

SOCIETY FOR CHEMICAL HAZARD COMMUNICATION



STANDARD PRACTICES AND PROCEDURES and CALENDAR OF ACTION ITEMS

April 2016

Contents

A. INTRODUCTION	4
B. OFFICERS OF THE SCHC	5
CHAIR, BOARD OF DIRECTORS (LAST REVIEWED APRIL 2016)	5
PAST PRESIDENT (PREPARED APRIL 2016)	7
PRESIDENT (LAST REVIEWED APRIL 2016)	8
VICE-PRESIDENT (LAST REVIEWED APRIL 2016)	10
SECRETARY/TREASURER (LAST REVIEWED APRIL 2016)	11
C. BOARD MEMBERS OF THE SCHC	14
RECORDING SECRETARY (LAST REVIEWED APRIL 2016)	14
BOARD OF DIRECTORS (LAST REVIEWED APRIL 2016)	15
BOARD OF DIRECTORS: LIAISON (LAST REVIEWED APRIL 2016)	17
D. SCHC COMMITTEES	19
BYLAWS COMMITTEE (<i>AD HOC</i>) (NOT CURRENTLY ACTIVE)	19
COMMITTEE FOR STANDARDS REVIEW (<i>AD HOC</i>) (NOT CURRENTLY ACTIVE)	20
ARRANGEMENTS COMMITTEE (LAST REVIEWED APRIL 2016)	21
EXECUTIVE COMMITTEE (PREPARED APRIL 2016)	60
EXHIBIT SHOW COMMITTEE (LAST REVIEWED APRIL 2016)	61
FORUM COMMITTEE (PREPARED APRIL 2016)	63
HAZCOM RESOURCES COMMITTEE (LAST REVIEWED APRIL 2016)	64
HERITAGE COMMITTEE (PREPARED DECEMBER 2014)	65
MEMBERSHIP AND AWARDS COMMITTEE – AWARDS (LAST REVIEWED APRIL 2016)	66
MEMBERSHIP AND AWARDS COMMITTEE - MEMBERSHIP (LAST REVIEWED APRIL 2016)	73
MEMBERSHIP AND AWARDS COMMITTEE - MEETING REGISTRATION (LAST REVIEWED APRIL 2016)	75
NOMINATING COMMITTEE (LAST REVIEWED APRIL 2016)	76
OUTREACH COMMITTEE (LAST REVIEWED APRIL 2016)	80
POSTER COMMITTEE (LAST REVIEWED APRIL 2016)	82
PROFESSIONAL DEVELOPMENT COMMITTEE (LAST REVIEWED MAY 2016)	83
PROGRAM COMMITTEE (LAST REVIEWED APRIL 2016)	95
SCHC-OSHA ALLIANCE COMMITTEE (AD HOC) (LAST REVIEWED APRIL 2016)	99
SOCIAL MEDIA COMMITTEE (LAST REVIEWED APRIL 2016)	101
WEB COMMITTEE (LAST REVIEWED APRIL 2016)	104
E. ADMINISTRATIVE SERVICES	105
ROLE/RESPONSIBILITIES – GENERAL (LAST REVIEWED APRIL 2016)	105
ROLE/RESPONSIBILITIES – MEETING SUPPORT (LAST REVIEWED APRIL 2016)	107
ROLE/RESPONSIBILITIES – MEETING REGISTRATION (LAST REVIEWED APRIL 2016)	108
ROLE/RESPONSIBILITIES – MEMBERSHIP REQUESTS (LAST REVIEWED APRIL 2016)	110
ROLE/RESPONSIBILITIES – PROFESSIONAL DEVELOPMENT (LAST REVIEWED APRIL 2016)	111
F. ADDITIONAL POLICIES AND GUIDELINES	114
RULES FOR POSTING OF JOB OPPORTUNITIES (LAST REVIEWED APRIL 2016)	114
SCHC POLICY ON REQUESTS FOR REFUNDS (LAST REVIEWED APRIL 2016)	115
INFORMATION RETENTION POLICY (LAST REVIEWED MAY 2013)	117
USA FUNDS AND USA BAND POLICY (LAST REVIEWED JUNE 2013)	118

TRAVEL REIMBURSEMENT GUIDELINES (LAST REVIEWED APRIL 2016)	119
TRAVEL REIMBURSEMENT FORMS (LAST REVIEWED APRIL 2016)	123
G. SCHC CALENDAR OF ACTION ITEMS	127

A. Introduction

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

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

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

B. Officers of the SCHC

Chair, Board of Directors (Last reviewed April 2016)

Role/Responsibilities

The Chair of the Board of Directors is the functional head of the Board and is elected annually from among Board Members.

The Chair of the Board of Directors:

- Is responsible for convening the Board and Officers to review and evaluate past activities
- Plan future direction based on input from the membership
- Set up new approaches and mechanisms to address issues of concern
- Establish appropriate procedures for SCHC activities

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

Standard Practices	Time Frame
Assign a Board member to act as Board liaison to each Committee	After the Annual Meeting of the Society
Convene and chair Board meetings in conjunction with scheduled membership meetings. Conduct regular conference calls to facilitate SCHC business between meetings. Review progress on action items, and facilitate discussions of policy issues.	Generally twice a year for membership meetings, and monthly for conference calls, depending on the needs of the Board. May also use e-mail as appropriate to poll the Board and Officers on issues of concern between discussions.
Solicit input from Officers and Board of Directors on agenda items for the meetings and calls.	One month prior to meetings, and several days prior to conference calls
Appoint a Recording Secretary from amongst the members of the Board. This duty is rotated but officers are exempt from Recording Secretary duties.	As needed
Circulate Board meeting minute template to Board members.	At the start of each new term

Represent SCHC to outside parties, to promote the organization or to obtain advice related to the conduct of SCHC business consistent with the purposes of SCHC (includes consulting with Counsel).	As appropriate
Provide guidance to Officers, Board Members, and Committee Chairs in implementing their duties for SCHC.	As called upon and appropriate
Report to the membership on Board activities.	As called upon and appropriate
Prepare correspondence to thank outgoing Officers and Board Members, or address other SCHC issues as needed.	As called upon and appropriate
Send invitations for the Board of Directors dinner to invited guests.	One month prior to each in person Board meeting

Guidance for Invitation to the Board of Directors dinner:

In conjunction with the Society's semi-annual meetings, the Board of Directors' Dinners are hosted by the Board Chair. The Board Chair has discretion concerning inviting guests to the Board dinner. The following are guidelines for invitation to the dinner:

- Current and incoming BOD member and adult guest
- Committee Chair/Co-Chair and adult guest
- Administrator and helpers
- International speakers and their adult guest

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

Past President (Prepared April 2016)

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
- Coordinates functional activities as needed to achieve the purposes of the organization
- 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.

Standard Practices	Time Frame
Participate in semiannual Board meetings and monthly conference calls. Notify Chair of the Board prior to the meeting or call when participation is not possible due to unavoidable conflicts.	At the Spring and Fall SCHC meetings and monthly by conference call
Represent the SCHC as needed.	On-going
Provide direction to SCHC Administrator and other Officers on financial and other issues.	On-going

President (Last reviewed April 2016)

Role/Responsibilities

The President is the organizational position that is primarily responsible for carrying out the strategic plans and policies as established by the Board of Directors of the SCHC,

The President

- Provides leadership for the Society
- Coordinates functional activities to achieve the purposes of the organization
- Makes timely decisions on options identified by Officers and Committee Chairs to ensure smooth functioning of activities
- Presides over membership meetings of the SCHC
- Serves on the Board of Directors

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

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

Serves 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 not otherwise addressed in the Standard Practices.	As required
Approve Administrator and other office expenses: Hardware/software/equipment. Spending guideline: \$1,500 per item to be revisited every three years. (Current: December 2014)	As required
Approve emergency expenses - Requires 2 Board members including President or another officer (if available).	As required

Vice-President (Last reviewed April 2016)

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.

