

# SOCIETY FOR CHEMICAL HAZARD COMMUNICATION



## STANDARD PRACTICES AND PROCEDURES

October 2024

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## A. Introduction

The Society for Chemical Hazard Communication (“SCHC” or the “Society”) is a non-profit professional society of individuals engaged in the business of hazard communication. The Society 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 the Chairs of the Committees are responsible to the Board for completing the operations under their jurisdiction with the support of their respective Board Liaisons. The day-to-day administrative functioning of the SCHC is supported by the Administrator, an independent contractor 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 of the SCHC

### Chair, Board of Directors (Last reviewed July 2021)

#### Role/Responsibilities

The Board Chair is the functional head of the Board and is elected annually by Board Members.

The Board Chair is responsible for:

- Convening the Board and Officers to review and evaluate past activities
- Setting up new approaches and mechanisms to address issues of concern

| Standard Practices  | Time Frame  |
|---|---|
| Assign a Board member to act as Board Liaison to each Committee.  | As soon as practicable after beginning term and as needed.  |
| Convene and chair Board meetings to facilitate SCHC business. Review progress on action items, and facilitate discussions of policy issues.   | At SCHC biannual Board meetings, which includes Committee Chairs (approximately every six months), and monthly for conference calls, depending on the needs of the Board. Specific dates to be determined by the Board Chair. The Board may also use e-mail as appropriate to poll the Board and Officers on issues of concern between discussions. |
| Ensure that decisions of the Board made by email consensus are recorded in the next meeting's minutes.  | On-going.   |
| Solicit input from Officers and Board Members on agenda items for meetings and conference calls. Ensure that Administrator solicits and obtains committee reports prior to biannual Board meetings.   | Approximately four business days prior to conference calls and one month prior to board meetings.   |
| Ensure that a Recording Secretary is available to take minutes for each Board meeting or conference call. Generally the Administrator will take minutes. When the Administrator is not available, the Chair shall request a volunteer or appoint a Recording Secretary from the Board Members. Officers are exempt from Recording Secretary duties. | As needed.  |
| Represent SCHC to outside parties, to promote the Society 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.  | As called upon and appropriate.   |

| Standard Practices  | Time Frame                       |
|---|----------------------------------|
| Prepare correspondence to thank outgoing Officers and Board Members, or address other SCHC issues as needed.  | As called upon and appropriate.  |
| Host an annual Board of Directors dinner. Determine individuals to be invited and ensure that invitations are sent to invited individuals per guidance below. | One month prior to Board dinner. |

### **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 beginning of the term (April 1 of each year). 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 beginning of the new term. The Chair will take office on April 1<sup>st</sup> of the appropriate year. The Administrator will keep the source of the nomination and ballot results confidential.

### **Guidance for Invitation to the Board of Directors dinner:**

In conjunction with the Society's meetings, the Board dinner is hosted by the Board Chair. The Board Chair has discretion concerning inviting guests to the Board dinner. The following are guidelines for invitees to the dinner:

- Current and incoming Board Members

Depending on the financial health of Society:

- Committee Chair/Co-Chairs
- Administration staff on site
- International speakers

It is anticipated that the Program Chair (or their designee), the Professional Development Chair and President will advise the Board Chair when an international speaker is requested to be invited.

- Invitees may be allowed to bring one guest for a fee to be determined by the Board.

## Past President (Last Reviewed July 2021)

### Role/Responsibilities

The Past President is the position that is primarily responsible for transitioning duties to the incoming President and carrying out strategic plans and policies as needed or at the request of the current President. The Past President

- Provides support for the incoming President
- Provides input on decisions identified by Officers and Committee Chairs to ensure smooth functioning of activities
- Serves on the Board of Directors

**Qualifications:** The current President of SCHC will be the official Past President for the following term. The new Past President will take office on April 1<sup>st</sup> of the appropriate year.

| Standard Practices  | Time Frame         |
|---|--------------------|
| Participate in biannual Board meetings and monthly conference calls. Notify Board Chair prior to the meeting or call when participation is not possible due to unavoidable conflicts.           | Monthly.           |
| Represent SCHC as needed.   | On-going.          |
| Provide direction to Officers on financial and other issues as requested.   | On-going.          |
| Outgoing officers will provide board report at the spring Biannual Board Meeting as their last official duty of their term in office facilitating the transition to the newly elected officers. | In election years. |

## President (Last reviewed July 2021)

### 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. The President

- Provides leadership for the Society
- Makes timely decisions on options identified by Officers and Committee Chairs to ensure smooth functioning of activities
- Presides over the Annual Meeting
- Serves on the Board of Directors

**Qualifications:** A member in good standing who has served as an Officer or Board Member of 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. The new Vice President will take office on April 1<sup>st</sup> of the appropriate year.

| Standard Practices  | Time Frame  |
|---|---|
| Participate in biannual Board meetings and monthly conference calls. Notify Board Chair prior to the meeting or call when participation is not possible due to unavoidable conflicts. | Monthly.  |
| Conduct meetings and provide leadership for development and implementation of goals and objectives for the Society.   | Chair Annual Meeting. Other activities are on-going.                              |
| Represent the Society as needed.  | On-going.   |
| Provide direction to Administrator and other Officers on financial and other issues, including but not limited to, requests received from external entities.                          | On-going.   |
| Appoint Committee Chairs and members of Nominating Committee.   | Review Committee Chair status once a year. Replace Committee Chairs as necessary. |
| Coordinate with Board Liaisons to ensure effective meeting preparations.  | On-going and according to timeline  |
| Approve requests for reimbursement of speakers' expenses above the \$3,000/meeting approval level authorized to the Program Committee Chair.  | As needed.  |
| Review and approve payment for the Administration staff monthly statement and other recurring expenses (e.g., legal, marketing invoices).   | Monthly.  |
| Write thank you letters to outgoing Officers and Committee Chairs.  | Following the term of service and as required.                                    |

| <b>Standard Practices</b>   | <b>Time Frame</b>                                      |
|---|--|
| MOVE TO Liaison section Review materials (i.e., meeting announcements, press releases, etc.) as provided by the Administration staff prior to distribution.                                     | On-going.  |
| Serve as liaison to the Nominating Committee.   | On-going.  |
| Approve memorials or donations to the family of an SCHC member who has acted in service to the Society in the event of a death (or other life event). Spending guideline: reasonable expense    | As needed.   |
| Approve refund requests in consultation with Secretary Treasurer that are not otherwise addressed in the Standard Practices.  | As needed.   |
| Approve Administrative expenses such as: Hardware/software/equipment. Spending guideline: \$1,500 per item to be revisited every three years. (Current: October 2024)                           | As needed.   |
| Approve emergency expenses - Requires 2 Board Members including President or another officer (if available).  | As needed.   |
| Approve and sign contracts and invoices with external parties.  | As needed.   |
| Outgoing officers will provide board report at the spring Biannual Board Meeting as their last official duty of their term in office facilitating the transition to the newly elected officers. | In election years.                                     |
| Work with Secretary/Treasurer to obtain proposals from Accounting Firms to assure that SCHC retain quality services at reasonable rates.  | Biennial Task<br>[per 3/17/22 BoD Minutes action item] |



## Vice President (Last reviewed July 2021)

### Role/Responsibilities

#### The Vice President

- Assists the President in conduct of SCHC meetings and in determining the policies and direction for the Society
- Performs duties of the President when the President is absent
- Serves 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. The new Vice President will take office on April 1<sup>st</sup> of the appropriate year.

| Standard Practices  | Time Frame   |
|---|--|
| Serve as ex-officio member of Society committees as requested by President.   | On-going.  |
| Serve as Board Liaison to ad hoc Committees.  | As needed.   |
| Represent SCHC to outside parties.  | As requested.  |
| Chair the SCHC Alliance Committee.  | On-going.  |
| Serve as President in his/her absence.  | As needed.   |
| Serve on the Board of Directors.  | On-going.  |
| Serve on Board of Directors Finance Subcommittee (if Subcommittee is active).   | On-going.  |
| Participate in Board meetings and monthly conference calls. Notify the Board Chair prior to the meeting or call when participation is not possible due to unavoidable conflicts.      | At biannual Board meetings and monthly by conference call. |
| Review Standard Practices, make necessary changes and notify President, and other impacted parties of the revisions to the and copy the Administrator for publication to the website. | Annually or as requested by the Board of Directors.        |
| Review the appropriateness of literature displayed on the meeting “literature table.”   | At each Annual Meeting.                                    |

| Standard Practices  | Time Frame                |
|---|---------------------------|
| <p>Lead development of and carry out demographics and professional development surveys (or other mechanism) designed to inform committee activities. The Vice President may request support for survey development and circulation from the Board of Directors and/or committees. The survey shall be presented to the Board of Directors for final approval.</p> | <p>As needed.</p>         |
| <p>Outgoing officers will provide board report at the spring Biannual Board Meeting as their last official duty of their term in office facilitating the transition to the newly elected officers.</p>  | <p>In election years.</p> |

## Role/Responsibilities

### The Secretary/Treasurer

1. Monitors financial status of SCHC
2. Works with Administrator and external Accountant to prepare financial reports for the Board of Directors
3. Ensures that governmental and other required filings are completed in a timely manner
4. Ensures that Administrator takes and posts meeting minutes for all Board-related activity on the SCHC website
5. Serves on the Board of Directors

**Qualifications:** A member in good standing who has served as an Officer or Board Member is eligible for nomination and election as Secretary/Treasurer. The new Secretary/Treasurer will take office on April 1<sup>st</sup> of the appropriate year.

| Standard Practices  | Time Frame  |
|---|---|
| Participate in Board meetings and monthly conference calls. Notify the Board Chair prior to the meeting or call when participation is not possible due to unavoidable conflicts.  | Monthly.  |
| Work with Administrator and external Accountant to prepare financial reports for the Board, including mid-year and year-end assessments. Reports should include revenue and expenses associated with all Society functions, including but not limited to meetings, trainings, exhibitions, and operations. Reports should also include a summary of the Society's liabilities.                      | As requested by the Board and prior to the Board meetings. At minimum, mid-year and end-of-year reports should be prepared. |
| Prepare financial reports (i.e., professional development courses, webinars and distance learning activities).  | Upon request.   |
| 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.<br><br>Attempt to maintain bank balances below the FDIC insurance limits of \$250,000 per depositor. Set up additional accounts or CDs at other institutions to manage balances. Seek advice from Accountant as needed. | On-going.   |

| Standard Practices   | Time Frame   |
|--|--|
| Hold at minimum Annual Meeting with external Accountant to review/develop investment strategy to recommend to the Board. Review status and report to the Board.  | Report to Board semiannually in mid- and end-of-year reports at minimum. |
| Ensure that IRS 1099 forms are filed 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 on the expense reimbursement form.)<br><i>(Note: practice is to send 1099 forms to all persons receiving honorariums greater than \$600.)</i> | Annually in January.   |
| Arrange for financial review by an independent certified accountant for the previous 2 calendar years to be conducted in June. Send report to Board for review and discussion at next scheduled meeting. Current CPA firm is E. Cohen and Company, CPAs, Kimberly Maxwell (301.691.3607).  | June every other year, following elections.                              |
| Work with Administrator to provide QuickBooks records to accountant to enable preparation of IRS Form 990 for Society (exemption from income taxes).   | Before May 15, annually, or arrange for accountant to file an extension. |
| Review, sign, and submit IRS Form 990 prepared by Accountant. <i>(Note: Typically SCHC has filed for an extension by April and final submission is due in November.)</i>   | Before May 15, annually, or arrange for accountant to file an extension. |
| Work with Administrator and external Accountant to maintain SCHC financial records in QuickBooks.  | Ongoing.   |
| Review/develop service agreement with external Accountant and recommend to the Board. Review and approve invoices for external Accountant in accordance with Board-approved service agreement and associated external accounting budget.   | Annually for service agreement, as-needed for invoices.                  |
| Ensure that the biannual Nonprofit Filing for District of Columbia is completed and fee paid through Agent. Current Agent is Cogency Global.   | Before January 15, even years.   |
| Review Travel Reimbursement Policy and make changes as needed.   | April each year.   |

| Standard Practices  | Time Frame                                      |
|---|---|
| <p>Ensure that Society maintains appropriate business insurance for the Officers and Board. (<i>Note: bill is received by Administrator</i>) Complete annual form from Insurer about Society status prior to bill. Currently Society holds the following insurance policies with CNA insurance:</p> <p>Businessowners<br/>Umbrella Liability<br/>Cyber<br/>Directors and Officers</p> <p>Current insurance broker is Buddy Codd at Mason &amp; Carter, Inc. (410.539.6767).</p> | Annually before March.                          |
| Ensure that current certificates of insurance are on file for the Administrator.  | Annually in March.                              |
| Conduct final review and approve expense reports for all reimbursable Society expenses including but not limited to travel expenses for Program and Professional Development Committees according to Society travel and reimbursement policy.   | As required.                                    |
| Develop and maintain a process by which committees can request and receive timely approval from Officers for support from SCHC's Marketing Partner and other Operational support functions. See process below.  | On-going.                                       |
| In coordination with the Arrangements Chair and the Board, ensure that the Society maintains financial reserves that are at all times at least equal to its liabilities.  | To be included in mid- and end-of-year reports. |
| At the Secretary/Treasurer's discretion, Chair Finance Subcommittee. If the outgoing Secretary/Treasurer remains a Board member, s/he must serve on the Finance Subcommittee.   | Meetings to be defined by Secretary/Treasurer.  |
| As Chair of Finance Subcommittee, 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.                                  |
| As Chair of Finance Subcommittee, meet with Board Liaisons and/or Committee Chairs regarding finances for committee and Society as a whole. Committees consulted determined at discretion of the Secretary/Treasurer.   | Annually by end of March.                       |

| Standard Practices  | Time Frame   |
|---|--|
| Pay Administrator as approved by President.   | Monthly.   |
| Outgoing officers will provide board report at the spring Biannual Board Meeting as their last official duty of their term in office facilitating the transition to the newly elected officers. | In election years.                                     |
| Work with President to obtain proposals from Accounting Firms to assure that SCHC retain quality services at reasonable rates.  | Biennial Task<br>[per 3/17/22 BoD Minutes action item] |

### **Process by which committees can request and receive timely approval for marketing support**

SCHC committees can request and receive timely approval from the President or Board for support from SCHC's Marketing Partner by use of the following process.

To begin the process of requesting external marketing support, the Committee should contact the Administrator. The Administrator will work with the Committee and provide them with a "list of services", past examples of support or suggestions in preparation for requesting or discussing service needs with SCHC's Marketing Partner.

The Administrator and Committee's Board Liaisons should be copied on all correspondence with SCHC's Marketing Partner to allow for monitoring deliverables and for proper allocations of monthly invoices in QuickBooks.

The Member Engagement Committee has additional pre-approval for the monthly newsletter and social media/website support as defined in yearly service agreement.

Marketing support for the Annual Meeting to be defined under a separate service request and approval.

#### Self-approval:

Committees can spend up to \$300 per event for external marketing services from SCHC's Marketing Partner without requiring approval. Committees must communicate in writing to SCHC's Marketing Partner the service details and spending cap. Exceedances require pre-approval.

