative Services |

| Month | Action Required | Responsible Person |
|-----------------|---|--|
| | Check on status of outstanding action items and set agenda for Board Conference call. | Board Chair |
| | Obtain plaques for Professional Development recognition for presentation at fall meeting. | Professional Development Committee |
| | Prepare agenda for Fall Board meeting; notify members of time/place. | Board Chair |
| OCTOBER | If HazCom 101 is scheduled for December – refer to HazCom 101 Calendar of Action Items. | Administrative Services / HazCom 101 Course Director |
| | Board meeting (chaired by Chair). | All |
| | Fall membership meeting in Washington, DC. | All |
| | Prepare and distribute minutes of September Board Conference Call. | Recording Secretary |
| | Prepare materials needed for conduct of meeting, and ensure they are delivered to the hotel 1 day before. | Administrative Services |
| | Register members at the meeting. | Administrative Services/Membership Committee |
| | Chair Fall meeting. | President |
| | Select meeting site and dates for Fall meeting in two years; confirm with hotel. | Arrangements Chair |
| | Present preliminary agenda for Spring meeting to the Board (development on-going through monthly conference calls). | Program Chair |
| NOVEMBER | If HazCom 101 is scheduled for January – refer to HazCom 101 Calendar of Action Items. | Administrative Services / HazCom 101 Course Director |
| | Write thank you letters to speakers at Fall meeting within 2 weeks following the meeting. Send to Program Chair for signature/mailing. Write thank you letters for course instructors within 2 weeks following courses. Send to Professional Development Chair for signature/mailing. | Administrative Services |
| | Prepare and distribute minutes of Fall Board meeting. | Recording Secretary |
| | Arrange monthly Board Conference call and send reminder to Board members. Arrange monthly Program Committee Conference call and send reminder to Program Committee. | Administrative Services |
| | Check on status of outstanding action items and set agenda for Board Conference call.. | Board Chair |
| | Provide preliminary program for Spring Meeting to Administrative Services pursuant to Spring Timeline | Program Chair |

| Month | Action Required | Responsible Person |
|-----------------|---|--|
| | Prepare Press Release of Spring Meeting, send to President for Review, mail out to Publications List | Administrative Services |
| DECEMBER | If HazCom 101 is scheduled for February – refer to HazCom 101 Calendar of Action Items. | Administrative Services / HazCom 101 Course Director |
| | Prepare and distribute membership renewal forms and membership update by 12/5. | Administrative Services |
| | Prepare newsletter, and distribute by 12/5. Send extra copies to Administrative Services | Newsletter Editor |
| | Provide mailing labels for distribution of Newsletter as requested. | Administrative Services |
| | Prepare solicitation for nominations for authorized awards and provide to Administrative Services by 12/31 for distribution. | Awards Chair |
| | Arrange monthly Board Conference call and send reminder to Board members. Arrange monthly Program Committee Conference call and send reminder to Program Committee. | Administrative Services |
| | Check on status of outstanding action items and set agenda for Board Conference call. | Board Chair |
| | Prepare and distribute minutes of November Board Conference call. | Recording Secretary |
| | Coordinate Spring meeting preparations with Committee Chairs. | President |
| | Prepare final program for Spring meeting, and provide to Administrative Services pursuant to Spring Timeline. | Program Chair |
| | Prepare course brochures for Spring meeting and provide to Administrative Services pursuant to Spring Timeline. | Professional Development Chair |
| | Prepare nomination slate, and provide to Administrative Services for duplication and distribution by 12/31. | Nominations Chair |
| | If HazCom 101 is scheduled for March – refer to HazCom 101 Calendar of Action Items. | Administrative Services / HazCom 101 Course Director |

Additions and/or corrections to the calendar should be forwarded to Lori Chaplin, SCHC administrator at

Lori Chaplin - Administrator
SCHC
P.O. Box 1392
Annandale, VA 22003-9392

Calendar of Action Items for HazCom 101

| Time Frame | Action Required | Responsible Person |
|--------------------------|--|-------------------------|
| 3 months prior to course | Prepare course outline and obtain instructor bios and send to Administrative Services | Course Director |
| 3 months prior to course | Prepare course brochure, arrange for posting on the website and distribute to publications list , membership and others as directed. | Administrative Services |
| 1 month prior to course | Request course materials from instructors and have them sent to Administrative Services. Assure that all AV has been arranged. | Course Director |
| 2 weeks prior to course | Prepare course materials and ensure they are delivered to hotel prior to the course. | Administrative Services |
| Day of course | Register attendees at the course and process payments. | Administrative Services |