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

Secretary/Treasurer (Last reviewed April 2016)

Role/Responsibilities

The Secretary/Treasurer

- Monitors financial status of the SCHC
- Prepares financial reports for the Board of Directors
- Ensures that governmental and other required filings are completed in a timely manner
- Responsible for Meeting Minutes of all business conducted by the Society; coordinates with rotating Acting Recording Secretaries
- Ensures that Meeting Minutes are posted to the SCHC website and archived
- Serves on the Board of Directors

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

Standard Practices	Time Frame
Participate in semiannual Board meetings and monthly conference calls. Notify the Chair of the Board prior to the meeting or call when participation is not possible due to unavoidable conflicts.	At the Spring and Fall SCHC meetings and monthly by conference call
Prepare financial reports for the Board, including mid-year and year-end assessments.	As requested by the Board and prior to the Board meetings. Provide mid-year report to Board members prior to the Fall meeting for presentation and review at the meeting; provide year-end report to Board members prior to the Spring meeting for presentation and review at the meeting.
Prepare report on conference income and expenses and distribute to the Board; include poster session at the Spring meeting and exhibit show at the Fall meeting.	Include with semi-annual financial reports
Prepare report on professional development courses, webinars and distance learning activities.	Include with semi-annual financial reports
Maintain appropriate banking accounts for receipt of funds, and arrange for payment of bills. Maintain the required minimum in all checking accounts to avoid banking fees. Attempt to maintain bank balances below the FDIC insurance limits of \$250,000 per depositor. Set up additional accounts or CDs at other institutions to manage balances.	On-going

Purchase CDs for excess funds in terms to meet the needs of the Society. Cash them out or renew as appropriate or purchase new CD. Review status quarterly and include information in Treasurer's report.	As required
Request 1099 forms from IRS	December each year
File 1099 for anyone receiving \$600 or more in a calendar year other than for itemized expense reimbursement. Transmit forms to the payee and IRS. (Tax ID numbers are requested and should be found on the PD expense reimbursements.) (<i>Note practice is to send 1099 forms to all persons receiving honorariums</i>)	January each year
Arrange for financial review by an independent certified accountant for the previous 2 calendar years to be conducted in June following taking office. Report sent to Board of Directors for review and discussion at next scheduled meeting. Current accountant is Accounting Unlimited, Jennifer Jones, 410-451-6631.	June every other year, following elections
Provide Quicken records to accountant to enable preparation of IRS Form 990 for SCHC (exemption from income taxes)	Before May 15, annually, or arrange for accountant to file an extension
Maintain SCHC financial records (Quicken) and send backups to on-line backup site and/or other Board Member for security.	Monthly or when modified
Ensure that the biannual Nonprofit Filing for District of Columbia is completed and fee paid.	Before January 15, even years
Review Travel Reimbursement Policy and make changes as needed.	April each year
Assure that SCHC maintains liability insurance for the Officers and Board. (<i>Note: bill is received by L. Chaplin</i>) Complete annual form from Insurer about Society status prior to bill.	June each year
Send a reminder to the SCHC Administrator that insurance is about to expire and to provide a new certificate of insurance when it is received.	August each year
Assure that a current certificate of insurance is on file for the SCHC Administrator.	September each year

Assure compliance with the refund and course materials policies found in the Additional Policies and Guidelines and Professional Development Standard Practices. Review and pay honorariums and expenses for Professional Development courses.	As required
Finalize minutes prepared by acting recording secretary and approved by the Board; prepare PDF file and transfer to Administrator for uploading to SCHC website archives.	Following each monthly BOD meeting
Maintain a copy of all approved minutes and attachments of Board meetings.	On-going
Ensure that decisions of the Board made by email consensus are recorded in the next meeting's minutes.	On-going
Review and record Administrator's financial activity in Quicken.	Monthly
Review and revise if necessary the Reserve Policy for SCHC in coordination with Arrangements Chair.	January of each year
Chair committee to conduct a financial analysis of all activities over the previous three years and recommend adjustments to membership fees, registration fees and tuition fees, as necessary.	Every 3 years (fall of 2012, 2015, etc.)

C. Board Members of the SCHC

Recording Secretary (Last reviewed April 2016)

Role/Responsibilities

The Recording Secretary is appointed by the Chair of the Board from amongst the members of the Board. This duty is rotated but officers are exempt from Recording Secretary duties.

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 of Directors.

Standard Practices	Time Frame
Prepare minutes of Board meetings according to the Board meeting minute template and send to the Board Chair.	Send within two weeks after Board meeting
Arrange for coverage at Board meeting in the case of absence.	Whenever absent from meeting

Board of Directors (Last reviewed April 2016)

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 SCHC to appropriately serve the membership.

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

Standard Practices	Time Frame
Participate in semi-annual Board meetings and monthly conference calls. Notify the Chair of the Board prior to the meeting or call when participation is not possible due to unavoidable conflicts.	At the Spring and Fall SCHC meetings and monthly by conference call
Develop SCHC policies and long-range goals to ensure that SCHC serves the membership.	On-going
Provide additional input when requested by the Chair of the Board or Officers of the SCHC.	On-going
Upon assignment by the 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 semi-annual meetings of the Society. Note: Board Members cannot also serve as a Committee Chair, except under extraordinary circumstances.	At the Spring and Fall SCHC meetings and by conference call when appropriate
Upon assignment by the Chair, participate in <i>ad hoc</i> Board committees to review and/or advise the Board on issues affecting the Society.	As required
Communicate with the membership to solicit advice on SCHC activities.	On-going
Serve as Recording Secretary at Board meetings.	As assigned
Board members need only request reimbursement to the treasurer to attend a meeting, consistent with the Bylaws.	As needed

<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>
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Board of Directors: Liaison (Last Reviewed April 2016)

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 <u>establish a working relationship with the committee chair</u> when assuming the role of liaison. Liaisons should contact the committee chair before the spring and the fall 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 the Spring and Fall SCHC meetings and monthly by conference call
When assuming the role of committee liaison, liaisons should <u>read the committee standard practices and SCHC by-laws</u> in order to be able to assist the committees with policy matters.	After assuming role of liaison
The Board liaison should <u>review and comment back to the committee on any proposals</u> 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 <u>mentor the chair in his/her new roles and responsibilities</u> . 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 <u>make recommendations to enhance the functioning of the committees</u> or to provide direction from the Board. Problems with any committee should be reported to the society president for further action.	On-going
Board liaisons should make an effort to <u>attend all committee meetings</u> . 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 <u>committee news/activities/proposals to the Board</u> as needed.	As required

The liaison may 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)

Role/Responsibilities

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

Standard Practices	Time Frame
Respond in a timely manner to requests from the Board of Directors to propose changes to the Bylaws.	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

Committee for Standards Review (*Ad Hoc*) (Not currently active)

Role/Responsibilities

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

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

Arrangements Committee (Last Reviewed April 2016)

General Responsibilities

Recommend host cities for the Society's semi-annual meetings to the Society's Board of Directors. After Board approval of host city, identify appropriate hotels in the approved host city.