#### Officer approval:

Committees must request in writing approval from the President for spending between \$301 and \$1000 per event. The written request by the Committee should include a summary of the service request and justification for expenditure. This approval level does not need to include a formal quotation or estimate of hours/costs from the SCHC Marketing Partner. The President will typically approve, request modifications, or reject the spending request in writing within 5 business days.

Committees must communicate in writing to SCHC's Marketing Partner the service request, deliverables and spending cap. Exceedances require pre-approval by SCHC President.

#### Board approval:

Committees must request in writing approval from the Board for spending exceeding \$1001 per event. The written request by the Committee should include a summary of the service deliverables and justification for the expenditure. This should include a quotation or estimate of hours/costs from the SCHC Marketing Partner. Additional supporting documentation as necessary can be included by Committee or requested by the Board.

Committees must communicate in writing to the SCHC Marketing Partner approval of quotation, and deliverables, any exceptions, and the spending cap. Committees to monitor

and maintain quotation deliverables throughout the service execution. Exceedances require pre-approval by SCHC President.

## C. Board Members of the Society

### Recording Secretary (Last reviewed July 2021)

#### Role/Responsibilities

The Recording Secretary for Board meetings is the Administrator. If the Administrator is unable to serve as Recording Secretary, the Board Chair is responsible for identifying an alternate Recording Secretary. The Recording Secretary

- 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.

| Standard Practices  | Time Frame                                  |
|---|---|
| Participate in biannual Board meetings and monthly conference calls. Notify the Board Chair prior to the meeting or call when participation is not possible due to unavoidable conflicts. | Monthly.                                    |
| Prepare minutes of Board meetings according to the Board meeting minute template and distribute to the Board.   | Send within two weeks after Board meetings. |
| Notify Board Chair if unable to attend so Board Chair can arrange for coverage.   | Whenever absent from meeting.               |



## Board of Directors (Last reviewed July 2020)

### Role/Responsibilities

The Board of Directors ensures that the organization functions within the guidance of the by-laws. The Directors:

- Represent the needs of the membership with regard to programs, activities, the financial operations and management of the Society to appropriately serve the membership.

**Qualifications:** Any member who is currently 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. Newly elected Directors will commence their Board term on April 1<sup>st</sup> of the appropriate year.

| Standard Practices  | Time Frame   |
|---|--|
| Participate in biannual Board meetings and monthly conference calls. Notify the Board Chair prior to the meeting or call when participation is not possible due to unavoidable conflicts.   | Monthly.   |
| Develop Society policies and long-range goals to ensure that the Society serves the membership.   | On-going.  |
| Provide additional input when requested by the Board Chair or Officers.   | On-going.  |
| Upon assignment by the Board Chair, act as the Board Liaison to one of the Society's standing committees and attend that committee's meetings held in conjunction with the Annual Meeting.<br><br>Note: Board Members cannot also serve as a Committee Chair, with the exception of the Vice President who will serve as the Chair of the Alliance Committee. | At the Annual Meeting and by conference call when appropriate. |
| Upon assignment by the Board Chair, participate in ad hoc committees to review and/or advise the Board on issues affecting the Society.   | As required.   |
| Communicate with the membership to solicit advice on Society activities.  | On-going.  |
| Serve as Recording Secretary at Board meetings or conference calls if Administrator is not available.   | As assigned by the Chair.                                      |
| It is the expectation that Board Members register for and attend Annual Meetings. Under extraordinary circumstances Board Members may request reimbursement from the Society, any such reimbursement to be approved by the Board.   | As needed.   |

| Standard Practices   | Time Frame        |
|--|-------------------|
| <p>The Board accepts <i>Roberts Rules of Order in a Digital Age</i> as amended: motion window is 48 hours (2 business days), the discussion window is 72 hours (3 business days), and the voting window is 96 hours (4 business days).</p> | <p>As needed.</p> |

## Board of Directors: Liaison (Last Reviewed July 2020)

### Role/Responsibilities

Board Liaisons are the conduit of communication from the committees to the Board and from the Board to the committees.

| Standard Practices   | Time Frame   |
|--|--|
| Liaisons should establish a working relationship with the Committee Chair when assuming the role of liaison. Liaisons should contact the Committee Chair before Annual Meetings to learn his/her plans on what will be discussed at the face-to-face meeting and to provide any assistance the chair may need at, or prior to, the Board or committee meetings.  | Prior to SCHC meetings and monthly by conference call. |
| Liaisons should read the committee standard practices and SCHC by-laws in order to be able to assist the committees with policy matters.   | After assuming role of liaison.                        |
| The Board Liaison should review and comment back to the committee on any proposals that the committee may wish to submit to the board. The liaison should anticipate questions from the Board and be prepared to address these with the Board.   | As required.   |
| When a new Committee Chair is appointed, the liaison should mentor the chair in his/her new roles and responsibilities. The liaison should make sure that the Committee Chair has a copy of the standard practices and society by-laws and is familiar with what the expectations are of a Committee Chair. Board Liaisons are responsible for mentoring Committee Chairs that are not meeting the expectation of the Board. | As required.   |
| Board Liaisons should make recommendations to enhance the functioning of the committees or to provide direction from the Board. Problems with any committee should be reported to the President for further action.  | On-going.  |
| Board Liaisons are expected to facilitate committee requests for administrative support by seeking Officer approval before sending a request to administrator. Upon officer approval, the request is then sent to the administrator with approving officer in copy.  | As required  |

| Standard Practices   | Time Frame            |
|--|-----------------------|
| Board Liaisons should make an effort to attend all committee meetings. If a liaison is unable to attend a meeting, the liaison should communicate with the Committee Chair following the meeting to get a report and to know what actions, if any, need to be reported to the Board. | On-going.             |
| Liaisons should be prepared to report committee news/activities/proposals as well as progress against timeline deliverables at the monthly Board meeting.  | At each Board meeting |
| Board liaisons to ensure their committee reviews the Standard Practices in Q1 of each year at a minimum. Any identified changes shall be sent to the Vice President for approval before revision or addition to Standard Practices occur.  | Annually              |
| The liaison should function as a full working/voting member of a committee.  | As preferred.         |
| Remind Committee Chairs to follow-up with new committee members.   | As required.          |

## D. SCHC Committees

### Bylaws Committee (*Ad Hoc*) (Not currently active) (Last Reviewed April 2016)

#### Role/Responsibilities

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

| Standard Practices  | Time Frame   |
|---|--|
| Respond in a timely manner to requests from the Board to propose changes to the Bylaws.   | On-going, 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. | On-going.  |

## Arrangements Committee (Last Reviewed October 2024)

### General Responsibilities

Confer with Events Strategist (external to SCHC, currently Jeff Mally of Maritz) to provide recommendations for host cities for the Society's annual meeting to the Society's Board of Directors.

Coordinate with the Event Strategist to ensure the Request for Proposal (RFP) submitted to the selected host city hotel(s) reflects current practices.

After Board approves a host city, work with Event Strategist to identify, and confirm accurate details for the appropriate hotels in the approved host city.

Prior and during the meeting, coordinate arrangement details as necessary with the Event Planner (external to SCHC, currently Kelley S. Thwaite, CMP of KT Meetings and Hospitality LLC - Consultation and Management services), SCHC Administrator, SCHC Committees (e.g., Program, PDC, Exhibits, Poster Session), hotel staff and other associated outside vendors to ensure all events function smoothly.

Retain original invoices from the hotel and other associated vendors for 5 years, including supporting documentation for all charges and credits to the Society.

Report Arrangement Committee activity and other news to the Board of Directors and Society membership during each annual meeting and monthly Board meetings as appropriate.

Review the Standard Practices, when significant changes occur, or as requested by the Board of Directors, revise as necessary, and submit to the Society's Vice-President.

### Specific Responsibilities Associated with Annual Meetings

#### 1. Meeting Lead-Time

At least 2 years prior, explore location and identify a host hotel.

#### 2. Identify a Potential Host City

In odd years, the host hotel will be in the Washington, DC area.

In even years, the Arrangements Committee will review recommendations by the membership, recommendations by the Board of Directors, and guidance from the Events Strategist to provide options to the Board of Directors.

The Committee will review the list of cities that are recommended by the Events Strategist and identify 2 or 3 cities.

The Board approves potential host cities as recommended, and may suggest additional cities for the Arrangements Committee to consider.

#### 3. Identify a Potential Host Hotel

The Committee will work with the Event Strategist on the RFP to ensure it is appropriate for the meeting. The Committee will coordinate with the Event Strategist on the RFP content, and review potential hotels that meet the specified criteria in each potential host city.

#### 4. Obtain Proposals from Potential Host Hotels

For all meetings, the proposals from potential host hotels must include at minimum, food and

beverage requirements, AV requirements, seating arrangements, billing arrangements, and other information explicitly requested by SCHC and SCHC's Event Strategist. The Event Strategist will request proposals from potential host hotels in the selected cities and provide a spreadsheet with the following information to review:

Venue Name  
Proposed Dates  
Room Rate  
Resort Fee (if applicable)  
Food and Beverage Minimum Requirement  
Meeting Room Rental Costs (if applicable)  
AV (including Wifi) requirements

#### Meeting Specifications:

It is not possible to accurately predict attendance for a meeting 2 years out, but historical numbers from the Professional Development Committee and Program Committee are a valuable resource. The Arrangements Committee should coordinate with the Chairs of these committees of each after each annual meeting to ensure the needs of the Society are met.

A typical recent meeting with an anticipated meeting attendee headcount of 200 had the following meeting specifications:

| Time    | Sat                                      | Sun  | Mon  | Tues                    | Wed  | Thurs            |
|---------|--|--|--|-------------------------|--|------------------|
| 8:00 AM | Day 1<br>PDC<br>(2 full day classes)     | Day 2<br>PDC<br>(3 full day or up to 6 half day classes) | Day 3<br>PDC<br>(3 full day or up to 6 half day classes) | Day 4<br>Program        | Day 5<br>Program                           | Day 6<br>Program |
| Noon    | Lunch                                    | Lunch  | Lunch  | President's Lunch       | Networking Lunch<br>(outside the hotel)    |                  |
| 1:00 PM | PDC                                      | PDC  | PDC  | Program                 |  |                  |
| 3:00 PM |  |  |  | Forum Breakout Sessions | Forum Breakout Sessions                    |                  |
| 4:30 PM |  |  |  |                         | Committee Meetings<br>Need 4 meeting rooms |                  |
| 5:00 PM |  |  | Board Meeting and Dinner                                 |                         | Exhibit & Poster Reception                 | Free Time        |
| 6:00 PM | Networking Dinner<br>(outside the hotel) | Networking Dinner<br>(outside the hotel)                 | Networking Dinner  | Exhibit Set-Up          |  |                  |
| 7:00 PM |  |  |  |                         |  |                  |

Total Room Block: 715 rooms. It should be noted that sleeping rooms for Friday and Saturday nights have sold out quickly due to popularity of PDC courses. It may be advisable to make additional rooms available on these two nights.

Friday – 30 sleeping rooms;

Saturday – 2 all day breakout rooms for 25 people in classroom style; continental breakfast, AM / PM breaks, and lunch for 50 people; appropriate AV, and 65 sleeping rooms;

Sunday – 3 all day breakout rooms for 25, 25, and 15 people, respectively, in classroom style; continental breakfast, AM / PM breaks, and lunch for 65 people; appropriate AV; 138 sleeping rooms;

Monday – 3 all day breakout rooms for 25, 25 and 15 people, respectively, in classroom style; continental breakfast, AM / PM breaks, and lunch for 75 people, appropriate AV; 5 - PM only breakout room for 25 people in open square style; 168 sleeping rooms; 1 exhibit room for 25 people with - 25 - 8-foot x 10-foot booths (if possible); begin room set-up at 12:00 noon;

Tuesday\* – 1 all day general session room for 200 people in classroom style; appropriate AV; 168 sleeping rooms. 1 breakout room from 12:00 noon – 1:00 pm with

buffet for 30. Reception with hors d'oeuvres for 175 people served in the exhibit room from 6:00 pm – 7:30 pm with 8 (e.g., 2 X 3 ft poster boards subject to hotel limitations) (*i.e.*, items to attach or hold posters for display purposes);

Wednesday\* – 1 - all day general session room for 200 people, appropriate AV. Exhibit room tear down from 6 AM – Noon. 146 sleeping rooms. 4:30 - 6 PM only 4 breakout rooms for 15 people each in conference style, no AV in these breakout rooms; and

Thursday\* – 1 general session room for 200 people until noon (AM ONLY), appropriate AV.

If a Registry Exam will be held, add 1 PM only breakout room for 10 people classroom style, only AV is an electrical outlet at each seating position and Wi-Fi internet access. No food or beverage is required.

\*Food and Beverage: To meet the hotel contract obligations, the Arrangements Committee may add coffee breaks, food, snacks, as considered appropriate during the program portion. The priority for spend is with PDC meals, Exhibit reception, and Board dinner. Therefore, these events should be priced before adding food and beverage to the plenary program.

## **5. Evaluate Proposals from Potential Host Hotels**

The proposals will indicate the dates each hotel can accommodate the meeting. Consequently, those dates become *de facto* meeting dates. The Arrangements Committee will note the available dates at each hotel and eliminate those that conflict with other activities of Society members. For example, the Arrangements Committee will not consider dates that conflict with religious or other national holidays. The Committee will also make an effort to avoid scheduling conflicts with meetings of other organizations known to be attended by Society members,

The Arrangements Committee will compare proposed costs, such as sleeping room rates, meeting room rental fees, and damage amounts. The Committee will note whether a minimum food and beverage expenditure is required to receive concessions and its amount. Additionally, the Committee will compare room and food and beverage attrition proposals and the potential penalties associated with noncompliance.

The Committee will rate the proposals based on two primary criteria: cost and benefit. Costs include sleeping and meeting room rates, food and beverage minimums, attrition damages, and other monetary provisions of the proposal. The Committee will consider the lower cost proposals, but also consider the location and space for other priced venues. The room rate needs to remain competitive with other years if possible. Often, costs alone eliminate hotels from further consideration. The sleeping room rate is the most important of these and, other provisions being equal, is often the deciding factor in proposal selection. Other benefits to consider include concessions offered, availability and attractiveness of outside activities, ease of travel to hotel location, and a subjective estimate of hotel ambiance.

The Committee will work with SCHC's Event Strategist to rank all hotels by combining the individual cost and benefit ratings and summarize that ranking. This exercise usually results in clearly identifying a small number of hotels for further consideration.

If possible, the Committee will conduct a site visit/preview for up to three of the hotels to allow for a visual review of the hotel prior to selecting it. The Event Strategist can arrange accommodations at little to no cost to the Society. The purpose of the preview is to provide an opportunity for the Arrangements Chairperson to meet key hotel staff, tour the hotel to view the meeting rooms, sleeping rooms, and other venues, answer questions and clarify contract provisions, and coordinate meeting preparations. A preview is particularly valuable if the hotel is hosting its first Society meeting or if the Arrangements Chairperson is unfamiliar with that hotel.

Pending approval from the Board, the Society, will pay for the travel for the Chairperson or their



representative and the Event Strategist for a site visit. The Event Strategist will make the arrangements to meet with the hotel staff to determine which hotel best meets their needs. To reduce costs a member of the Board that lives near the host city may be asked to take on this task.