Submit arrangement details to the selected host hotel (s). For all meetings, the details include food and beverage selections, AV requirements, seating arrangements, billing arrangements, and other necessary information. Solicit proposal from potential host hotels in the selected cities.

Negotiate with the selected host hotel(s) to obtain the best value for the Society for meeting room space, meeting services, sleeping room blocks, meals, and other associated outside services. Sign the hotel contract on behalf of the Society. Notify the Board of Directors when the contract is approved and advise the Board of the essential provisions of the contract.

Prior and during the meetings, coordinate arrangement details as necessary with the hotel staff and other associated outside vendors to ensure all events function smoothly.

Select a local restaurant to host the semi-annual Board of Directors Dinner. Negotiate the food and beverage selections, seating arrangements, and payment options with the restaurant. Arrange for local transportation if the selected restaurant is not within walking distance of the host hotel. Sign the restaurant and transportation contracts on behalf of the Society if one is required or submit the credit card authorizations to the Society's Secretary/Treasurer if that method of payment is required.

Review hotel and other associated invoices for accuracy, coordinate with the hotel and associated vendors as necessary to correct invoicing errors, approve these invoices for payment, submit the approved invoice to the Society's Secretary/Treasurer for payment, and report meeting costs to the Society's Secretary/Treasurer.

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

Provide arrangement details for future semi-annual meetings and other information of interest to the Society Webmaster as they become available.

Report Arrangement Committee activity and other news to the Board of Directors and Society membership at each semi-annual meeting.

Provide quarterly updates to the Society's Secretary/Treasurer of the monetary damages the Society would incur if it cancelled meetings at all future contracted hotels. Revise these potential damages when new hotel contracts are signed.

Review the Standard Practices biennially, 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 Semi-Annual Meetings

1. Meeting Lead-Time

The Society typically contracts its meetings with hotels about two years into the future. There are a number of benefits to the Society from this lengthy lead-time. These include the best selection of meeting dates, the largest number of potential host hotels, and a greater willingness on the part of the hotel to give the Society its desired concessions. Additionally, members benefit from a date certain for planning purposes and a cost certain for budgeting purposes. Benefits to the hotel include a confirmed sale of a large block of future rooms and the associated food and beverage income. The greatest disadvantage to the Society is that it is difficult to predict attendance at a meeting so far into the future, leading to potentially large monetary damages in the event meeting attendance is significantly less than predicted.

In order to have a contract in place for a meeting 2 years out, the process must begin well before that time. The process begins with selection of potential host cities by the Board of Directors so it is appropriate to remind the Board about 3 years out that it must select future cities. As time goes on without a Board decision, it may even be necessary to more forcefully lead them to that decision.

2. Identify a Potential Host City

Spring meetings typically alternate between eastern and western cities although this is not a firm rule as cities in Texas and Louisiana have been considered eastern and western cities. Fall meetings, on the other hand, are permanently held in the Washington, D.C. vicinity and require no city selection by the Board.

Review the latest list of preferred host cities identified by Society members in member surveys and identify 2 or 3 of cities which receive the most votes. Cities on the preference list that offer predictably warm weather during March and April, that are readily accessible by air, and those near entertainment venues are preferred. Another consideration is the length of time since the Society last met in that city with preference given to the longer time interval.

Recommends to the Board two or three potential host cities for the Spring meeting at least two years in advance of the meeting.

The Board approves potential host cities as recommended and may suggest additional cities for the Arrangements Chair to pursue.

3. Identify a Potential Host Hotel

Consult the Mobil Travel Guide, AAA Travel Guide, or similar reference for potential host hotels in the preferred cities. Alternatively, seek the opinions of Society members who live in the preferred cities or who have attended other meetings or conventions there. Other helpful sources include the Convention and Visitors Bureaus of the preferred cities as well as hotel websites.

One of the most important hotel criteria is that the host hotel must provide convention services. This is critical because convention services staff are experienced in working with large groups. Additionally, host hotels must be large enough to accommodate all

anticipated attendees in guest and public rooms, especially the Plenary Session. Typically, hotels with about 200 or more guest rooms are an ideal size for the Society's meeting. In hotels of this size, the Society is often the largest group in the hotel at the time and all hotel staff are focused on the Society's needs. On the other hand, hotels with more than about 500 guest rooms may simultaneously host other meetings of equal or larger size so that the Society's requirements may not always be a priority of hotel staff.

Preferred hotel locations offer outside attractions within walking distance. Examples of such attractions include Riverside Walk in San Antonio, the Disney Theme Parks in Orlando, beaches in Ft Lauderdale, the French Quarter in New Orleans, and Old Town Savannah, GA. Additionally, preferred locations are close to an airport so the hotel is likely to provide complimentary shuttle service. Finally, preferred hotels are nationally recognized for their up-scale accommodations for the business traveler. Hotels that typically meet all the Society's requirements include the Marriott Hotels, the Hilton Hotels, and the Fairmont Hotels.

4. Obtain Proposals from Potential Host Hotels

Select 2 or 3 hotels in each potential host city that meet the above criteria. Contact the Convention Sales Manager by phone at each hotel to determine interest and availability. Provide the Meeting Specifications below and other information the hotel requires. Indicate a preference for dates in March/April for Spring meetings and September/October for Fall meetings, providing the proposed dates do not conflict with religious and secular holidays. Request a proposal from each hotel for each set of meeting dates the hotel has available.

Meeting Specifications:

Meeting specifications vary depending upon the hazard communication issues of the day, the meeting dates, and the economy. For example, meeting and Professional Development course attendance was increased during the run-up to GHS and Hazard Communication Standard implementation, and for meetings in which the SDS Registry Exam is offered. Similarly, attendance during the Fall Meeting is usually greater than that of the Spring meeting. On the other hand, attendance suffered during the 2009 general industry-wide economic downturn.

It will always be impossible to accurately predict attendance for a meeting 2 years or so in the future. However, a number of practices can help make a more accurate prediction. For example, stay abreast of hazard communication developments to learn of emerging issues that may impact a meeting's program or its course offerings and participate in Program and Professional Development Committee meetings or conference calls. Members of these committees often know of future government agency actions that could impact the Society's offerings. Discuss probable meeting and course attendance requirements with the chairs of these committees.

A typical recent meeting had the following meeting specifications:

Total Room Block: 540 rooms.

Friday – 60 sleeping rooms;

Saturday – 1 all day breakout room for 60 people in classroom style; continental breakfast, AM / PM breaks, and lunch for 60 people; appropriate AV, and 60 sleeping rooms;

Sunday – 3 all day breakout rooms for 30, 60, and 60 people, respectively, in classroom style; continental breakfast, AM / PM breaks, and lunch for 150 people; appropriate AV; 120 sleeping rooms;

Monday – 3 all day breakout rooms for 30, 30, and 60 people, respectively, in classroom style; continental breakfast, AM / PM breaks, and lunch for 150 people; appropriate AV; 1 - PM only breakout room for 25 people in open square style with a PM break served inside this breakout room; 120 sleeping rooms;

Tuesday – 1 all day general session room for 200 people in classroom style; continental breakfast, AM / PM breaks, appropriate AV; 6 PM only breakout rooms for 10 people each in conference style, no AV in these breakout rooms; 120 sleeping rooms.

Wednesday – 1 - AM only general session room for 200 people in classroom style; continental breakfast, AM break only, appropriate AV. If a Registry Exam will be held, add 1 PM only breakout room for 15 people classroom style, only AV is an electrical outlet at each seating position and Wi-Fi internet access. No food or beverage is required.

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

Monday – 1 exhibit room for 30 - 10 foot x 10 foot booths; begin room set-up at 12:00 noon;

Tuesday – 1 breakout room from 12:00 noon – 1:00 pm with boxed lunches or buffet for 50. No-host reception with hors d'oeuvres for 200 people served in the exhibit room from 6:00 pm – 8:00 pm;

Wednesday – Exhibit room tear down.

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

Tuesday – Poster session from 6 – 8 PM with 8 – 5 ft. x 4 ft. poster boards and a no-host reception with hors d'oeuvres from 6 – 8 PM for 180 people in the poster session room.

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. Note the available dates at each hotel and eliminate those that conflict with other activities of Society members. For example, do not consider dates that conflict with religious or other national holidays and with meetings of other organizations attended by Society members, such as the Society of Toxicology or the American Industrial Hygiene Association. In addition, it is generally prudent to avoid dates that conflict with local events that are incompatible with professional society meetings; Mardi Gras in New Orleans is an obvious example. However, the latter prohibition is not a hard and fast one as activities of a similar event, Fiesta Week in San Antonio, did not interfere with two previous Society meetings held in San Antonio during Fiesta Week. In addition, avoid dates that conflict with other major conventions or meetings in the host city and particularly at the host hotel. An example is the Army-Navy Marathon in Arlington, VA. Consult with the hotel staff in the target cities to learn of such events.

Compare proposed costs, such as sleeping room rates, meeting room rental fees, and damage amounts. Note whether a minimum food and beverage expenditure is required in order to receive concessions and its amount. Additionally, compare room

and food and beverage attrition proposals and the potential damages associated with noncompliance.

Rate the proposals based on two criteria, cost and benefit. Costs include sleeping and meeting room rates, food and beverage minima, attrition damages, and other monetary provisions of the proposal. Obviously, give preference to the lower cost proposals. 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, and a subjective estimate of hotel ambiance.

Subjectively 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. The cities in which those target hotels are located then become de facto host cities.

It may be helpful to develop a spreadsheet containing all pertinent information from each proposal.

6. Hotel Negotiations

Request a first option for the preferred dates from the target hotels in each city. A first option reserves the Society's preferred dates so contract negotiations can take place in an orderly manner without fear of losing the dates. Additionally, in the event another organization wants the Society's dates, a first option gives the Society the choice of keeping the reserved dates or releasing them.

Discuss the Society's preferred concessions, listed below, with the hotel and ask that these be incorporated in subsequent contracts. Request a preliminary contract from each Convention Sales Manager based on their initial proposal and the Society's requests. It is usually good practice to let each hotel know that other unnamed hotels will also be submitting proposed contracts. This sets up hotel competition and encourages each hotel to make its best offer.

It is important to note that almost all provisions of the contract are negotiable and, further, that most hotels are willing to concede more in some areas of the contract than in others.

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

Sleeping room rate: Society members are very concerned about sleeping room rates and often make meeting attendance decisions based solely on these rates. Obviously, sleeping room rates should be as low as possible. Unfortunately, usually only a \$10 – \$15 per night reduction below the hotel's initial proposal is possible. Ask that the hotel improve its contract by reducing sleeping room rates by \$15 / night. Although this concession may not be fully granted, it may be partially granted with or without concessions in other areas, such as meeting room rental fees. In general, sleeping room rates of less than \$200 per night are preferable although such rates may no longer be available in 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, providing space is available. In this way, members and their families can enjoy a brief vacation at the hotel. Request an extended stay provision if it is not already offered.

Government per Diem Rates: Request 4 rooms for the duration of the meeting at the government per diem rate in effect at the time of the meeting. These room rates will be available only to government employees with appropriate identification.

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, request that it be waived or at least reduced. If that concession is not granted, another option may be to agree upon a rental fee in exchange for a reduced sleeping room rate. Alternatively, consider releasing some, if not all, of the 4 Tue PM breakout rooms in exchange for no room rental fees. In the past, the Society has paid as much as \$200 / day for rental of public meeting room space.

Parking Fees: If the hotel charges for overnight self-parking, request five complimentary self-parking passes for the duration of the meeting. These passes are intended for VIPs with a car.

Future Year Dollars: Request the hotel to quote prices in future year dollars, rather than in current year dollars plus a not-to-exceed inflation factor. Many hotels prefer to not be limited to a specific future dollar amount because inflation rates are unknown. However, Society members need specific costs to more accurately budget for the meeting.

Deposit: Recently, some hotels have requested a deposit to confirm the contract and the Society has paid deposits as high as \$5000 in the past. Other hotels are willing to waive such a requirement in view of the cancellation damages clause of the contract. Although a deposit is a reasonable demand, ask that it be waived. If it cannot be waived, require the hotel to invoice the Society when the deposit is due. Require that the contract credit the deposit amount to the Society's final invoice.

Master Account: Request the Society establish a Master Account with the hotel. A Master Account allows the Society to charge approved items to its account and pay all meeting expenses when the final invoice is presented. Approval of the Master Account is based on the Society's credit and a Credit Application will be required.

Payment of Invoice: Request that payment of the invoice be due within 30 days of the Society's receipt of a complete and accurate invoice. 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 attrition rate. For example, a 20% attrition

rate results if 20 rooms were not were used from a room block of 100. The hotel will define in the contract its allowable attrition rate, typically 15 – 20%

The room attrition clause defines the damages the Society would incur if its actual attrition rate is 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: Some contracts require a minimum food and beverage expenditure in order to trigger some concessions and avoid damages. Although no food and beverage minimum is certainly preferable to the Society it is not always possible. 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. If the proposed minimum is less than these guidelines, it is acceptable since food and beverage expenditures will likely exceed that number. If the proposed minimum is greater than these guidelines, it may not be possible to achieve so request a reduction to a more realistic number.

Complimentary Rooms: It is a standard practice for hotels to offer 1 complimentary room night for every 50 paid room nights and this concession is frequently offered at the start of negotiations. For example, if the Society occupied 400 room nights, it would earn 8 complimentary room nights under the 1/50 formula. However, a ratio of 1/40 is not unusual so request that the hotel offer 1 comp room/40 paid room nights. In the above example, the Society would earn 10 complimentary room nights under a 1/40 formula. Request that the earned complimentary rooms be credited to the Society's Master Account. Request 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 Room: Request one complimentary staff room for the duration of the meeting. This room will be used by the Society's Administrator.

Complimentary Suites: Request two complimentary suites with concierge level access for the duration of the meeting. These suites will be used by the Society's President and the Arrangements Chairperson.

Complimentary Internet Access: Request complimentary internet access in member's 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 13 VIPs, its Officers and Board Members. 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.

Reservation Cut-off Date: The typical cut-off date is 4 weeks in advance of the meeting. However, experience indicates that Society members need extra time to obtain travel approvals so request the cut-off date is 3 weeks before the start of the meeting.

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. Examples of such programs include Marriott Rewards, Hilton Honors, and Starwood Preferred Guest. Request the Arrangements Chairperson be awarded twice the usual number of points for hosting the current meeting.

Length of Contract: Contracts for Spring meetings cover a single meeting only since these meetings do not return to the same facility in consecutive years. On the other hand, 2 year contracts are typical for Fall meetings because the Fall meeting traditionally returns to the same hotel annually. For Fall meetings, the Society has been able to obtain better value with a longer contract than with a shorter one. There are no significant differences between negotiating a two year contract and a one year contract.