## 6. Hotel Negotiations

The following items are examples of the Society's preferred concessions:

Sleeping room rate: Meeting attendees are very concerned about sleeping room rates and often make meeting attendance decisions based solely on these rates. In general, sleeping room rates of less than \$275 per night are preferable although such rates may no longer be available in some cities.

Extended Stay Rate: Hotels typically honor the Society's group sleeping room rate for a period of 3 days before and 3 days after the meeting, provided that space is available. In this way, meeting attendees and their families can enjoy a brief vacation at the hotel. The Committee may request an extended stay provision if it is not already offered.

Meeting Room Rental: Although the Society would prefer no rental fees, they are becoming more common. In addition, rental fees are very negotiable. If the hotel's initial proposal indicates a rental fee, the Committee may request that it be waived or at least reduced.

Parking Fees: If the hotel charges for overnight self-parking, the Committee may request complimentary self-parking passes for the duration of the meeting. . The passes will be distributed at the discretion of the Chair.

Deposit: It is common for a hotel that SCHC has not utilized before to request a deposit to confirm the contract. The Society has paid deposits as high as \$5000 in the past. Some are willing to waive such a requirement in view of the cancellation damages clause of the contract. Although a deposit is a reasonable demand, the Committee should try to request that it be waived. If it cannot be waived, the hotel must invoice the Society when the deposit is due. If a deposit is required, the Committee will require that the contract credit the deposit amount to the Society's final invoice.

Master Account: The Committee must consider terms to include a Master Account with the hotel. The Master Account is term that may not be familiar to all venues. A Master Account allows the Society to charge approved items and pay all meeting expenses when the final invoice is presented. If the hotel is not familiar with the term, the Committee may explain the definition and the importance of this tool. Note that approval of the Master Account is based on the Society's credit and a Credit Application will be required. Any activity/charge to Master Account requires Chair approval.

Payment of Invoice: The hotel may request that payment of the invoice be due within 30 days of the Society's receipt of a complete and accurate invoice. The Society may request, in the negotiation, different terms for invoice payment (*i.e.*, 60 days). The invoicing provision is necessary because the time required for correcting invoicing errors should not be included in the grace period.

Room Attrition: Attrition is the difference between the number of rooms in the room block and the number of rooms actually used. If the difference is expressed as a percentage, it is called an attrition rate. For example, a 20% attrition rate results if 20 rooms were not used from a room block of 100. The hotel will define in the contract its allowable attrition rate. A typical attrition rate in a hotel contract is 15 – 20%.

The room attrition clause defines the damages the Society would incur if its actual

attrition rate were greater than the allowable attrition rate. This is a potentially significant cost to the Society so higher attrition rates are preferable. Request that the contract provides for no damages if the actual attrition rate is less than 20% of the contracted room block and then graduated damages for attrition rates greater than 20% of the block.

Food and Beverage Minimum: Most contracts require a minimum food and beverage expenditure to trigger some concessions and avoid damages. This is becoming a common practice that will, at times, allow for “free” use of the conference space. Although no food and beverage minimum are certainly preferable to the Society, it is unlikely to obtain this at choice hotels. The contract may call for a food and beverage minimum. It is difficult to select an appropriate minimum because future attendance, food costs, and other variables cannot be predicted. As a guideline, the Society’s average food and beverage cost for recent meetings attended by 200 people was \$60,000. Note that the food and beverage spend never includes taxes and service fees.

Complimentary Rooms: It is a standard practice for hotels to offer 1 complimentary room night for approximate every 50 paid room nights and this concession is frequently offered at the start of negotiations. The Arrangements Committee should request that the earned complimentary rooms be credited to the Society’s Master Account. The Committee will work with the Event Strategist to ensure that all meeting attendees, not just those who paid the group rate, are counted for purposes of calculating complimentary room credits. This will allow inclusion of members whose room rate differs from the negotiated group rate due to special promotions, corporate programs, or other means.

Complimentary Staff Sleeping Room: The Arrangements Committee should request one complimentary staff room for the duration of the meeting. This room will be used by the Society’s Administrator.

Complimentary Staff Office Room: The Arrangements Committee should request one complimentary staff room for the duration of the meeting. This room will be used by the Society’s Administrator and Event Planner. The preference is for the room to remain the same for the entire duration and be accessible at all hours.

Complimentary Suites: The Arrangements Committee will request two complimentary suites with concierge level access for the duration of the meeting. These suites will be assigned at the discretion of the Chair.

Complimentary Internet Access: The Arrangements Committee will request complimentary internet access in member’s rooms, plenary room, and PDC course rooms if this is not a standard hotel feature. This is one of the most important issues for many members and is frequently granted by the hotel.

VIPs: The Society has approximately 12 VIPs, including Officers and Board Members. The Arrangements Committee will request that sleeping rooms for these VIPs be upgraded to small suites or similar accommodations at the group rate. Some hotels consider view rooms as upgrades. Upgrades will be assigned at the discretion of the Chair.

Reservation Cut-off Date: The typical cut-off date is 4 weeks in advance of the meeting. The Committee will ensure that this is noted and communicated.

Hotel Loyalty Program Points: Most hotel chains offer members of its Guest Loyalty program a large number of points for hosting meetings at their hotels. The loyalty points will be given to the Society’s Administrator to be used for speakers or instructors that usually receive rooms paid for by the Society.

## **7. Contract Approval**

The Event Strategist will send the contract to the Committee for review. The Committee will review the contract and will send it to the President with the suggested changes for approval. The President will review the contract and send it back to the Committee to request all the changes needed. The Event Strategist will send the contract back to the hotel with the requested changes. The hotel will return a contract with agreed changes. The Arrangements Committee will review the final contract carefully and ensure that all items agreed upon are correctly described in the contract and that the Event Agenda is accurate. The Committee will not forward the contract to the President for signature until all items, especially the Event Agenda, are correct. Also, the Committee must be certain there are no provisions in the contract that were not previously discussed and agreed upon.

The Committee will request a credit application from the hotel to establish a Master Account and send the information to the Society's Treasurer to complete. The Committee will include the Society's Administrator, its Secretary/Treasurer, and its Arrangements Chairperson as individuals authorized to add items to the Master Account.

The Committee will send the final contract to the President for signature, and then forward it on to the Event Strategist to the hotel. The Committee will request that a copy of the contract be posted to the Board files, accessible via the SCHC website.

The Committee will notify the Board and the Society's Administrator of the details of the final contract, including city, hotel, dates, room rates, cut-off date, and other information of interest to the membership and work with the Secretary/Treasurer and President to update SCHC's Annual Timeline accordingly.

## **8. Board of Directors Dinner**

The Board Chairperson has traditionally hosted a dinner after its meeting on Monday of the meeting week. The dinner is to take place in the hotel restaurant or a suitable venue with similar costs. The Arrangements Committee will notify the Board Chairperson if dining at the hotel restaurant will count toward the hotel contract's food and beverage minimum.

Assuming the Board Dinner is held at the conference hotel, the Arrangements Committee will contact the Board Chair and determine what time they expect the Board meeting to conclude. The Committee or the Chair will make a reservation for approximately 25 people and ask the hotel or restaurant manager the best approach to minimize cost (e.g., order off the menu or if there will be a selected menu). If needed, the Committee will coordinate with the Chair to select any appetizers or wine to be served. At least one week before the meeting, the Committee will contact the Board Chair for a final count and relay that to the restaurant. Note that this timeline should be evaluated with each contract to ensure the requirements are met.

## **9. Activities Prior to the Meeting**

The Arrangements Committee will coordinate with the Events Strategist and selected hotel to provide the SCHC Administrator with the SCHC Rate Code from the hotel so it can be posted on the website as soon as the rate code becomes available.

At the discretion of the Chair, the Committee, with support from the Events Planner, may inquire about overnight security service for the Exhibit room and its contents. This service is typically not provided by the hotel but is contracted directly with an outside security service. The Committee will coordinate with Exhibits on the cost and overall necessity before arranging for outside security service, the cost of which would need to be approved by the President and possibly the Board of Directors.

2 – 4 Months Prior to Meeting: The Committee, with support from the Events Planner, will request that both the Program and the Professional Development Chairs provide special AV requirements. If not, a standard list of what is commonly requested is provided below. Additional details are found in previous years' A/V proposals.

#### PDC

- 6'X10' HD format front screen projector support with electrical outlets for projector (note that SCHC owns projectors and does not need the hotel to supply these for PDC classrooms)
- Lapel microphone with speaker/soundboard controls
- A/C cord with power strip
- Podium (if requested)

#### Board Meeting

- Direct inward dial phone line
- Conference speakerphone

#### Program (for each day of plenary session)

- 7'X12' HD format front screen (two) with projector and electrical support
- PC laptop computer
- Audio equipment with appropriate mixer and speaker/subwoofer (e.g., podium microphone, laptop audio interface, wireless lapel microphone and 2 wireless handheld microphones)
- Telephone interface

#### Exhibits

- At the request of the Exhibits Chair, power strips will be requested

#### Forums

- Audio equipment with appropriate mixer and speaker/subwoofer (e.g., 2 wireless hand microphones)

1 - 2 Months Prior to Meeting (depending on hotel contract): The Committee, with support from our Events Planner, will submit the arrangement details in writing to the hotel's Convention Manager. The details include room set-ups, AV aids, break, lunch, and other refreshment selections, and reception selections. Also include the names of the Society's VIPs. The Society's Administrator or the Events Planner will make arrangements for speakers' room and will provide the counts for lunches each day for Professional Development classes. The Administrator will provide the count for lunch and breaks to the hotel based on those registered. Final headcounts for lunch will be given by the Administrator a week before. The Arrangements Committee will identify the appropriate individuals who will be on-site contacts for the hotel in the event questions arise. Generally, these are the Arrangements Chair and the Society's Administrator. Finally, the Committee will identify individuals who are authorized to charge costs to the Master Account. Typically, this includes the Arrangements Chair, the Society's Treasurer, and the Society Administrator.

Soon after the hotel receives the arrangements details, the Convention Manager will convert that information into Event Orders (EOs). These are internal hotel documents used to communicate room set-ups, AV requirements, food and beverage choices, etc., to the hotel departments. The Arrangements Committee, with support from the Event Planner, will Review the hotel's EOs carefully. The Arrangements Chair will determine the individual who will provide a signed copy to the hotel and keep a copy in the Board files. All EO revisions should be documented in writing and a copy retained in the event of later billing disputes. The Committee will note EO revisions on the retained copy of the EO to facilitate later review.

As the meeting approaches, the Society's Administrator will provide weekly updates of meeting registrations and the hotel will provide frequent updates, called "pick up reports", that track sleeping room reservations. The Committee, with support from the Events Planner, will monitor

these reports to determine whether attendance will likely exceed room block pick-up thresholds. The Committee will coordinate closely with the Society's Administrator and Event Planner for attendance projections and with the hotel's Convention Services Manager for room block pick-up. The Committee, with support from the Event Planner, will revise headcounts in writing to the hotel's Convention Services Manager as necessary. The Committee, with support from the Events Planner, will consult with the Convention Manager as required and release rooms from the Society's block or request additional rooms, as necessary.

The Committee, with support from the Events Planner, will coordinate as necessary with the hotel staff on all arrangements issues and on last-minute revisions.

## **10. Activities during the Meeting**

Upon arrival, the Arrangements Chair will meet personally with the hotel's Convention Manager, AV Manager, Sales Manager, other appropriate staff, and the Society's Administrator and Events Planner. The Committee will schedule this meeting as early in the meeting week as possible to finalize last-minute details and answer any remaining questions. The Committee will also schedule a post-meeting wrap-up session with hotel staff following the plenary session.

The Committee, with support from the Events Planner, will coordinate as necessary with hotel staff, Society members and Officers to assure an appropriate level of service and accommodations.

As needed, the Arrangements Chair will meet the Exhibit room security service guard when they arrive on site to discuss any last-minute details and provide the guard a cell phone number or other means of contact in the event of a question.

## **11. Activities after the Meeting**

If schedule allows, the Arrangements Chair, with support from the Events Planner, will meet personally with the appropriate hotel staff to review the meeting performance and to coordinate invoicing.

The hotel's invoice is usually available 2 weeks after the conference closes. The Committee, with support from the Events Planner, will begin to reconcile the invoice immediately upon receipt and note on the invoice the date it was received and carefully compare the hotel charges with the latest EOs. The Committee, with support from the Events Planner, will discuss and resolve any billing discrepancies with the Convention Manager or other hotel staff and verify that supporting documentation has been provided for all charges or credits and retain those documents in Committee files for a minimum of 5 years. If supporting documents are not provided, the Committee, with support from the Events Planner, will contact the Convention Manager with a list of missing documents.

Invoice billing errors are common, and hotels often do not provide all necessary supporting documents with the initial invoice. Frequently, the errors or omissions are not immediately corrected so the reconciliation process may be delayed for days, if not longer. If reconciliation is delayed to the point where the Society's payment may not be made within the 30 day grace period, the Committee will request that the Treasurer authorize a partial payment of 50% of the invoice balance.

The reconciliation process is complete when all invoicing errors have been corrected and all supporting documents have been received. At this time, the Committee will approve the invoice for payment and forward it to the Society's Treasurer for final review and approval. The Committee, with support from the Event Planner, will notify the hotel's Convention Services Manager that the invoice has been approved for payment and that the hotel may expect payment soon.

## **12. Cost of Meeting Report**

After the hotel invoice has been paid, the Committee will prepare a report for the Society's Treasurer that summarizes arrangements costs associated with each Professional Development course, the plenary session, the Board meeting, as well as all credits to the Master Account. The hotel's invoice cannot be used directly for this report because it is formatted differently. For the Cost of Meeting Report to be useful, the hotel costs must be allocated to the proper Society cost center, which the Treasurer can provide. The Committee will break the costs down for professional development, program and exhibit and submit that report to the Society's Treasurer.

## **Other Useful Information**

### **Monetary Damages**

Most contracts contain several provisions that describe monetary damages the Society would incur if it failed to comply with the contract. These provisions may include damages resulting from Cancellation, Room Attrition, Advance Reduction in Room Block, and Food and Beverage Attrition. Hotel contracts clearly identify these as "damages" not "penalties".