The hotel will review the concessions requested in view of the potential revenue they may expect from hosting our meeting. Some of the requested concessions may not be granted and the hotel may counter-offer with a compromise. In this case, evaluate the compromise in view of the concessions already granted, the reason given for denying the request, and the value of the compromise. If the disagreement concerns a provision that is very important to the Society, consider giving up a less important concession in return for the more important one. Typically, there are very few deal breaker provisions that the hotel cannot accommodate.

Continue to negotiate the provisions of the contract until both parties agree. In the past, at this point in the process, hotels have been told which other hotels are being considered, that negotiations will be conducted confidentially, and that in the interests of time hotels are expected to submit their best offers initially. This practice has reduced the time required for negotiations and has been well received by the hotels. However, there have been negotiations in which the sleeping room rates, a critical provision to the Society, were more costly at the preferred hotel than at another. In each case, the preferred hotel was told that its rate was a potential deal-breaker unless it could match its anonymous competitor's rate. The hotel did so and was awarded the contract.

Compare the proposed contracts to determine which offers the best overall value to the Society and its members. In this case, value is the subjective best combination of tangible and intangible benefits to the Society and its members. Tangible benefits are primarily costs, such as sleeping and meeting room rates and hotel concessions, and intangible benefits include items such as location and nearby activities. Often, the competing hotels offer similar intangible benefits so the final selection is frequently based on the tangible benefits.

It may be helpful to summarize the key issues of each contract in a spreadsheet.

In the end, hotel selection is a value judgment. Select the contract that offers the best overall value to the Society and its members. Advise the hotel that its contract is acceptable. As a courtesy, notify the competing hotels that they were not selected.

Some hotels may ask for contract details with the winning hotel. In the past, specific details were not divulged because the negotiations with all hotels were conducted in confidence.

7. Contract Approval

Request a clean contract from the hotel, if one has not already been received.

Review the final contract carefully. Be sure all items agreed upon are correctly described in the contract and that the Event Agenda is accurate. Do not sign the contract until all items, especially the Event Agenda, are correct. Also, be certain there are no provisions in the contract that were not previously discussed and agreed upon. For example, recently a proposed contract surprisingly required the Society to carry a level of liability insurance that it had never before maintained. In this case, the hotel could not waive this requirement for legal reasons so the Society agreed to obtain appropriate insurance.

Request a credit application from the hotel to establish a Master Account. Obtain account numbers and other required financial details from the Society's Treasurer. Include the Society's Administrator, its Secretary/Treasurer, and its Arrangements Chairperson as individuals authorized to add items to the Master Account. Complete and return the application to the hotel and keep a copy for Arrangements Committee records.

Sign the final contract and return it to the hotel. Keep a copy for the Arrangements Committee's records. The Board of Directors has delegated authority to the Arrangement Chairperson to sign the hotel contract on behalf of the Society.

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

An example of a recent hotel contract is attached as Appendix 1.

8. Board of Directors Dinner

The Board Chairperson has traditionally hosted a group dinner after its meeting on Monday of the meeting week. Invitees are at the discretion of the Board Chairperson and typically include Board Members, Society Officers, Committee Chairs and Co-chairs, spouses of the above, and Society guests approved by the Board Chairperson. In the past, 20 to 40 guests have attended Board dinners although recently Board Chairs have limited attendance to fewer than 30 in order to contain costs.

Preferred restaurants are those that are well known, that specialize in the region's cuisine, and that are located in the host hotel or within easy walking distance of it. Examples of outside restaurants include Ruth's Chris Steakhouse in Arlington, VA, Brennan's in New Orleans, and Emeril's in Las Vegas. Examples of restaurants in the host hotel include Roy's in the Seattle Westin and the Vendome Room in the Hilton Post Oak in Houston. In the past, restaurants have been selected based on personal knowledge or hotel concierge recommendations.

In general, restaurants that are not associated with the hotel are preferred venues for the Board Dinner. These restaurants usually offer more attractive surroundings, better

presentation, and better value than hotel restaurants. However, outside restaurants are usually more expensive. On the other hand, hotel restaurants may be an attractive option if the dinner costs will be credited to the contract's food and beverage minimum.

If the selected restaurant is not within an easy walk of the hotel or if weather is problematic, arrange for a shuttle or limousine service to convey guests to and from the restaurant. Although this involves additional work on the part of the Arrangements Chairperson, it benefits in that all guests arrive and leave at the same time. The hotel concierge can provide appropriate transportation contacts. Transportation services typically require a contract and a deposit, or a credit card number, to guarantee the reservation. Sign the contract and make the necessary financial arrangements promptly in order to reserve the vehicles.

If the selected restaurant is outside the hotel, contact the restaurant about 1 year in advance to reserve space. A private room is preferable, if available at no charge, although a separate section in the restaurant is also satisfactory. The room must comfortably accommodate all expected attendees seated at round or square tables of 6 diners each. Do not accept long rectangular table(s) as conversation is difficult under such seating arrangements. If the selected restaurant is in the hotel, the Convention Services Manager will make the necessary reservations.

Determine whether the diners may select from an open menu or from a more limited, pre-selected menu. Typically, groups this size must select from a pre-selected menu. Also, establish a contract if necessary, select the menu if required, and make payment arrangements. If a contract is required, sign and return it promptly in order to guarantee the reservation. Also, if the restaurant requires a deposit to guarantee the reservation, request that the Treasurer mail the restaurant a check for the deposit.

Typically the dinner consists of:

- Informal reception with drinks served from the restaurant's bar;
- Soup or salad course;
- Entrée;
- Dessert
- Wine with dinner

If a pre-selected menu is required, the restaurant often is willing to allow an additional choice or two for each course. In any event, choose items for each course that are likely to appeal to a wide range of tastes. Avoid spicy or unusual selections. Choose red and white dinner wines from the restaurant's selection to be served with dinner. Widely known California chardonnays or sauvignon blancs and zinfandels or cabernet sauvignons are safe choices that will please most guests.

Most restaurants include a mandatory service charge, on the order of 20 - 25%, for large parties. When the final bill is presented, review it to confirm that a service charge has been added. If so, an additional tip is unnecessary unless the service has been exceptional. If no service charge has been added, include an amount appropriate for the service received. The Treasurer, or other Society officer, will pay the bill with the Society's credit card or by check.

An example of a recent Board Dinner contract is attached as Appendix 2.

9. Activities Prior to the Meeting

12 Months Out: The hotel's Convention Manager usually initiates an introductory telephone call about 12 months before the meeting. This individual is the hotel's liaison with the Society from this point forward.

Complete and return the hotel's credit application if it has not already been returned.

Provide the SCHC Administrator with the SCHC Rate Code from the hotel so it can be posted on the website.

Review the room block with the hotel staff, the Program and Professional Development Chairs, and the Registry Exam coordinator. Release rooms back to the hotel if there is any indication that the sleeping or meeting room block will not be used or request additional rooms if it appears the existing block may be too small. In the latter case, the hotel will submit a contract addendum including the larger room block.

For the Fall meeting only, arrange for overnight security service for the Exhibit room and its contents. This service is not provided by the hotel but is contracted directly with an outside security service. The Society has contracted with Ken Madden Security in Arlington, VA for a number of years, although other service providers can be identified by the hotel concierge if necessary.