## Executive Committee (Prepared April 2016)

### Role/Responsibilities

The Executive Committee is composed of the current Past President, President, Vice President, Secretary/Treasurer and Board Chair.

| Standard Practices   | Time Frame   |
|--|--------------|
| Meet as a group to address the organization's strategic direction, policies, and operations.                         | Monthly      |
| Two Board Members including the President or other officers, if available, meet to approve an emergency expenditure. | As required. |

## Exhibit Committee (Last reviewed July 2021)

### Role/Responsibilities

Prepare an Exhibit show each year to allow interaction with commercial product/service providers to help meeting registrants meet their hazard communication needs.

| Standard Practices   | Time Frame   |
|--|--|
| Participate in biannual Board meetings.  | Approximately every six months.  |
| Keep Board informed of meetings and activities.  | Written report to Board Liaison 2 weeks prior to biannual Board meetings.                    |
| Review the committee's web page and content for accuracy and timeliness. Provide current membership, documents, other information and updates for the website to the Administrator.  | As necessary, but at least once a month.   |
| Assign a committee member as liaison for the committee's web page.   | As necessary.  |
| Provide list of Exhibitors and other pertinent information to the Administrator to post the information on the SCHC website.   | As necessary, but at least once 90 days before each Annual Meeting.                          |
| Schedule committee meetings as needed to monitor activities.   | Prior to Annual 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. Add as needed any specific hotel contracts provided by Arrangements committee.   | Distribute at least six months in advance of Annual Meeting, with follow-up after one month. |
| Monitor database of potential exhibitors and keep up to date with new companies.   | On-going.  |
| Assure that only registered attendees are permitted to attend the exhibit.   | At the Annual Meeting.   |
| Assure that paid exhibitors for the Annual 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 Annual Meeting. (Approved 4/2/01 Board Meeting). | Before and after the Annual Meeting.   |
| The Exhibit Chair and Board Liaison should be present the day of set up and shall hold a meeting with Exhibitors to review contract expectations during the event.   | At the Annual Meeting.   |



| Standard Practices   | Time Frame   |
|--|--|
| To maintain objectivity and avoid potential conflicts of interest, it is essential that the roles of Chair and Board Liaison are not simultaneously held by individuals who are consultants. This separation ensures that decision-making processes remain unbiased and that the board's actions are in the best interest of the organization. | Annually or any time there is a change in leadership |
| All exhibitor committee proposals must be reviewed and approved by the Finance Subcommittee prior to moving proposal forward.  | On-going   |
| Review Standard Practices, make necessary changes and provide a copy of the proposed revisions to the Vice President for approval and copy the Administrator.  | Annually or as requested by the Board of Directors.  |
| Review exhibitor contract and ensure alignment with hotel obligations.   | Nine months prior to meeting                         |
| 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.   | On-going.  |

## Heritage Committee (Reviewed July 2021)

### Role/Responsibilities

The Heritage Committee serves as a repository of the Society historical information (e.g., prior events, evolution of activities).

| Standard Practices  | Time Frame  |
|---|---|
| Participate in biannual Board meetings.   | Approximately every six months.   |
| Keep Board informed of meetings and activities.   | Written report to Board Liaison 2 weeks prior to biannual Board meetings. |
| Review the committee's web page and content for accuracy and timeliness. Provide current membership, documents, other information and updates for the website to the Administrator. | As necessary.   |

## Member Engagement Committee (Last reviewed August 2023)

### Role/Responsibilities

The Committee is responsible for providing members with opportunities for engagement with the organization. This is broken down into five subcommittees for membership and awards, outreach and marketing, newsletter, web, and social media. This Committee is responsible for managing the various sub-committees at a high level as well as appointing chairs for the sub-committees.

| Standard Practices  | Time Frame  |
|---|---|
| Participate in biannual Board meetings.   | Approximately every six months.   |
| Keep Board informed of meetings and activities.   | Written report to Board Liaison 2 weeks prior to biannual Board meetings. |
| Assign a committee member as liaison for the committee's web page.  | As necessary.   |
| Review the committee's web page and content for accuracy and timeliness. Provide current membership, documents, other information and updates for the website to the Administrator. | As necessary, but at least once a month.                                  |
| Appoint chairs for subcommittees.   | When a vacancy occurs.  |
| Coordinate work between various subcommittees.  | Ongoing.  |
| Plan and host up to 11 online SCHC Member Forums a year   | Monthly   |
| Create and maintain Web forum guidelines section of Standard Practices  | As necessary  |

## Social Media SubCommittee (Last reviewed December 2020)

### Role/Responsibilities

Establish and maintain pages on the following social media services: Facebook, LinkedIn, and Twitter.

| Standard Practices   | Time Frame  |
|--|---|
| Schedule subcommittee meetings as needed for information exchange and project activities.  | Monthly.  |
| Review Standard Practices, make necessary changes and provide a copy of the proposed revisions to the Vice President for approval and copy the Administrator.  | Annually or as requested by the Board of Directors. |
| The Chair should maintain records of Subcommittee 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. Provide these records to the Member Engagement Chair monthly.   | On-going.   |
| Maintain registration of Facebook, LinkedIn, and Twitter pages to an SCHC-owned e-mail account at <a href="mailto:SocialMedia@schc.org">SocialMedia@schc.org</a>   | On-going.   |
| <p><u>Posts by the Social Media Subcommittee:</u> SCHC-owned social media pages will be used by the Social Media Subcommittee to promote the following: official SCHC events and programs, news and programs from governmental organizations, news and programs from approved professional organizations, or Subcommittee-reviewed free internet resources. Other information or news resources that would be of interest to our members would also be posted when appropriate. Final approval about any questionable material made by the Subcommittee Chair with input by Subcommittee Members. If a post seems questionable, it will not be posted. We will err on the side of not posting something if it seems questionable.</p> <p>Photos from meetings will be included on the Facebook page. Anyone who requests removal of a picture from the meeting including them will have the photo removed.</p> | On-going.   |

| Standard Practices  | Time Frame |
|---|------------|
| <p><u>Posts by others:</u> All posts made by non-Social Media Subcommittee members will be subject to moderation by Social Media Subcommittee members. Final approval about any questionable material will be made by the Subcommittee Chair with input by Subcommittee members. All inappropriate posts will be flagged and removed. We will err on the side of removing a post if it seems questionable.</p>  | On-going.  |
| <p><u>Posts by Vendors:</u> Commercial vendors and SCHC exhibitors may post on SCHC-owned social media pages to communicate with members only after moderation and permission from the Social Media Subcommittee. All such posts will be in accordance with the SCHC anti-trust guidelines. SCHC exhibitor posting will be identified as such and be posted when in conjunction with an SCHC event. Posts that are purely advertising for anything other than SCHC will not be allowed on SCHC-owned social media pages.</p> <p>Special case: If a vendor would like to use an SCHC-owned social media page to request feedback from SCHC members regarding paid products or services, an SCHC Social Media Subcommittee member will ask the question given by the requestor and direct respondents to contact the vendor via private communication (e.g., email address) outside of SCHC moderation.</p>   | On-going.  |
| <p><u>Moderation of SCHC-Owned Social Media Pages</u></p> <p>Moderation of pages will be done by Social Media Subcommittee members. Each Subcommittee member will select a page to help monitor. Questions will be brought to the Social Media Subcommittee by email or at regular monthly teleconferences. Anything urgent will be brought to the attention of the SCHC Social Media Subcommittee Chair and the SCHC Member Engagement Chair by email immediately. Anything requiring a response from the Board will be brought to the Board by the Member Engagement Committee Board Liaison.</p> <p>Any posts flagged for moderation by a Social Media Subcommittee member that need to be addressed with the individual posting will be brought to the attention of the Social Media Subcommittee Chair and the Member Engagement Committee Chair. The chairs will use the SCHC-owned Social Media Committee email account to correspond with the individual posting to resolve the issues.</p> | On-going.  |

| Standard Practices  | Time Frame |
|---|------------|
| <p><b>Misuse of SCHC-Owned Social Media Pages</b></p> <p>No offensive or derogatory language or harassment will be allowed. Any attempt to post something offensive, derogatory, or harassing will result in the individual being blocked immediately.</p> <p>Off-topic posts will not be allowed on our social media pages. We reserve the right to delete or refuse to post any communication.</p> <p>If members or non-members attempt to abuse the social media platforms of SCHC, that individual can be blocked and if that individual is a member of the Society, they may face disciplinary action by the Board, up to and including having their membership revoked.</p> | On-going.  |
| <p><b>Use of Social Media During Meetings</b></p> <p>The Social Media Subcommittee will work with the Member Engagement, Program, and Arrangements Committees to be as useful as possible during the meetings. This will include information about the location of meetings, location of member dinners, curating questions for the Q&amp;A sessions, and any other plans that the Social Media Subcommittee can plan and implement.</p>  | On-going.  |

### Role/Responsibilities

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

| Standard Practices  | Time Frame  |
|---|---|
| Schedule committee meetings to review both technology for and content of the SCHC website.  | Monthly.  |
| Assist standing committees with their web pages. Provide standard templates for developing content. Convert received content to internet compatible formats.  | As necessary.                                       |
| Review and update web content for Member Engagement Committee and Subcommittees.  | As necessary.                                       |
| Publish guidelines for the content of committee web pages.  | As necessary.                                       |
| Maintain the registration of the SCHC domain name schc.org.   | As necessary.                                       |
| Make modifications to web site structure and functionality as approved by the Board.  | As necessary.                                       |
| Post content on the SCHC web site as necessary.   | Continuing.   |
| Review Standard Practices, make necessary changes and provide a copy of the proposed revisions to the Vice President for approval and copy the Administrator.   | Annually or as requested by the Board of Directors. |
| 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. Provide these records to the Member Engagement Chair monthly. | On-going.   |

## Outreach and Marketing Subcommittee (Last reviewed April 2016)

### Role/Responsibilities:

Develop and implement initiatives for promoting SCHC to: SCHC members, the public, employers of potential SCHC members, students, and professionals involved with hazard communications, and other membership organizations that may be potential partners or supporters of SCHC. Prepare, solicit, edit, post on the committee website a newsletter on subjects related to Hazard Communication and the Society membership.

| Standard Practices  | Time Frame  |
|---|---|
| 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. | On-going.   |
| The Chair submits a written report of the committee's plans and accomplishments to the Board as part of the Member Engagement Report.   | Submitted two weeks prior to the biannual Board meetings. |
| Review Standard Practices, make necessary changes and provide a copy of the proposed revisions to the Vice President for approval and copy the Administrator.   | Annually or as requested by the Board of Directors.       |
| The Committee Chair schedules committee meetings as needed.   | Monthly and during the Annual Meeting.                    |
| References to SCHC-OSHA Alliance used by any speaker through the Speaker Bureau need to be relayed by e-mail to the Vice President in order to advise OSHA of our efforts.  | As needed.  |
| Create a FAQ document for Speakers Bureau speakers and post on the SCHC website.  | On-going.   |
| Maintain list of volunteers for GHS speaker's bureau and solicit new volunteers when possible.  | On-going.   |
| Receive ideas from the board relating to future projects and determine if said projects work within the functions of our group.   | Committee Chairs with Committee member input.             |



## Newsletter Subcommittee (Last reviewed December 2020)

### Role/Responsibilities

Create the monthly SCHC newsletter. Solicit content from members of the organization and outside sources to provide to membership monthly (except August and either November or December.)

| Standard Practices   | Time Frame   |
|--|--|
| The Newsletter will be edited by Subcommittee members prior to distribution. Newsletters go to the entire mailing list and are available for public viewing on the website.  | Once monthly, prior to Newsletter release.   |
| Newsletter contributors to arrange for articles to be written and/or submitted to Newsletter publisher (AMM). Brief summaries of SCHC meetings/business activities, committee activities, and information on activities in meeting cities will be included where applicable. | On-going, monthly.   |
| Publisher provided draft of Newsletter will be issued to Committee members for review prior to publication. At least 2 reviewers must approve before distribution.   | Newsletter will be submitted for review prior to distribution.                       |
| Articles will be provided to Newsletter publisher as outlined in the Newsletter Subcommittee Guidelines document.  | Articles may be submitted to the publisher until the 15 <sup>th</sup> of each month. |
| Newsletter is distributed as an email notification and is available on the SCHC website.   | Once monthly.  |

## Nominating Committee (Last reviewed October 2024)

### Role/Responsibilities

To prepare a Candidate slate of Officers and/or Board Members of the Society for the membership. In the spring of every even year (2018, 2020, etc.) three Officers and five Board Directors will be elected. In the spring of every odd year (2019, 2021, etc.) four Board Members will be elected.

| Standard Practices  | Time Frame  |
|---|---|
| The President appoints a 5-member Committee to serve as the Nominating Committee; a Chair and 4 members. The appointments will be made in accordance with the current by-laws and standard practices.   | At least 2 weeks prior to Annual meeting                                  |
| The President serves as liaison to the Nominating Committee.  | On-going  |
| Participate in biannual Board meetings.   | Approximately every six months.   |
| Keep Board informed of meetings and activities.   | Written report to Board Liaison 2 weeks prior to biannual Board meetings. |
| Review Standard Practices, make necessary changes and provide a copy of the proposed revisions to the Vice President for approval and copy the Administrator.   | Annually or as requested by the Board of Directors.                       |
| The Nominating Committee Chair should maintain records of Committee activity, i.e., communications, list of members, final work products, etc. and should provide these records to the new Nominating Committee Chair as soon as possible when there is a change in leadership. | On-going.   |
| At each Annual 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 Annual meeting.  |

| Standard Practices   | Time Frame  |
|--|---|
| <p>The Nominating Committee Chair e-mails committee members to advise all open offices under consideration and request suggestions for nominations.</p> <p>All Candidates must meet the qualifications specified in the SCHC By-laws. (Article VI, Section 2) to be eligible for consideration. The Chair should make sure all committee members have a copy of the by-laws and current standard practices for the Nominating Committee.</p> <p>Reference materials such as by-laws, standard practices or historical information can be obtained through the Administrator.</p> | Two weeks after Annual Meeting.   |
| <p>If anyone is nominated through petition process and the Secretary/Treasurer is informed of such then The Secretary/Treasurer will notify the Nominating Committee Chair of any candidate who has been nominated through the “nomination by petition” procedure.</p>   | No later than December 1.   |
| <p>Nominating committee will provide its potential slate of candidates to its Board liaison. The liaison will confirm eligibility of potential candidates with Administrator. After eligibility confirmed, the liaison will then present this list to the Board for approval.</p>  | Prior to November Board Meeting   |
| <p>After Board approval the Nominating Committee will contact each nominee to determine if the member is willing to accept the nomination. A copy of the Standard Practices will be sent to the candidate for them to review and to determine if they are willing to serve.</p>  | No later than December 1.   |
| <p>If the Candidate slate has open positions, the Nominating Committee Chair will go to the Board for help in completing the slate.</p> <p>Once the Candidate slate has been completed, the Nominating Committee Chair will present the Candidate slate to the Board Liaison to present to the Board.</p>  | <p>The Candidate slate should be sent to the Board Liaison for presentation at the December Board meeting.</p> <p>The Board currently meets on the third Thursday of the month. Contact the Board Liaison for the exact date.</p> |

| <b>Standard Practices</b>   | <b>Time Frame</b>   |
|---|---|
| <p>The Chair will work with the Administrator to secure new or updated biographies and pictures for each nominee.</p> <p>The Administrator will prepare the nominee information and ballot and send it back to the Nominating Committee Chair for approval.</p> <p>Once approved, the Administrator will reconfirm membership status of candidates and prepare the electronic ballots and distribute to the membership.</p> | <p>By the end of December.</p> <p>By the end of December.</p> <p>By mid-January.</p>          |
| <p>When the ballot closes, the votes will be tallied by the Administrator. The Administrator will send a report with the tallies and election information (i.e., votes received, votes discarded, reminders, etc.) to the Nominating Committee Chair.</p>   | <p>Within 2 days of the election.</p>   |
| <p>The Nominating Committee will notify each candidate of the election results.</p>   | <p>Within 1 week after the election.</p>  |
| <p>The Nominating Committee Chair will notify the President, Board Chair and Nominating Committee as to the new Officers and/or Board Members. Tallied numbers are not released.</p> <p>The Board Chair will announce the election results to the Officers and Board.</p>   | <p>At least one week prior to the March Board meeting.</p> <p>At the March Board meeting.</p> |
| <p>The Nominating Committee Chair will provide a report detailing the election process at the March Board meeting.</p>  | <p>March Board meeting.</p>   |

### **Nomination of a Presidential Candidate**

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. Candidates must meet the qualifications specified in the SCHC By-laws. (Article VI, Section 2) to be eligible for consideration.

### **Nomination of Vice Presidential Candidates**

The Nominating Committee must present at least one but no more than 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 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.

### **Nomination of Secretary/Treasurer Candidates**

The Nominating Committee must present at least one but no more than 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.

## Nomination of Board Members

The Nominating Committee will present at least one but no more than two times the number of open Board positions for consideration. Candidates must meet the requirements specified in the SCHC By-laws (Article V, Section 4) to be eligible for consideration.

In addition to the requirements listed above, candidates who are considered for a Board position should have demonstrated 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

1. Previously served as an Officer or Board Member
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 Annual Meeting.
4. Teaching or designing professional development courses.
5. Writing newsletter articles and/or working on the SCHC website.
6. Participating in the Technical Poster Session.

Nominee must be willing to resign their position as Committee Chair if elected to the Board.

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 Board experience and members who are new to the Board.

## Awards

### Role/Responsibilities

The Nominating Committee will work with other committees and the Board of Directors to solicit and maintain membership in SCHC, as well as secure the appropriate awards for the recipients of all standardized awards including the outgoing President recognition.

| Standard Practices   | Time Frame |
|--|------------|
| Prepare a 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.  | End of Q1  |
| <b>Award Nominations (includes Jennifer Silk, Lifetime Outstanding Service, Outstanding Volunteer)</b><br><br>Accept and provide liaisons with a list for review of all nominations when submitted with appropriate form.<br><br>Screen for previous nominations and winning of the award. | End of Q2  |

| Standard Practices   | Time Frame  |
|--|---|
| <p><b>Award Nominee Approval (includes Jennifer Silk, Lifetime Outstanding Service, Outstanding Volunteer)</b></p> <p>Liaisons will bring the list to the board for approval. If a board member is a nominee, the approval will be conducted in a manner that will be at the discretion of the liaison.</p>                                | As needed   |
| <p><b>Award Reporting</b></p> <p>Report on all nominations received for all awards in the Board report prior to the biannual Board meeting and at other times at the request of the Board.</p> <p>Submit all winner names to the Administrator for posting to the SCHC website.</p>  | Two months before the Annual Meeting.                   |
| <p><b>Awards/Gifts</b></p> <p>Work with Administrator to secure plaques, gift certificates, certificates or other award items as necessary for all authorized awards as listed in awards information.</p>  | Prior to the Annual Meeting.                            |
| <p><b>Outgoing President's Recognition</b></p> <p>Plaque or clock (as appropriate) is purchased through the Administrator</p> <p>Inscription:</p> <p>Outgoing President's name</p> <p>Phrase: In recognition of outstanding leadership and dedicated service as president 20xx – 20xx</p> <p>Society for Chemical Hazard Communication</p> | Every 2 years when the President's term ends (April 1). |
| <p><b>Update list of past award winners pdf</b></p> <p>Administrator updates pdf with Date Recipient and Award information and posts to the website. For Outstanding volunteer awards the committee will be included with the award.</p>   | After the meeting                                       |

**Awards Information:**

| <b>Award Budget and Approvals</b>  |  |                       |                              |
|--|--|-----------------------|------------------------------|
| <b>Award Name</b>  | <b>Budget</b>                              | <b>Board Approval</b> | <b># given</b>               |
| <b>Jennifer Silk Memorial Lifetime Achievement</b><br>Given by Nominator or President                      | \$250 (plaque and \$100 gift certificate)  | Yes                   | 1                            |
| <b>SCHC Outstanding Service</b><br>Given by Nominator or President or Committee Chair                      | \$230 (plaque and \$80 gift certificate)   | Yes                   | 1                            |
| <b>Outstanding Volunteer Recognition</b><br>Given by the Chair of the Committee submitting the nomination. | Certificate cost and \$20 gift certificate | Yes                   | Up to 1 per active committee |

## Current Authorized Awards - Qualifications, Eligibility & Nominations

### Jennifer Silk Memorial Lifetime Achievement Award

This award recognizes individuals who have made significant contributions to the field of hazard communication or to the Society over an extended period of time.

#### Qualifications:

Recipients of the award must have achieved one or more specific accomplishments that collectively meet at least one of the following criteria:

- Exceptional performance in the field of hazard communication
- Lasting impact on the practice of hazard communication
- Broad benefits to hazard communication professionals or users of hazard communication information

#### Eligibility:

- Current Board Members and SCHC Leadership are not eligible for this award.
- Nominees need not be members of SCHC.

#### Nominations:

Nomination form is available to all SCHC members

Nomination forms can be sent to [Membership@schc.org](mailto:Membership@schc.org)

Nominations are submitted to Membership and Awards Subcommittee for review and qualifying nominations are sent to the Board for review and approval.

There is no deadline for submitting a nomination. Qualified nominations received up until June 30<sup>th</sup> of the meeting year will be considered. Qualifying submissions received will be sent to Board for final approval in July. Award given at the Annual Meeting.

**Award:** A plaque and gift certificate for \$100 and automatic Distinguished Member status.



### **SCHC Outstanding Service**

This award recognizes individuals who have contributed outstanding services to SCHC beyond their function as committee member or chair.

#### Qualifications:

Their accomplishments may be either:

- One or more major contributions to SCHC over a relatively short period of time, or
- Service over a long period of time that demonstrates true commitment to SCHC.

#### Eligibility:

- Member Engagement Committee Chair is ineligible for this award.
- Nominees must be members of SCHC.

#### Nominations:

Nomination form is available to all SCHC members

Nomination forms can be sent to [Membership@schc.org](mailto:Membership@schc.org)

Nominations are submitted to Membership and Awards Subcommittee for review and final approval.

There is no deadline for submitting a nomination. Nominations received up until July 31<sup>st</sup> of the meeting year will be considered. Award given at the Annual Meeting.

**Award:** A plaque and gift certificate for \$80.

### **Outstanding Volunteer Recognition**

This award recognizes individuals who have contributed outstanding services to SCHC.

#### Qualifications:

Their accomplishments may be either:

- A single big project that was executed by the individual
- Extended service above or beyond for the year

#### Eligibility:

- Committee Chairs, Board Members, and SCHC Leadership are not eligible for this award.
- Nominees must be members of SCHC.

#### Nominations:

Nomination form is available to all SCHC members. (Board Members or Committee chairs may nominate a committee volunteer by emailing Member Engagement directly).

Nomination forms can be sent to [Membership@schc.org](mailto:Membership@schc.org)

Nominations are submitted to Membership and Awards Subcommittee for review and final approval.

There is no deadline for submitting a nomination. Nominations received up until July 31<sup>st</sup> of the meeting year will be considered. Award given at the Annual Meeting.

**Award:** Certificate and \$20 gift certificate.

## Role/Responsibilities

Prepare a technical poster session each year to allow Society members an informal forum for the exchange of ideas.

| Standard Practices  | Time Frame  |
|---|---|
| Participate in biannual Board meetings.   | Approximately every six months.   |
| Keep Board informed of meetings and activities.   | Written report to Board Liaison 2 weeks prior to biannual Board meetings. |
| Prepare Call for Abstracts. Work with the Administrator to post the information on the SCHC website.  | As necessary, but at least once 90 days before the Annual Meeting.        |
| Work with Administrator to send out email blast to membership. The “Call for Abstracts” email blast should be sent separately to members and not combined with other conference related emails.                     | As necessary, but at least once 90 days before the Annual Meeting.        |
| Send submitted abstracts to panel to review for appropriateness.  | Approximately 45 days before the Annual Meeting.                          |
| Notify submitters that their abstracts are approved.  | Approximately 30 days before the Annual Meeting.                          |
| Assure that only registered attendees at the Professional Development Courses or Annual Meeting are permitted to attend the Poster Session.   | At the Annual Meeting.  |
| Collect and tally votes from session attendees for Best Poster. Present award(s) for best poster(s) at Annual Meeting.  | At the Annual Meeting.  |
| Schedule committee meetings as needed to monitor activities.  | Prior to Annual Meeting and as necessary.                                 |
| Keep guidance documents current on website.   | On-going.   |
| Review Standard Practices, make necessary changes and provide a copy of the proposed revisions to the Vice President for approval and copy the Administrator.   | Annually or as requested by the Board of Directors.                       |
| 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. | On-going.   |

## Overview

The Professional Development Committee (“PDC”) Identifies and discusses issues related to professional development, making recommendations for activities or programs to provide increased development opportunities.

Where the term “course” or “courses” appears in these Standard Practices, that term should be interpreted as in-person courses, online webinars, seminars, distance learning and recorded events, as appropriate, unless specified or excepted elsewhere in these Standard Practices.

The PDC performs the following primary functions:

1. Identifies the need for professional development courses or other training opportunities.
2. Approves new or revised courses, and notifies the Board of new or updated course offerings.
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   | Time Frame  |
|--|---|
| Participate in biannual Board meetings.  | Approximately every six months.                     |
| Review Standard Practices, make necessary changes and provide a copy of the proposed revisions to the Vice President for approval and copy the Administrator.  | Annually or as requested by the Board of Directors. |
| Chair will schedule committee meetings as needed.<br>Create and communicate agenda for each meeting.   | Prior to meetings and as necessary.                 |
| Chair will attend and Chair committee meeting during Annual Meeting and request Arrangements Chair and Administrator assistance with phone line for dial-in access by committee members unable to attend Annual Meeting. | Annual Meeting.                                     |
| 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.                       | On-going.   |
| Copy all meeting minutes and agendas to all PDC members, the President, the PDC Board Liaison, the Arrangements Chair, Program Chair and the Administrator.  | On-going.   |
| <b>COMMUNICATIONS</b>  |   |
| Prepare a written report for the biannual Board meetings. E-mail to the Administrator for distribution in the Board packets.   | Two weeks prior to biannual Board meetings.         |

| Standard Practices   | Time Frame  |
|--|---|
| Assign a committee member as liaison for the committee's web page.   | Whenever the position is vacant.  |
| Review the committee's web page and content for accuracy and timeliness. Provide current membership, documents, other information and updates for the website to the Administrator.  | As necessary, but at least once a month.  |
| <b>COURSE / SCHEDULING APPROVAL PROCESS –</b><br><i>See process flow diagram, 'Course Approval Process'</i>  |   |
| Identify the need for new or modified courses.   | On-going.   |
| Identify a course coordinator for new course.  | On-going.   |
| Develop course objective(s).   | Prior to biannual Board meetings.   |
| After new proposed programs/courses and course objectives are reviewed and approved by the PDC, the Board shall be notified.   | Prior to Board meetings   |
| Develop proposed schedule of course offerings for the Annual Meetings.<br>1. Develop a tentative schedule of course offerings during committee meetings.<br>2. Forward the schedule to committee members.<br>3. Finalize the schedule of course offerings.   | 1. During PDC meetings<br>2. Four weeks prior to Annual Meeting<br>3. During Annual Meeting |
| Verbally announce the schedule for the Annual Meeting and forward to the Administrator for webposting.   | 2nd day of the Annual Meeting   |
| Arrange for HazCom 101 course. See chart below.  | Determine schedule.   |
| <b>General Course Administration Activities</b>  |   |
| Attendance Records<br>Review attendance records for the awarding of award plaques.<br>Communicate number of awards to Program Chair for sufficient time allocation during the Business portion of the Annual Meeting.<br>Communicate names of individuals reaching milestones to Administrator for posting to PDC webpage. | On-going.   |

| Standard Practices   | Time Frame   |
|--|--|
| <p><u>Course evaluations</u></p> <p>A. Develop/Maintain a standard course evaluation form. The form should accompany the course materials. Tabulate the results and disseminate the results to the Course Directors.</p> <p>B. Course-specific forms may also be developed by a Course Director. These forms should accompany course materials. Tabulate the results and disseminate the results to the Course Director, as appropriate.</p>   | On-going.  |
| <p><u>Course termination</u></p> <p>Currently there is no course termination policy, since there has been no reason to terminate a course for cause.</p>   |  |
| <p><b>WEBINAR / SCHEDULING APPROVAL PROCESS</b><br/> <i>See process flow diagram</i></p>   |  |
| <p>Review proposal or identify the opportunity for a timely or important topic suitable for webinar format.</p>  | On-going.  |
| <p>Identify presenter(s).</p>  | On-going.  |
| <p>Develop webinar objective(s).</p>   | On-going.  |
| <p>After new webinar and webinar objectives are reviewed and approved by the PDC, the Board shall be notified.</p>   | Prior to Board meetings.                             |
| <p>Develop proposed schedule of course offerings for the next meeting.</p>   | On-going.  |
| <p>Forward information to the Administrator for SCHC web posting and develop content for e-mail blasts to membership, industry and government contact lists, etc. as appropriate for topic.</p>  | ~1 month, 2 weeks and 1 week prior to event date(s). |
| <p>Research and maintain suitable platform to host online events. (e.g., Citrix GoToMeeting, GoToWebinar or GoToTraining.)</p>   | On-going.  |
| <p><b>FINANCIAL ARRANGEMENTS</b></p>   |  |
| <p><u>Honorariums</u></p> <p>An honorarium will be awarded in accordance with the PDC Guidance, to be shared by course instructors in an equitable manner as determined by the Course Director. (Typically 20% goes to the Course Director for developing the course and 80% to the instructor(s). There have been times when a Course Director 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.</p> | As required for courses.                             |