Contact Ken Madden Security, 703-536-9514, or other provider with hotel, date, service start and stop times, and contact information. The security firm will fax or email an authorization form to complete and return which confirms the contract. Approve the contract for payment and send a copy of it to the Society's Treasurer. In the past, the security guard has been on site from 8:00 pm Tuesday until 8:00 am Wednesday. The guard usually takes a position inside the Exhibit room. The cost for security service is about \$500.

6 Months Out: Review the room block as above and release or add rooms as necessary, although it may not be possible to add rooms at this late date. Most hotels will provide additional rooms if available.

3 Months Out: Request the Program and the Professional Development Chairmen to get the AV requirements from their speakers and instructors and identify Society guests whose sleeping rooms and tax will be added to the Master Account. Review room reservations with the hotel staff and adjust the block as necessary. Review meeting registration data with the Society's Administrator and hotel staff so room additions or deletions may be made, if necessary.

1 Month Out: 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 as well as guests whose room and tax charges only will be assigned to the Society's Master Account. Indicate in the letter that the Society's Administrator may authorize that the room and tax only for certain guests and/or members may be added to the Master Account. Identify the recipients of the complimentary rooms and suites and the Society members who will receive the government per diem room rate, if they attend. Also, identify meeting attendees 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, identify individuals who are authorized to charge costs to the Master Account. Typically, this includes the Arrangements Chair, the Society's Treasurer, and its Administrator. For the Fall meeting only, identify the security service provider and the time the guard will be on site.

An example of a recent Arrangement Details letter is attached as Appendix 3.

Soon after the hotel receives the arrangement 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. Review the hotel's EOs carefully. Return a signed copy to the hotel and keep a copy. All EO revisions should be documented in writing and a copy retained in the event of later billing disputes. Note EO revisions on the retained copy of the EO in order 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. Monitor these reports to determine whether attendance will likely exceed room block pick-up thresholds. Coordinate closely with the Society's Administrator for attendance projections and with the hotel's Convention Services Manager for room block pick-up. Revise headcounts in writing to the hotel's Convention Services Manager as necessary. Consult with the Convention Manager as required and release rooms from the Society's block or request additional rooms, as necessary.

Coordinate as necessary with the hotel staff on all arrangements issues and on last minute revisions. Communicate all requests and changes to head counts, meal, AV, etc., in writing so a record is available in the event of a dispute.

10. Activities during the Meeting

Upon arrival, meet personally with the hotel's Convention Manager, AV Manager, Sales Manager, other appropriate staff, and the Society's Administrator. Schedule this meeting as early in the meeting week as possible in order to finalize last-minute details and answer any remaining questions. Schedule a post-meeting wrap-up session with hotel staff at this time.

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

For Fall meetings only, meet the Exhibit room security service guard when he arrives on site. 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, meet personally with appropriate hotel staff to review the meeting performance and to coordinate invoicing. Remind the hotel that the Society requires supporting documentation for each debit and credit on the invoice in order to maintain its tax exemption as a nonprofit organization. For example, frequently the

hotel does not provide a record of the complimentary rooms earned and the credit thus received. Request an email invoice.

The hotel's invoice is usually available 2 weeks after the conference closes. Begin to reconcile the invoice immediately upon receipt. Note on the invoice the date it was received and carefully compare the hotel charges with the latest EOs. Discuss and resolve any billing discrepancies with the Convention Manager or other hotel staff. 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, 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, authorize the Treasurer to make 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. Then, approve the invoice for payment and forward it to the Society's Treasurer. 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, prepare a report for the Society's Treasurer that summarizes all costs associated with each Professional Development course, the General Session, the Board meeting, Society guests, member amenities, attrition damages, the Registry Exam, and other charges, as well as all credits to the Master Account. In this way, Society officers and Committee chairs can track the costs of the meeting as a whole or any part of it, particularly the cost of any Professional Development course.

The hotel's invoice cannot be used directly for this report because it is formatted differently. In order for the Cost of Meeting Report to be useful, the hotel costs must be allocated to the proper Society cost center. For example, hotel invoices frequently present all daily food, beverage and AV costs for a single room on one invoice. However, this is not useful to the Society because there may be as many as 4 separate Professional Development courses sharing those costs on that day and they may not be sharing those costs equally.

Allocate the costs among all courses each day based on the following guidelines:

For all-day courses, allocate the cost all breaks, lunches, and AV proportionately based on the ratio of each course's attendance to the total course attendance that day. Include all course instructors in the attendance of the course they taught. Additionally, include staff proportionately among all courses that day.

For half-day courses, the food, beverage, and AV cost allocations are more complex because the Society provides lunch only for students who attend both the am and pm sessions that day. Fortunately, the Society's Administrator has access to all

course registration information and provides the Arrangements Chairman with the number of half-day course attendees who are eligible for lunch. Allocate AV costs for a single room equally between the am course and the pm course. The rationale for this practice is that AV would be needed for each session regardless of the number of students in that session.

The Registry Exam is under the jurisdiction of AIHA and is administered by that organization. However, since the Exam benefits both parties, the Society has agreed to make the necessary arrangements to hold the Exam during its semi-annual meetings and AIHA has agreed to pay the direct costs of holding the Exam. The direct Exam costs, including room rental, AV, and refreshments, must be clearly identified in the Cost of Meeting Report so the Society's Treasurer may submit them to AIHA for reimbursement.

An example of the Cost of Meeting Report for a recent meeting is attached as Appendix 4.

Other Useful Information

1. Monetary Damages

Most contracts contain a number of 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".

A. Meeting Cancellation Damages

Cancellation of a contracted meeting is the most serious event that could occur and, consequently, these damages are the most costly. In some cases, cancellation damages could well exceed \$100,000 for a single meeting. Obviously, if cancellation is necessary, it is in the Society's interests to minimize these damages and it can do so by notifying all contracted hotels of a cancellation as soon as possible. In this way, the hotel maximizes the likelihood of reselling the space.

Damages are usually based on a percentage of the Total Room Revenue (TRR). The TRR is the product of the average sleeping room rate, the total number of room nights in the Room Block, and the agreed pick up rate. The percentage is based on the date range during which the Society notifies the hotel of its intent to cancel the meeting. In this way, all notification dates in the date range result in the same damages. Earlier date ranges result in lower percentages than later date ranges. The date range becomes narrower as the meeting start date approaches. The cancellation damage clauses in previous contracts have not been similar, even among facilities in the same hotel family. However, typical cancellation damages in one previous contract were:

Any time prior to 1 yr. before the meeting start date = 50 % of TRR;
1 yr. before meeting start date to 9 mo. before start date = 75% of TRR;
9 mo. before meeting start date to meeting start date = 100% of TRR.

The cancellation damages in another contract from the same hotel family as the above example were:

Any time prior to 1 yr. before the meeting start date = 21% of TRR
1 yr. before meeting start date to 6 mo. before start date = 43% of TRR;
6 mo. before meeting start date to 3 mo. before start date = 64% of TRR;
3 mo. before start date to meeting start date = 86% of TRR.

The Society has never cancelled a contracted meeting in its history so meeting cancellation damages have never been incurred.

B. Room Attrition Damages

The Society would incur room attrition damages if the meeting was held but its Actual Attrition was greater than the Allowable Attrition. In such a case, the hotel would be entitled to damages equal to the difference between the Actual Attrition and the Allowable Attrition.