| Standard Practices  | Time Frame          |                                |         |         |         |       |         |         |         |         |                          |                     |                                |       |    |   |       |        |      |       |       |       |       |         |       |       |          |           |                                     |
|---|---------------------|--------------------------------|---------|---------|---------|-------|---------|---------|---------|---------|--------------------------|---------------------|--------------------------------|-------|----|---|-------|--------|------|-------|-------|-------|-------|---------|-------|-------|----------|-----------|-------------------------------------|
| <p>Recommend Honorarium amount changes for review and adjustment every two years by the Board at the Annual Meeting.</p> <p><b>In-Person Courses:</b></p> <table><tr><td>4 Hour</td><td>8 Hour</td><td>12 Hour</td><td>16 Hour</td><td>20 hour</td></tr><tr><td>\$750</td><td>\$1,500</td><td>\$2,250</td><td>\$3,000</td><td>\$3,750</td></tr></table> <p>Honorariums for courses with non-standard time durations will be prorated based on amount set for full- day course. Subject to PDC approval.</p> <p><b>On-line/Virtual Content:</b></p> <p>On-line/Virtual honorarium concept is a simplified and flexible approach that allocates a base per hour honorarium with consideration for a potential additional honorarium based on the number of attendees. The structure accounts for PDC costs to arrange and host the event.</p> <table><tr><td>Base per hour honorarium</td><td>Number of attendees</td><td>Proposed Additional Honorarium</td></tr><tr><td>\$220</td><td>10</td><td>0</td></tr><tr><td>\$220</td><td>11 -25</td><td>\$50</td></tr><tr><td>\$220</td><td>26-50</td><td>\$100</td></tr><tr><td>\$220</td><td>51- 100</td><td>\$150</td></tr><tr><td>\$220</td><td>Over 101</td><td>Max \$200</td></tr></table> | 4 Hour              | 8 Hour                         | 12 Hour | 16 Hour | 20 hour | \$750 | \$1,500 | \$2,250 | \$3,000 | \$3,750 | Base per hour honorarium | Number of attendees | Proposed Additional Honorarium | \$220 | 10 | 0 | \$220 | 11 -25 | \$50 | \$220 | 26-50 | \$100 | \$220 | 51- 100 | \$150 | \$220 | Over 101 | Max \$200 | <p>Prior to the Annual Meeting.</p> |
| 4 Hour  | 8 Hour              | 12 Hour                        | 16 Hour | 20 hour |         |       |         |         |         |         |                          |                     |                                |       |    |   |       |        |      |       |       |       |       |         |       |       |          |           |                                     |
| \$750   | \$1,500             | \$2,250                        | \$3,000 | \$3,750 |         |       |         |         |         |         |                          |                     |                                |       |    |   |       |        |      |       |       |       |       |         |       |       |          |           |                                     |
| Base per hour honorarium  | Number of attendees | Proposed Additional Honorarium |         |         |         |       |         |         |         |         |                          |                     |                                |       |    |   |       |        |      |       |       |       |       |         |       |       |          |           |                                     |
| \$220   | 10                  | 0                              |         |         |         |       |         |         |         |         |                          |                     |                                |       |    |   |       |        |      |       |       |       |       |         |       |       |          |           |                                     |
| \$220   | 11 -25              | \$50                           |         |         |         |       |         |         |         |         |                          |                     |                                |       |    |   |       |        |      |       |       |       |       |         |       |       |          |           |                                     |
| \$220   | 26-50               | \$100                          |         |         |         |       |         |         |         |         |                          |                     |                                |       |    |   |       |        |      |       |       |       |       |         |       |       |          |           |                                     |
| \$220   | 51- 100             | \$150                          |         |         |         |       |         |         |         |         |                          |                     |                                |       |    |   |       |        |      |       |       |       |       |         |       |       |          |           |                                     |
| \$220   | Over 101            | Max \$200                      |         |         |         |       |         |         |         |         |                          |                     |                                |       |    |   |       |        |      |       |       |       |       |         |       |       |          |           |                                     |
| <p><b>Recorded Events:</b></p> <p>SCHC PDC does not currently offer recorded events.</p> <p><b>Event Support:</b></p> <p>Individuals serving in a Moderator/Technical Support capacity will receive no monetary compensation, but will be credited one “seat” at a future event of his/her choosing.</p> <ul style="list-style-type: none"><li>• Non-transferrable</li><li>• Must be used within 12 months</li><li>• The events will be no longer than 2 hours each. A 5-part series is treated as 5 separate events.</li><li>• Registrations and Credits will be tracked and processed by the PDC Chair, and will be communicated to Administrator as needed.</li></ul> <p>Course Directors/Instructors receiving an honorarium for a particular event are not eligible to also receive credit to a future event.</p>  |                     |                                |         |         |         |       |         |         |         |         |                          |                     |                                |       |    |   |       |        |      |       |       |       |       |         |       |       |          |           |                                     |

| Standard Practices  | Time Frame                               |                |                                      |                                      |                                   |                              |     |       |       |       |       |       |   |       |       |       |       |       |     |       |       |       |       |       |   |         |       |       |       |       |     |         |         |         |       |         |  |
|---|--|----------------|--------------------------------------|--------------------------------------|-----------------------------------|------------------------------|-----|-------|-------|-------|-------|-------|---|-------|-------|-------|-------|-------|-----|-------|-------|-------|-------|-------|---|---------|-------|-------|-------|-------|-----|---------|---------|---------|-------|---------|--|
| <p>Review Course prices.</p> <p><u>Price changes approved by the Board</u></p> <p>HazCom 101 has not been offered in some time and pricing should be reviewed prior to the next offering depending on the length.</p>   | <p>As requested by the Board.</p>        |                |                                      |                                      |                                   |                              |     |       |       |       |       |       |   |       |       |       |       |       |     |       |       |       |       |       |   |         |       |       |       |       |     |         |         |         |       |         |  |
| <p>Updated February 2024</p> <table><tr><th>Course Length (days)</th><th>Non-member Fee</th><th>Member Fee</th><th>Distinguished Service Membership Fee</th><th>Reduced Membership, Student</th><th>Reduced Membership, Emeritus</th></tr><tr><td>0.5</td><td>\$430</td><td>\$290</td><td>\$290</td><td>\$212</td><td>\$290</td></tr><tr><td>1</td><td>\$610</td><td>\$475</td><td>\$475</td><td>\$305</td><td>\$475</td></tr><tr><td>1.5</td><td>\$815</td><td>\$675</td><td>\$675</td><td>\$410</td><td>\$675</td></tr><tr><td>2</td><td>\$1,030</td><td>\$875</td><td>\$875</td><td>\$515</td><td>\$875</td></tr><tr><td>2.5</td><td>\$1,450</td><td>\$1,165</td><td>\$1,165</td><td>\$730</td><td>\$1,165</td></tr></table> | Course Length (days)                     | Non-member Fee | Member Fee                           | Distinguished Service Membership Fee | Reduced Membership, Student       | Reduced Membership, Emeritus | 0.5 | \$430 | \$290 | \$290 | \$212 | \$290 | 1 | \$610 | \$475 | \$475 | \$305 | \$475 | 1.5 | \$815 | \$675 | \$675 | \$410 | \$675 | 2 | \$1,030 | \$875 | \$875 | \$515 | \$875 | 2.5 | \$1,450 | \$1,165 | \$1,165 | \$730 | \$1,165 |  |
| Course Length (days)  | Non-member Fee                           | Member Fee     | Distinguished Service Membership Fee | Reduced Membership, Student          | Reduced Membership, Emeritus      |                              |     |       |       |       |       |       |   |       |       |       |       |       |     |       |       |       |       |       |   |         |       |       |       |       |     |         |         |         |       |         |  |
| 0.5   | \$430                                    | \$290          | \$290                                | \$212                                | \$290                             |                              |     |       |       |       |       |       |   |       |       |       |       |       |     |       |       |       |       |       |   |         |       |       |       |       |     |         |         |         |       |         |  |
| 1   | \$610                                    | \$475          | \$475                                | \$305                                | \$475                             |                              |     |       |       |       |       |       |   |       |       |       |       |       |     |       |       |       |       |       |   |         |       |       |       |       |     |         |         |         |       |         |  |
| 1.5   | \$815                                    | \$675          | \$675                                | \$410                                | \$675                             |                              |     |       |       |       |       |       |   |       |       |       |       |       |     |       |       |       |       |       |   |         |       |       |       |       |     |         |         |         |       |         |  |
| 2   | \$1,030                                  | \$875          | \$875                                | \$515                                | \$875                             |                              |     |       |       |       |       |       |   |       |       |       |       |       |     |       |       |       |       |       |   |         |       |       |       |       |     |         |         |         |       |         |  |
| 2.5   | \$1,450                                  | \$1,165        | \$1,165                              | \$730                                | \$1,165                           |                              |     |       |       |       |       |       |   |       |       |       |       |       |     |       |       |       |       |       |   |         |       |       |       |       |     |         |         |         |       |         |  |
| <p>Review On-line/Virtual Content prices.</p> <p>Standard duration is based on time necessary to leverage communication of topic against attention of participants using this medium. Alternative duration pricing will be considered on a case-by-case basis, depending on timing and topic.</p> <table><tr><th>Member*</th><th>Non-Member</th></tr><tr><td>\$80</td><td>\$120</td></tr></table>   | Member*                                  | Non-Member     | \$80                                 | \$120                                | <p>As requested by the Board.</p> |                              |     |       |       |       |       |       |   |       |       |       |       |       |     |       |       |       |       |       |   |         |       |       |       |       |     |         |         |         |       |         |  |
| Member*   | Non-Member                               |                |                                      |                                      |                                   |                              |     |       |       |       |       |       |   |       |       |       |       |       |     |       |       |       |       |       |   |         |       |       |       |       |     |         |         |         |       |         |  |
| \$80  | \$120                                    |                |                                      |                                      |                                   |                              |     |       |       |       |       |       |   |       |       |       |       |       |     |       |       |       |       |       |   |         |       |       |       |       |     |         |         |         |       |         |  |
| <p>Course admittance policy: No one will be admitted to any course unless all fees have been paid in advance. Substitutions are permitted with approval of PDC Chair, Administrator or SCHC Officer.</p>  | <p>Annual Meeting and online events.</p> |                |                                      |                                      |                                   |                              |     |       |       |       |       |       |   |       |       |       |       |       |     |       |       |       |       |       |   |         |       |       |       |       |     |         |         |         |       |         |  |
| <p>Course admittance policy for OSHA employees: They will be allowed to attend Professional Development events at no charge, but only on a standby basis for in-person events when there is a seat limitation; paying registrants will be accommodated first. They should register at least 21 days in advance.</p>   | <p>Annual Meeting and online events</p>  |                |                                      |                                      |                                   |                              |     |       |       |       |       |       |   |       |       |       |       |       |     |       |       |       |       |       |   |         |       |       |       |       |     |         |         |         |       |         |  |

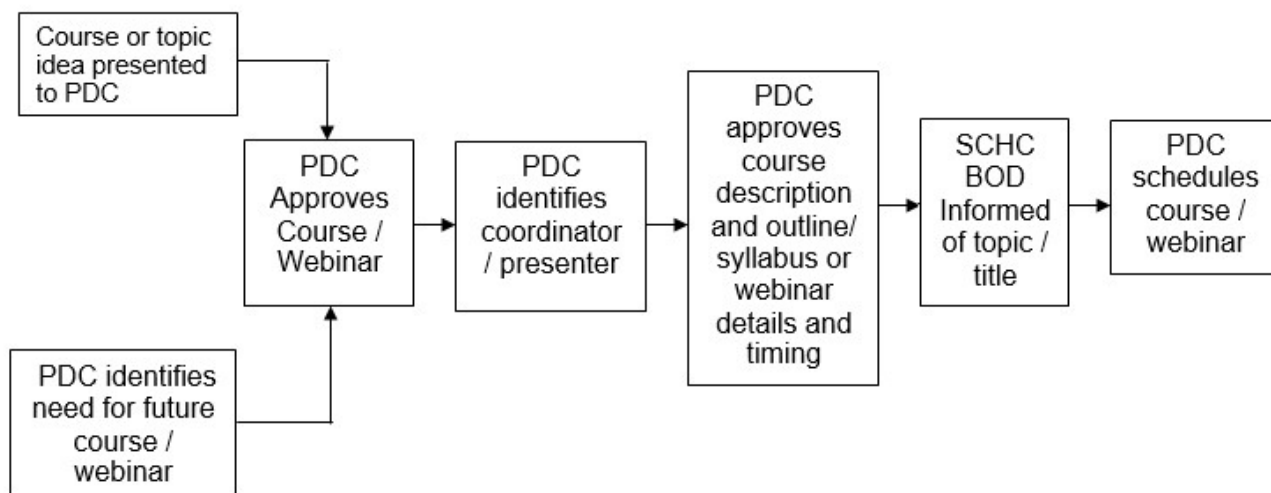
| Standard Practices  | Time Frame               |
|---|--------------------------|
| <p><b><u>Travel Expenses (In-Person Only)</u></b></p> <p>In addition to the SCHC 'Travel Reimbursement Guidelines', published on the website, the following apply.</p> <p>The Society will reimburse travel expenses for all instructors teaching Professional Development courses given in conjunction with a Society meeting or as a course presented separately from a Society meeting. Only the travel expenses incurred for the duration of the course are covered.</p> <ul style="list-style-type: none"> <li>• Instructors will be encouraged to contact the Administrator for assistance in making travel plans.</li> <li>• Instructors will be asked to make their hotel reservation prior to the cut-off date.</li> <li>• Instructors 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.</li> <li>• 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.</li> </ul> <p>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. |
| Review and approve travel expenses for instructors in accordance with the SCHC travel policy, then forward to the Secretary/Treasurer for payment.  | As required for courses. |
| <b>COURSE CANCELLATIONS / REIMBURSEMENT</b>   |                          |



| Standard Practices  | Time Frame  |
|---|---|
| <p><u>Low attendance/cancellation</u> (In-Person Only)</p> <p>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.</p> <p>However, the PDC 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 beginning 6 weeks prior to the Annual 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 PDC is <b>obligated</b> 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 <b>30 days before</b> the course date. PDC shall review registration numbers beginning 6 weeks prior to the course date, then forward any decision or recommendation to the Board to allow time for review/action prior to 30 day cut-off for course cancellation decision.</p> | <p>6 weeks prior to the course date (in-person only).</p> |
| <p>The Board will review any extraordinary national events (e.g., Sept. 11, 2001) resulting in cancellations and refund consideration.</p>  | <p>As required in extraordinary circumstances.</p>        |
| <p>Course materials will be provided to individuals who could not attend a professional development course upon written request on a case by case basis if the following conditions are met:</p> <ul style="list-style-type: none"> <li>i) The individual was pre-registered and their tuition was paid in full.</li> <li>ii) The individual cancelled too late to receive a refund for the course.</li> <li>iii) The individual has a legitimate reason for canceling.</li> </ul> <p>The course material will be accompanied with a disclaimer letter that has been approved by the President.</p>   | <p>As required for courses.</p>                           |

| Standard Practices  | Time Frame                                  |
|---|---|
| <b>ON-LINE/VIRTUAL CONTENT CANCELLATIONS / REIMBURSEMENT</b>  |   |
| <p><b>Low attendance/cancellation for on-line/virtual content</b><br/>Cancellation will be at the discretion of the PDC Chair.</p> <p><b>Course Cancellation for On-Line</b><br/>Minimum of 10 attendees is needed to hold on-line/virtual content.</p> | As needed.                                  |
| The PDC Chair will review any extraordinary circumstances resulting in cancellations and requests for refunds.  | As required in extraordinary circumstances. |
| <p>Webinar and distance learning materials will be provided to all paid attendees at least one day prior.</p> <p>The course material will be accompanied with a disclaimer.</p>   | As required.                                |

## Course / Webinar approval process



### Course offerings

If needed, the PDC 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., PDC Chair)
2. Professional Development Course Survey (e.g., PDC Member)
3. Number of rooms available at the conferencing hotel (e.g., Arrangements Chair)

### Course size (number of attendees)

Standard expected attendance is set at 30 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 30 people.)

### Meeting rooms

Contracts for hotels are made two or more years from the actual meeting date. Historically, SCHC's hotel contracts included 5 days of meeting rooms. See the Arrangements Committee section of these Standard Practices for details. Contact the Arrangements Committee to request alternative accommodations.

### Course meals

- All courses include a continental breakfast and/or afternoon snack depending on if it is 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 Administrator two weeks prior to the meeting so special meals can be arranged.

### Webinar offerings

The PDC Chair will convene a committee that will provide resources and support for Webinar marketing prep, scheduling and event set up and moderation.