Damages are calculated based on the product of the average sleeping room rate and the difference between the Actual Attrition and the Allowable Attrition. For example, the following facts would incur room attrition damages as indicated:

Average Sleeping Room rate = \$200 / night
Contracted Room Block = 500 room nights
Allowable Attrition = 20% (100 room nights not used which is equivalent to 400 room nights used)
Actual number of room nights used = 350 room nights
Actual Attrition = (500 room nights – 350 room nights) = 150 room nights
Room Attrition Damages = \$200 x (150 – 100) = \$10,000.

The Society incurred room attrition damages once in its history, Spring 2009, when an Actual Attrition Rate of 58% resulted in \$13,300 in damages.

C. Advance Reduction in Room Block

Some contracts will waive damages if the Society reduces its Room Block by more than the Attrition Rate percentage, providing it does so far in advance of the meeting. Other contracts do not address this provision. If the Room Block is reduced closer to the meeting dates, a sliding scale of damages then applies. However, in exchange for this provision, the Society loses the Attrition Rate cushion on the new room block and becomes responsible for the entire new room block.

Damages are based on a percentage of the Total Reduced Room Revenue (TRRR). The TRRR is the product of the average sleeping room rate, the Reduction Amount, and 1 / 80. The Reduction Amount is number of percentage points by which the new room block falls short of the Attrition Rate percentage. The percentage is a sliding scale based on the date the Society notifies the hotel of its intention to cancel the meeting. Earlier notification dates result in a lower percentages than later dates.

The Advanced Reduction clause in one contract calls for the following damages in the event this clause is exercised:

Any time prior to 6 mo. before the meeting start date = waived;
6 mo. before start date to 3 mo. before start date = 75 % of TRRR;
3 mo. before start date to start date = 100 % of TRRR.

The Society has invoked this provision only once in its history. The notification occurred nearly 7 months prior to the Fall 2009 meeting. Consequently, damages were waived.

D. Food and Beverage Attrition

Some contracts specify a minimum food and beverage expenditure over the entire meeting. For example, the Spring 2016 contract specified a minimum of \$50,000. The Society would incur damages if actual expenditures were less than this minimum. In this case, damages are the difference between the actual food and beverage expenditures over the entire meeting and the required minimum.

In other contracts, the Society would incur food and beverage attrition damages for each event where the number of attendees was less than the Allowable Attrition number of the originally confirmed number of attendees. In such a case, the hotel would be entitled to recover damages to the extent the Allowable Attrition number was not achieved for each event.

The contract will specify the minimum catering price per person for each event. Damages are based on 40 % of the product of the minimum per person price for the event and the difference between the Allowable Attrition and the Actual Attrition of attendees. For example, the following facts would incur food and beverage attrition damages for a buffet lunch:

Minimum lunch price = \$30 / person
Original confirmed attendees = 50 people
Allowable Attrition = 10 people (equivalent to 20% Attrition Rate)
Actual number of attendees = 35 people
Actual Attrition = 15 people (equivalent to 30% Attrition Rate)
Food and Beverage Attrition Damages = $0.40 \times \$30 \times (15 - 10) = \60 .

If other events at the same meeting were also attended by less than Allowable Attrition numbers, similar calculations would be required for each of those events. In that case, the Society's damages would be the sum of the individual damages.

The Society incurred food and beverage attrition damages once in its history, Spring 2009, when an Actual Attrition Rate of 58 % resulted in total food and beverage attrition damages of \$4,200.

2. Financial Reserves

It is the Society's policy to maintain financial reserves that are at all times at least equal to its liabilities. This is necessary in the event the Society ceases to exist or suffers other disastrous consequences. Although the Society routinely incurs a number of small liabilities in the course of its daily operations, its greatest liabilities are meeting cancellation damages to contracted hotels. The Society has determined that financial reserves that exceed the total cancellation damages from all contracted hotels

comply with its policy. Since cancellation damages increase as the meeting draws closer and new contracts are added from time to time, the potential damages change as time goes on. Consequently, these damages are calculated quarterly for all contracts that exist at the start of each quarter. The Arrangements Chair calculates the total maximum cancellation damages each quarter from all contracted hotels and submits that information to the Society's Treasurer. Cancellation damages are specified in each contract as discussed above under Meeting Cancellation Damages. The first day of each calendar quarter is a convenient baseline date for purposes of calculating cancellation damages. Apr 1 and Oct 1 are usually within days of the Spring and Fall meeting start dates, respectively, so a cancellation on that date or later would result in maximum damages for that meeting. If a Spring or Fall meeting is scheduled to start in March or September, respectively, use March 1 or September 1 as baseline dates in order to maximize potential cancellation damages.

A simple spreadsheet is useful for this calculation in which the columns are the quarterly dates and the rows are the contracted hotels. Begin with the damages associated with the first future meeting. Refer to the cancellation clause in the contract and select the date range that includes the quarterly date of interest. Record the damages associated with that quarterly date and, in a similar way, with all of the quarterly dates that occur before the meeting start date. In some cases, 2 or more baseline dates may fall within the same date range, resulting in the same damages for 2 or more baseline dates.

Repeat the process of recording the damages associated with each quarterly date for the second future meeting and as necessary for all additional future meetings. Sum the cancellation damages for each quarterly date. The sum represents the maximum damages for the Society if all future meetings were cancelled on or before that date. Typical maximum damages for 4 contracted meeting are on the order of \$200,000.

An example of a recent Cost of Cancellation Report is attached as Appendix 5.

3. Host Hotel Preview

Most hotels offer complimentary previews of the property. Typically, the hotel will offer 2 or 3 complimentary nights at the hotel. 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. Of course, the Arrangements Chairperson is under no obligation to accept the offer of a hotel preview. A preview may be offered before or after contract negotiations are finished.

There are drawbacks to accepting a hotel preview. Although the hotel stay itself is complimentary, the associated travel, meals, and entertainment costs are personal expenses for the Chairperson and are not reimbursed by the Society nor paid by the hotel. In the past, the Chairperson has combined preview visits with vacations to the host city or other outside business requirements in the vicinity.

If the offer is accepted, contact the hotel's Sales Manager to set up the preview and determine the dates of the visit. At the hotel, the Sales Manager will host the preview and arrange for staff meetings, hotel tour, and other activities. The preview itself usually lasts about an hour or so.

During the hotel visit, it may be helpful to dine at nearby restaurants in order to preview them as potential sites for the Board of Directors dinner. At this time, it would also be helpful to determine whether the selected restaurant is within easy walking distance from the hotel. If the restaurant is acceptable, obtain contact information for the restaurant's Sales Manager.

APPENDICES

1. Hotel Contract
2. Arrangements Letter
3. Board Dinner Contract
4. Cost of Meeting Report
5. Cost of Cancellation Report

APPENDIX 1. HOTEL CONTRACT



Austin Downtown | Convention Center
300 E. 4th Street | Austin, Texas 78701
Phone: (512) 236-8008 | Fax: (512) 691-9964

DESCRIPTION OF GROUP AND EVENT

The following represents an agreement between: Courtyard by Marriott Austin Downtown, hereinafter, "Hotel" 300 E 4th Street, Austin, TX 78701, and Society for Chemical Hazard Communication, hereinafter, "Group" and outlines specific conditions and services to be provided.