1. Webinar platform scheduling and set up (example: [www.gotowebinar.com](http://www.gotowebinar.com) )
2. Webinar Survey (based on PDC Standard Evaluation Form)
3. Support for presenters and training / walkthrough as needed

### Webinar size (number of attendees)

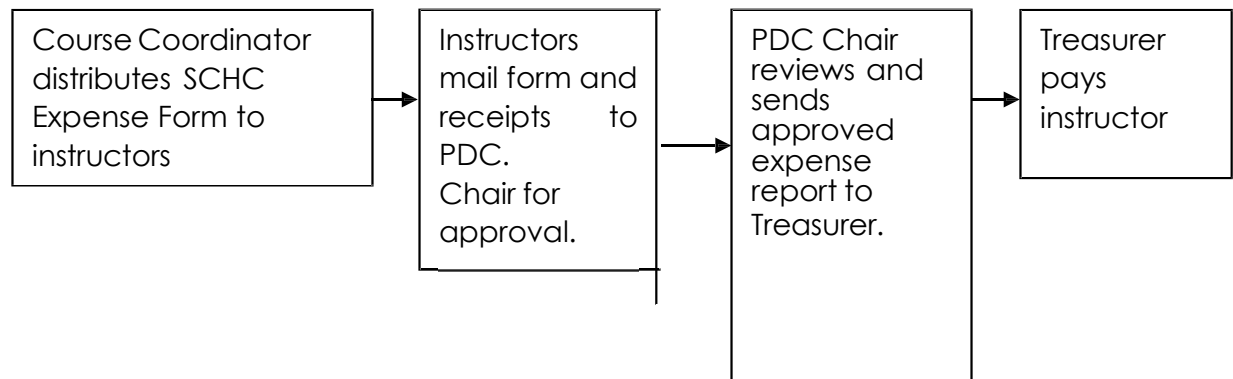
Maximum attendance varies by platform.

GoToMeeting            1000 people including instructors/moderators

GoToTraining           250 people including instructors/moderators

Based on PDC experience during 2009, breakeven point is approximately 9 - 21 Member participants, depending on price/duration. Webinars may be cancelled at the discretion of the PDC.

### **Travel Expenses Process Flow**



### **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 Administrator   | 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. | Administrator      |
| 1 month prior to course  | Request course materials from instructors and have them sent to Administrator. 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.  | Administrator      |
| Day of course            | Register attendees at the course. [Registration will be online and all payments must be received in advance, by the deadline.]      | Administrator      |

## Program Committee (Last reviewed March 2021)

### Role/Responsibilities

Develop Annual Meeting agendas, secure speakers for same, and run the meetings in concert with the Arrangements Committee and the President.

| Standard Practices   | Time Frame  |
|--|---|
| Participate in biannual Board meetings.  | Approximately every six months.   |
| Keep Board informed of meetings and activities.  | Written report to Board Liaison 2 weeks prior to biannual Board meetings. |
| Assign a committee member as liaison for the committee's web page.   | Whenever the position is vacant.  |
| Review the committee's web page and content for accuracy and timeliness. Provide current membership, documents, Co-Chair names and contact information, preliminary meeting agendas and updates for the website to the Administrator.  | As necessary, but at least once a month.                                  |
| Attend biannual Board meetings and planning summit (upon request of the Board). Provide information on Committee activities to the Committee Board Liaison who will communicate as needed to the Board. Provide the Board with preliminary agendas for consideration as requested. | As required.  |
| The Committee meets once during the Annual Meeting and also during regularly scheduled (usually monthly) conference calls.   | At the Annual meeting and monthly prior to the Annual meeting.            |
| Issue a preliminary agenda for the Annual Meeting, and provide to Board Liaison and the Administrator.   | At least 3 months prior to Annual Meeting                                 |
| Issue final meeting agenda for use in meeting promotion. Provide to the Administrator and the Board Liaison.   | At least 2 months prior to Annual Meeting                                 |

| Standard Practices   | Time Frame  |
|--|---|
| <p>Committee contact for each speaker should determine the speaker's need for travel reimbursement and inform the Committee Co-Chair.</p> <p>Speakers will be encouraged to contact the Administrator for assistance in making travel plans.</p> <ul style="list-style-type: none"> <li>• Speakers will be asked to make their hotel reservation prior to the 'cut off' date.</li> <li>• 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.</li> </ul> <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. If the SCHC member speaker requesting reimbursement is a Program Committee Co-chair, the request for reimbursement should be made to the President.</p> | <p>When contacting speakers. If the speaker's situation changes, inform the Co-Chair as soon as possible.</p> |
| <p>SCHC believes the most value is obtained through in-person interaction between presenters and audience members at meetings. It is expected that the presenter appears at the meeting in-person to deliver the presentation. A request to deliver a presentation from a remote location will be granted rarely and on a case-by-case basis. In general, approval for remote presentation is reserved for US and international governmental authorities, although exceptions may be granted. Final approval for remote presentation must be given by the Board. The procedure for determining if a remote presentation will be allowed is included in Section F, <a href="#">Requests For Remote Presentations</a>, of SCHC's Standard Practices.</p>   |   |
| <p>Confirm speakers' participation in program in writing (use standard speaker confirmation letter). Ensure non-SCHC member speakers receive meeting registration information. Provide each speaker with the SCHC Travel Reimbursement Guidelines, Forms and Travel FAQs.</p>  | <p>Send letter as soon as confirmed.</p>  |
| <p>The plenary session facilitators shall request all speakers register online. The facilitator should indicate that there is no charge for registration for speakers.</p>   | <p>Within 10 days of availability.</p>  |
| <p>Send a reminder to each speaker of their presentation time, location of meeting, and date for presentation materials to be provided.</p>  | <p>3 weeks prior to the meeting.</p>  |

| Standard Practices  | Time Frame   |
|---|--|
| Send reminder e-mail to all speakers.   | 2 weeks prior to the meeting.  |
| The Program committee will be responsible for organizing 2-4 Forum sessions each Annual Meeting. One person on the Program Committee will be designated to oversee the Forum Sessions. The objective of Forum sessions is to offer opportunities for compliance professionals to interact directly with peers and share experiences and perspectives on compliance strategies and concerns in an informal discussion setting. Ideally, Forum sessions will have two leaders that will facilitate group discussions. Forum group leaders should be comprised of at least one SCHC member, with outside speakers participating on request by the Program Committee. | At least 3 months prior to meeting date.   |
| Members of the Program Committee will act as meeting facilitators. Each facilitator will act as primary contact for their session speakers prior to and during the meeting. The facilitators shall send meeting information, registration links, speaker information, travel guidelines and travel FAQs to their session speakers. Facilitators should copy the Co-Chair on all correspondence to their speakers. Facilitators shall be responsible for speaker introductions and meeting time management for a morning or afternoon session.   | The Program Co-Chair, in consultation with the Committee members, will appoint meeting facilitators as soon as possible during meeting planning. |
| Confirm with the Administrator that the speaker gifts will be purchased and available at the meeting. Present speaker gifts. The nature and cost of the gift must be approved by the Board.   | During the meeting at an appropriate time following the speaker's presentation   |
| Confirm with the Administrator whether members of the press are attending the meeting. If so, notify all speakers that members of the press will be in attendance.  | One week prior to each meeting.  |
| Committee Co-Chair shall provide brief summaries of select meeting topics and speaker information to the Newsletter Chair upon request.   | Provide directly to Newsletter Chair upon request.   |
| Review, sign and mail thank you letters to speakers that are prepared by the Administrator.   | Complete within one month after the meeting.   |
| The Co-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 the Annual Meeting in the normal course of their activities.  | As required.   |

| Standard Practices   | Time Frame  |
|--|---|
| <p>Speakers who are full time faculty at institutions of higher education may be considered for honoraria when</p> <ol style="list-style-type: none"> <li>Such a request is made by the speaker <u>and</u></li> <li>The Program Committee considers the speaker uniquely qualified to present the topic.</li> </ol> <p>If offered, the honorarium will not exceed \$500.</p> <p>If honoraria are offered, the Program Committee will inform the Board via the Board Liaison.</p> | As required.  |
| <p>Committee Co-Chair reviews and approves travel expenses for speakers in accordance with the SCHC travel policy, then forwards to the Secretary/Treasurer for payment.</p>   | As required.  |
| <p>The Co-Chair shall provide all meeting presentations on a flash drive and/or email at the meeting as a backup for presentations saved on the meeting computer and for upload to the Society's website after each meeting. If a rented computer is used, delete all presentations from the meeting facility computer.</p>  | At the end of the meeting.                          |
| <p>Program Co-Chair – Deliver a brief presentation to the attendees, during the committee reports, regarding the next meeting.</p>   | At the Annual Meeting.                              |
| <p>Review Standard Practices, make necessary changes and provide a copy of the proposed revisions to the Vice President for approval and copy the Administrator.</p>   | Annually or as requested by the Board of Directors. |
| <p>The Co-Chair should maintain records of committee meetings, i.e., minutes, list of members, final work products, etc. The documents should be provided to the Administrator for archive. Additionally, the Co-Chair will provide these records to the new Co-Chair as soon as possible when there is a change in leadership.</p>  | On-going.   |
| <p>All speakers, regardless of their membership in SCHC, may register at no cost for the meeting at which they are speaking.</p>   | On-going.   |
| <p>OSHA/government employees may register at no cost for meetings.</p>   | Upon Request.                                       |



**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.

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

**Q: Do I have to submit my receipts?**

A: An itemized receipt is required for expenses over \$25. All receipts should be saved and submitted 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: Do I have to submit original receipts?**

A: No. Per inquiry to SCHC's Accountants May 2011, original receipts are not required.

**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 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](http://www.schc.org)***

## Role/Responsibilities

The Alliance Committee pursues and maintains alliances with government agencies, professional societies, trade associations, and other organizations. These alliances may include cross-promotion, joint activities, and other collaboration, and may be memorialized in Memoranda of Understanding (MOUs) between SCHC and other groups.

The committee currently coordinates all aspects of alliance activities, including the Ambassador relationship with the Occupational Safety and Health Administration (OSHA) with a focus on the development of hazard communication training and other tools that are for use by OSHA and SCHC in improving hazard communication. The committee also administers partnerships with other organizations, for example the Chemical Hazard Communication Society (CHCS), our sister organization in the UK.

The Alliance Committee is chaired by the Vice President of SCHC. The Vice President may choose to nominate a Vice Chair.

| Standard Practices   | Time Frame                                  |
|--|---|
| Participate in biannual Board meetings.  | Approximately every six months.             |
| Prepare a written report for the biannual Board meetings. E-mail to the Administrator for distribution in the Board packets.   | Two weeks prior to biannual Board meetings. |
| Participate in the SCHC OSHA Alliance/Ambassador semi-annual meetings and disseminate relevant hazard communication information to SCHC membership via SCHC's website or newsletter. At minimum, the Vice President of the Society should participate. | Semi-annually via conference call.          |
| Receive and disseminate information from OSHA related to OSHA's National Initiatives (Enforcement, Regulatory, and Outreach) and encourage SCHC members to participate in OSHA outreach initiatives and rulemaking processes.                          | On-going.                                   |
| Share information on occupational safety and health laws and standards, including the rights and responsibilities of workers and employers.  | On-going.                                   |
| Support SCHC in building relationships with OSHA's National, Regional and Area Offices to address health and safety issues.  | On-going.                                   |
| Share information with OSHA personnel and industry safety and health professionals regarding SCHC good practices or effective approaches through training programs, workshops, seminars, and lectures (or any other applicable forum).                 | On-going.                                   |
| Liaise with SCHC Program and Exhibit Committees to provide OSHA opportunities to speak, exhibit, or appear at SCHC events.   | On-going.                                   |

| Standard Practices  | Time Frame   |
|---|--|
| Support SCHC in adhering to requirements laid out in the OSHA Alliance Program Directive regarding the prohibition on promoting or implying OSHA's endorsement of SCHC policies, products, or services, including acknowledging that SCHC membership will not receive any preferential treatment related to any statutory function of the agency. | On-going.  |
| Liaise with the Member Engagement Committee to abide by all terms and conditions for the use of OSHA's Alliance Program logo as specified in OSHA's Guidelines for Use of the Alliance Logo here: <a href="https://www.osha.gov/alliances/">https://www.osha.gov/alliances/</a>   | On-going.  |
| Maintain records of committee meetings on the committee webpage, e.g., minutes, list of members, final work products.   | On-going.  |
| Review the committee's webpage and content, e.g., hazard fact sheets, for accuracy and timeliness. Provide current membership, documents, other information and updates for the website to the Administrator.   | As necessary, but at least once a month.   |
| Maintain alliances with government agencies, professional societies, trade associations, and other organizations with a vested interest in hazard communication. Submit recommendations to the Board for new alliance partners and pursue partnerships with approved organizations.   | As necessary, but recommendations for new alliances should be brought to the Board at least once per year. |
| It is the responsibility of the Vice Chair to provide training to the incoming Chair/Vice President of the Society.   | Every two years with the transition of the Vice President.   |

## E. Administrative Services

### Role/Responsibilities – General (Last reviewed January 2024)

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

| Standard Practices   | Time Frame   |
|--|--|
| Participate in Board meetings. Receive reports for Biannual Board meetings, create portfolio of same.  | Attend biannual Board meetings, approximately every six months, and monthly via conference call; record minutes, distribute drafts for review, finalize and post on website once approved. |
| Manage Openvoice accounts. Update Board Chair and committee chair information.   | As needed.   |
| Prepare and distribute to the distribution 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, Committee Chairs, and in accordance with standard practices.   |
| Provide administrative support for all events, in person and online, in accordance with standard practices, including posting details on website, sending out email notifications and reminders, setting up and assisting with registrations, reconciling funds for same.  | As events occur.   |
| Work with SCHC Marketing Partner (A Media Marketing) to assist with marketing support. This includes sliders for the website, website images/design, email blasts, and testimonials.   | On-going.  |
| Maintain the list of consultants and assure that only current members are included on the list.  | On-going.  |
| Promptly process all payments received. Manage Quickbooks, log receipts and payments regularly. Keep Secretary/Treasurer informed of all banking activity.   | On-going. Accounts are reconciled monthly.   |
| Maintain service for receiving incoming requests from members and other interested parties. Respond to inquiries promptly, or inform appropriate Board Members and/or Committee Chairs for action.   | On-going.  |
| Process election ballots for Nominating Committee with regard to Board elections, Officer elections and By-Laws edits, including obtaining the candidate submissions to post on the website and in the election ballot, preparing the ballot form for distribution, tabulating the ballots, and reporting the results to the Nominating Committee Chair. | Each January for Board Elections. Every other year for Officer elections. As needed for By-Laws.   |

| Standard Practices  | Time Frame  |
|---|---|
| Process nominations and ballots for the Board Chair election (see Standard Practice for <a href="#">Board Chair Election Process</a> ), maintain as confidential.                                     | In March - after all candidates have been notified of the election results. |
| Act as Recording Secretary for all Board meetings. Post approved minutes to web page. Maintain all approved minutes provided by the Recording Secretary in a durable format with appropriate back-up. | On-going. Maintain indefinitely.  |
| Manage SCHC credit card; post items in Quickbooks in a timely manner.   | On-going.   |
| Approve Administrator and other office expenses: Office supplies and other consumables. Spending guideline: Reasonable expense.   | As needed.  |

## Role/Responsibilities – Event Support (Last reviewed January 2024)

Administrator is responsible for assisting or handling all aspects of all events, including working with SCHC's Marketing Partner (A Media Marketing) on promotional materials.

| Standard Practices  | Time Frame   |
|---|--|
| Post course and meeting details on the website as the information becomes available, including updating course brochures and Training Pages, as appropriate, to reflect current details. Create registration form in website to include early bird rates, nonmember rates, various member category rates, and various Alliance rates.   | At least two months before the hotel cut-off date for in-person events.  |
| Set up online events in GoToTraining. Assist registrants with information and the payment process.  | Immediately following receipt of all materials for online events.  |
| Provide details to AIHA, Chemical Watch, CHCS and other alliances to include SCHC information in their calendar of events.  | When information is received.  |
| Reach out to Alliances to offer Exhibit Booth at Annual Meetings.   | When information is available about the Exhibit Booths.  |
| Obtain meeting agenda from Program and course list from Professional Development and post details on website, prepare email blasts announcing registration and send regular reminders.  | Process immediately following receipt of Agenda from Program Chair.  |
| Review Hotel Event Orders to verify needs and rooms are accounted for; work with Arrangements on same.  | [note – this may be transferred to Maritz starting in 2024]  |
| Keep tally of registrations prior to each event and keep appropriate parties informed of headcounts. Compile attendee list as close to in-person meeting dates as possible, including status of paid/unpaid and member/nonmember.   | <p>Compilations of course attendance should be completed 45 days prior to in-person events and 5 days prior to online events and provided to PDC for determination whether to proceed.</p> <p>For in-person meetings, headcount updates to be provided to the Board, Arrangements Chair, Program Chair, Poster Chair, Exhibit Chair, and Professional Development Chair on a weekly basis starting at least 45 days out.</p> |
| Assist with travel reservations (airfare and hotel) for meeting speakers and professional development instructors. Receive bios, abstracts, and meeting presentations from speakers and post on website and meeting app. Receive, review and oversee printing of materials for course binders. Prepare course certificates, attendee lists, and evaluation forms for each course. |  |

| Standard Practices  | Time Frame  |
|---|---|
| Prepare Thank You letters to speakers and course instructors and send to Program Chair and Professional Development Chair for signature, process mailing.   | Within 2 weeks following an event.  |
| Provide appropriate copies of attendee lists for in-person events for use at the registration table(s). Should include the following information: Name; affiliation; membership status; attendance at President's luncheon, payment status. Space should be left for written comments.  | Available at the hotel the day before the event.  |
| <p>Provide the following supplies for in-person events:</p> <p>Name badges for those registered, use large type where possible. Should be in case with appropriate ribbon including identifying Board Members, Committee Chairs, Speakers, New Members, Exhibitors, and Sponsors.</p> <p>Extra Supplies to be included: badges, ribbons, pens; black markers; tape; tablets; poster boards; banners; table runners.</p> <p>Create and post materials on meeting app.</p>  | <p>All materials to be available at the hotel the day before the meeting.</p> <p>The meeting app to be created 6 weeks prior to the event and materials uploaded as they become available.</p> <p>Assist with push notifications in meeting app</p> |
| <p>Set up registration table for in-person events.</p> <p>This includes putting course binders out with list of attendees in the course and tent cards; having a folder with the course certificates available for the instructor; putting a reserved sign on the instructor table in the room and having the projectors available for the instructors; checking the room to make sure it is set for the appropriate number of students and the AV requests are accurate; setting a poster board in front of the room with the course name on the board. Provide weekly reports of headcounts to the Board and relevant committee chairs.</p> | At least two hours prior to the starting time for registration.   |
| Ensure (with the assistance of the Member Engagement Committee) for each meeting attendee: presence is noted; funds have been received; receipt is provided if necessary; badge and handouts, if any, are distributed.  | During meeting registration.  |
| <p>For money received at registration, following actions shall be taken:</p> <p>For checks, write name of attendee in lower left-hand corner. Indicate purpose of amount (e.g., registration).</p> <p>Payments will be processed online and receipts will be automatically generated and sent by email after processing the payment.</p>  | During meeting registration.  |

| Standard Practices   | Time Frame  |
|--|---|
| Assist the Exhibit committee in assuring that only registered attendees at the Conference are permitted to attend the exhibit. Assist in Exhibit Hall with layout, place tent cards on tables to identify which exhibitor is at that space.  | During meeting.   |
| Follow-up on discrepancies regarding payment or status of membership for registrations received at the meeting.  | Prior to, as possible, but immediately following meeting. |
| Assist with the Meeting App<br><br>Prepare spreadsheets of information regarding speakers, instructors, exhibitors/sponsors, attendees to upload to the app, post bios/abstracts, headshots, presentations. Assist Marketing team with emails and push notifications.  |   |
| Assist with Webstreaming<br><br>Set up the website page for Webstreaming, set up GoToTraining Link for registration and participation, including discount codes; verify member status for each registrant; export paypal report and reconcile funds, transfer funds to BoA account at conclusion of the event. |   |



**Role/Responsibilities – Membership Requests (Last reviewed January 2024)**

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

| <b>Standard Practices</b>  | <b>Time Frame</b>   |
|--|---|
| Maintain online database, and assure renewal notices are sent out.                           | Reminders automated to go out 90 days, 60 days, 30 days, and 7 days prior to expiration; additional reminders of grace period and lapsed membership.<br><br>Dates to be adjusted based on events held in 4th Quarter. |
| Respond promptly to requests and inquiries.  | As received.  |
| Provide Membership count and classification to Member Engagement Chair and/or Board Liaison. | Prior to biannual Board meetings, and as requested.   |

## Role/Responsibilities – Professional Development (Last reviewed January 2024)

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

| Standard Practices  | Time Frame   |
|---|--|
| Prepare draft course brochures and send to Course Directors to review/revise/update and return for posting.   | Upon receipt of information from PDC of course offering.   |
| Obtain notebooks/binders and arrange for course materials to be printed and inserted in notebooks for distribution to course attendees at in-person events; and obtain materials and post for access at least one day prior to online events.   | Required at least 3 weeks prior to in-person event and 1 day prior to online event.  |
| Monitor and assist with reservations for events.  | As needed.   |
| Prepare tent cards for each course attendee/speaker for in-person events.   | Have available for distribution to attendees at event.   |
| Prepare Completion Certificates for each attendee for professional development events. If signature is not available electronically, provide to Course Director at in-person events for signature before distribution to attendee.  | Have available for distribution to attendees at in-person events; prepare and email to each attendee as soon as practicable following conclusion of online events. |
| Provide appropriate copies of the attendee lists for each course provided in-person for use at the course registration table. Should include the following information: Name; affiliation; membership status; payment status. Space should be left for written comments.                                      | Available at the hotel the day before the meeting.   |
| Provide the following supplies for in-person events:<br>Name badges for those registered, use large type where possible. Should be in case with appropriate ribbon.<br>Extra pens; black markers; tape; receipt forms; tablets; poster boards (5); banner.<br>Course binder including course evaluation form. | Available at the hotel the day of the course.  |
| Set up registration table.  | At least one hour prior to the starting time for registration.   |
| Ensure (with the assistance of the Member Engagement Committee) for each attendee: presence is noted; funds have been received; receipt is provided if necessary; badge, tent card, and course materials are distributed.   | During in-person registration.   |
| Follow-up on discrepancies regarding payment or status of membership for tuitions received at the meeting.  | Prior to, as possible, but immediately following course(s).  |
| Maintain attendance records for certification/certificates.   | On-going.  |

| Standard Practices  | Time Frame                              |
|---|---|
| Prepare Thank You letters to course instructors / webinar presenters and send to Professional Development Chair for signature and mailing or, if electronic signature is available, mail letters. | Within 2 weeks following event date(s). |

## Role/Responsibilities – Timeline (Last reviewed April 2016)

| Standard Practices                          | Time Frame  |
|---|---|
| Prepare timelines for review by President.  | Six months prior to Annual meeting or as requested. |
| Post Approved timeline on the SCHC Website. | Upon Board approval.                                |

## F. Additional Policies and Guidelines

### Rules for Communication (last reviewed August 2022)

#### General

1. Each external communication should have at least one other SCHC representative (Officer, Board Member, Committee Chairperson or Committee Member) placed in copy.
2. Each committee communication should have both the Committee Chairperson and the Board Liaison in copy.

### Rules for Posting of Job Opportunities (Last reviewed July 2021)

#### General

1. Each posting must describe a specific available position(s).
2. Each posting must include the name of the company and/or the employment agent.
3. All postings are subject to approval by an SCHC Officer prior to posting.
4. 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 Administrator who will review the offer content with an Officer to assure that the posting meets the requirements. The submitter should use the Job Opportunity Form posted on the SCHC Website under HazCom Jobs.
2. After review, job postings will be posted on the website for 30 days.
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 resubmitted 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 Subcommittee 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} for more information. All postings must be for a specific job opportunity in conformance with the SCHC job posting rules.*

## **Membership Fees**

SCHC membership fees are nonrefundable and nontransferable.

## **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 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 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.

## **Webinars**

1. Requests for refunds made prior to the date stated with the event information will be granted.
2. Requests for refunds made after that date will be considered on a case-by-case basis. A written explanation must be submitted to the Administrator. Requests will be reviewed by the PDC Chair and SCHC President.
3. Request to substitute another individual for a paid webinar 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. Webinar materials will be distributed to all paid attendees.

## Requests for Remote Presentations (Last Reviewed July 2021)

### General

With advances in modern technology there exists the possibility to deliver presentations in real time to an audience from a remote location rather than being physically present in the same room. However, it is the intention of SCHC to offer in-person interaction between all speakers and audience during SCHC meetings. A remote presentation will be allowed only in exceptional conditions.

### Procedure

- 1) Presenter submits request to present remotely to SCHC Program Committee Co-Chair or session facilitator, along with explanation\* for why travel is not possible, ideally at least 1 month prior to the presentation date
- 2) Program Committee Co-Chairs consider the following questions in determining if remote presenting is justified:
  - a) Is the presenter or the topic unique or compelling enough to warrant a remote presentation?
  - b) Can an alternative presenter be found to deliver a presentation on the same topic, given the time available before the meeting?
  - c) Can an alternative presenter be found to deliver an engaging presentation on a different topic, given the time available before the meeting?
  - d) Can a remote presentation be set up given the tools, expertise, and time available before the meeting?
  - e) Is the venue's cost of providing equipment to support remote presentations prohibitive?
- 3) Program Committee Co-Chair consults with Program Committee Board Liaison and Program Committee members to determine whether the circumstances are exceptional enough to allow the presentation to be given remotely.
- 4) If the Program Committee believes circumstances justify remote presentation, the Program Committee Co-Chair and Program Committee Board Liaison develop a proposal for the Board for the remote speaker, including costs associated with remote presentation.
- 5) The Program Committee Co-Chair informs speaker of the decision of the Board.
- 6) If a remote presentation will be allowed, the Program Committee Co-Chair responsible for the relevant meeting identifies the appropriate party to arrange the technology required for the remote presentation.

### \*Possible explanations for why travel is not possible

- Presenter is a highly recognized expert and is unable to travel, but SCHC membership would benefit from his/her expertise.
- Presenter has changed jobs or companies since accepting the invitation to present and is not authorized to travel (even if SCHC funds the travel).
- Presenter's travel budget has been severely cut since accepting the invitation to speak and is unable to accept travel funding from SCHC.
- Presenter has suffered recent bereavement, personal injury, or sudden serious illness of a close family member.

#### Information Retention Policy (Last reviewed July 2021)

SCHC's legal counsel 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 and USA Bank Policy (Last reviewed July 2021)

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.

## **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 (hotel should be the one at which the SCHC conference is being held unless approved in advance -- typically one evening for domestic speakers and 2 evenings for international speakers), moderately priced meals (up to \$36 for breakfast, \$38 for lunch, and \$68 for dinner; 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 \$25 require submission of an itemized 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. Original receipts are not required. Scanned/e-mailed submission is preferred.
- 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 (Search [irs.gov](https://www.irs.gov) for "mileage reimbursement rate YYYY" for up to date mileage reimbursement). 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 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 standard/main economy, i.e., not discount/budget economy not premium/plus economy. Business and first class are not allowed. 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 (Meetings, Board meetings) are expected to utilize room blocks pre-arranged through agreements established by SCHC. Should an individual proceed with alternative lodging, reimbursement may not exceed the rate established through SCHC's agreements with the event hotel(s) without prior authorization. In the absence of pre-arranged agreements, SCHC will provide recommendations for local lodging. 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 during the dates 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). In no case will meals be reimbursed in excess of \$36 for breakfast, \$38 for lunch, and \$68 for dinner.

### **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 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. The reimbursement form may be found on the SCHC website.

- **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 \$25 require submission of an itemized receipt. Non-itemized copies of credit card billing slips are not acceptable for reimbursement purposes. Original receipts are not required.

For specifics on the appropriateness and limits for reimbursable expenses, please refer to the SCHC travel reimbursement guidelines prior to traveling.

## Web Forum Guidelines (New August 2023)

- Web forums are a member benefit. The objective of the sessions is to offer opportunities for Hazard Communication professionals to interact directly with peers and share experiences and perspectives on compliance strategies and concerns in an informal discussion setting.
- They are never recorded and there is typically no slide deck to lessen the burden on our guests and keep the informal format of the sessions.
- The Member Engagement committee will be responsible for organizing monthly web Forum sessions. Approximately 10-11 sessions a year will be organized depending on when the Annual meeting is held. Typically, no December Forum is held.
- One person on the Member Engagement Committee will be designated to organize each Web Forum Session.
- Web Forum Sessions will have a Moderator/Host who is an SCHC member preferably a Member Engagement committee member.
- Forum topics will be relevant to the SCHC mission. These can be technical or cover SCHC-related activities.
- Any SCHC member can submit a topic for a Web Forum to the Member Engagement Committee.
- Forum Guests do not have to be SCHC members.
- All Forum guests and topics must be approved by both the Member Engagement Chair and Member Engagement Board Liaison.
- Topics and guests will be posted to the SCHC calendar/website at least one month in advance.
- Registration for the Web Forums will close one day in advance of the session.
- Feedback from the session will be provided by the administrator to the Member Engagement committee and reviewed by the committee monthly. Feedback will be used to improve the member experience with the sessions and to get new topics. It will also be shared with other committees as needed.
- Guidelines for Moderators/Hosts and Guests:
  - The language used will be conversational. Offensive or derogatory language shall always be avoided. All discussion must remain professional - remarks disparaging a regulatory body or another SCHC member's work will not be tolerated.
  - Must ensure that the discussion stays within the topic of the forum.
  - Must refrain from promoting goods or services for personal gain/commercial purposes.
- Responsibilities for Moderators/Hosts:
  - Before: review all questions sent before the forum to screen for appropriateness and relevancy. Ensure these are sent to the guest so they can review in advance and advise if any of the questions should not be asked. Inappropriate questions will not be asked to the guests.
  - During:
    - Introduce the forums with standard SCHC Forum slides. Cover the basics of the forum setup, future forum topics, and how to ask questions in the forum. Hosts will also introduce that day's forum topic and guest(s).
    - Review all questions posted by attendees in the chat to screen for appropriateness and relevancy. Inappropriate questions will not be brought to the guests.
    - Attempt to ensure continued flow of the conversation while keeping the forum within the bounds of the posted topic. IF possible, ensure that the guest is doing most of the speaking.