ORGANIZATION: Society for Chemical Hazard Communication
NAME OF EVENT: SCHC 2013 Spring Meeting
OFFICIAL PROGRAM DATES: Friday, April 12, 2013 - Wednesday, April 17, 2013

CONTACT: Douglas Eisner
TITLE: Chair
PHONE: 925-324-9955
FAX: 925-937-7708
E-Mail: eisner.d@sbcglobal.net

ADDRESS: 909 OSCEOLA CT
WALNUT CREEK, CA 94598

HOTEL CONTACT: Heather Trent
Senior Sales Manager
PHONE: (512) 691-9228
E-MAIL: heather.trent@whitelodging.com

GUEST ROOM COMMITMENT

The Hotel agrees that it will provide, and Group agrees that it will be responsible for utilizing 450 total room nights as follows:

Standard, Run of House	30	90	110	110	110
------------------------	----	----	-----	-----	-----

Handwritten initials, possibly "HE" or "TE", written in dark ink.

GROUP ROOM RATES

Based upon Group's total program requirements as outlined in this agreement, Hotel confirms the following group rates:

Room	Single Rate	Double Rate
Standard, Run of House	154	154

Hotel room rates are subject to applicable state and local taxes in effect at the time of check in, currently 15%.

COMMISSION

The group room rates listed above are net non-commissionable. Group will advise its designated agency(ies) of these rates and address any resulting agency compensation issues directly with the management of the appropriate agency.

COMPLIMENTARY ROOMS

Group will be entitled to one (1) complimentary room night for every forty (40) paid room nights utilized on a cumulative basis. Complimentary guest rooms must be utilized during the Event.

BLOCK REVIEW

Hotel and Group agree to review the room and space block periodically. Hotel has agreed to afford Group the option to reduce their room block commitment by no more than 10% of the total room nights provided this request is received in writing by the Hotel no later than 90 days out from the day of arrival (December 21, 2012). Should the Group exercise this right to reduce their room block, the attrition and cancellation clauses will be based off of the revised guest room commitment. Any room block modification must be agreed upon in writing and signed by both Hotel and Group.

SPECIAL CONCESSIONS

In consideration of the total room nights and the functions identified on the Program of Events, Hotel will provide Group the following special concessions:

1. Complimentary meeting space based on achieving a \$20,000 F&B minimum in the banquet space as outlined in the function space agenda in this agreement.
2. 1 complimentary standard guest room for staff from April 12-17, 2013
3. 2 complimentary King Suites from April 12-17, 2013
4. 5 standard guest rooms available at prevailing government per diem rate (currently \$104) with proper identifications shown at check-in, available from April 12-17, 2013.
5. Double Marriott Rewards points to be awarded to Marriott Rewards # 766-539-332
6. Complimentary wireless and wired Internet in all guest rooms
7. Complimentary wireless Internet in public space and meeting space.
8. Five (5) complimentary overnight self-parking passes from April 12-17, 2013
9. 12 VIP room upgrades at the group rate from April 12-17, 2013.

MARRIOTT REWARDS PROGRAM - REWARDING EVENTS

Approximately (10) business days after the conclusion of the Event (provided that the Event is not cancelled and Group has otherwise complied with the material terms and conditions of this Agreement), the Hotel will award Double Marriott Points:

Member Name Douglas Eisner

Rewards Program Member Number 766-539-332

The number of Points to be awarded shall be determined pursuant to the Rewards Program Terms and Conditions, as in effect at the time of award. The Rewards Program Terms and Conditions are available on-line at marriottrewards.com, and may be changed at the sole discretion of the Rewards Program at any time and without notice.

The individual(s) identified above to receive Points may not be changed without such individual(s)' prior written consent. All Rewards Program Terms and Conditions apply.

ADJUSTMENTS TO CONCESSIONS

In the event of reductions in the total room nights of more than 15%, the Hotel may adjust any concessions previously offered in this Agreement, including those concessions offered on a complimentary basis, and may also adjust the Function Space in direct proportion to the reduction in the total room nights.

METHOD OF RESERVATIONS

Reservations for the Event will be made by individual attendees directly by individual call-in to 1-800-321-2211 or through an online reservation link to be provided by Hotel.

RESERVATIONS PROCEDURES

After signing contract, should Group decide to use a housing company or a third party agency, any additional fees will be added to the rate and an addendum will need to be signed at that time.

GUARANTEED RESERVATIONS

All reservations must be guaranteed with a major credit card of individual or by Group.

BILLING ARRANGEMENTS

The following billing arrangements apply: Individual to pay all charges

RESERVATION DUE DATE

Reservations by attendees must be received on or before Friday, March 29, 2013, (the "Reservation Due Date"). At the Reservation Due Date, Hotel will review the reservation pick up for the Event, release the unreserved rooms for general sale, and determine whether or not it can accept reservations based on a space- and rate-available basis at the Group rate after this date. Release of rooms for general sale following the Reservation Due Date does not affect Group's obligation, as discussed elsewhere in this Agreement, to utilize guest rooms.

MASTER ACCOUNT

Hotel must be notified in writing at least 30 days prior to arrival of the authorized signatories and the charges that are to be posted to the Master Account. Any cancellation or attrition fees will be billed to the Master Account.

METHOD OF PAYMENT

The method of payment of the Master Account will be established upon approval of Group's credit.

In the event that credit is not approved, Group agrees to pay an advance deposit in an amount to be determined by the Hotel in its reasonable discretion.

The outstanding balance of the Group's Master Account (exclusive of disputed charges) will be due and payable upon receipt of invoice. Group will raise any disputed charge(s) within (10) days after receipt of the invoice. The Hotel will work with Group in resolving any such disputed charges, the payment of which will be due upon receipt of invoice after resolution of the dispute. If payment of any invoice is not received within 30 days of the date on which it was due, Hotel will impose a finance charge at the rate of the lesser of 1-1/2% per month (18% annual rate) or the maximum allowed by law on the unpaid balance commencing on the invoice date.

PAYMENT BY CREDIT CARD

If Group wishes to pay any portion of its obligation by credit card, the attached credit card authorization form must be filled in prior to execution of this Agreement. The attached form must also be filled in if direct billing has not been approved and the Master Account charges will be paid by credit card or company check.

FUNCTION SPACE

Based on the requirements outlined by Group, the Hotel has reserved the function space set forth in the Function Information Agenda/Event Agenda below.

Date	Start Time	End Time	Room	Function	Setup	Agr
Sat, 4/13/13	8:00 AM	8:30 AM	Foyer A	Continental Breakfast	Set Up Only	30
Sat, 4/13/13	8:00 AM	5:00 PM	Brazos III	Meeting	Classroom	30
Sat, 4/13/13	10:00 AM	10:30 AM	Foyer A	Break	Set Up Only	30
Sat, 4/13/13	12:00 PM	1:00 PM	Brazos II	Lunch	Rounds of 10	30
Sat, 4/13/13	3:00 PM	3:30 PM	Foyer A	Break	Set Up Only	30
Sun, 4/14/13	8:00 AM	8:30 AM	Foyer A	Continental Breakfast	Set Up Only	90
Sun, 4/14/13	8:00 AM	5:00 PM	Brazos I	Meeting	Classroom	30
Sun, 4/14/13	8:00 AM	5:00 PM	Brazos II	Meeting	Classroom	30
Sun, 4/14/13	8:00 AM	5:00 PM	Brazos III	Meeting	Classroom	30
Sun, 4/14/13	10:00 AM	10:30 AM	Foyer A	Break	Set Up Only	90
Sun, 4/14/13	12:00 PM	1:00 PM	Rio Grande A	Lunch	Set Up Only	90
Sun, 4/14/13	3:00 PM	3:30 PM	Foyer A	Break	Set Up Only	90
Mon, 4/15/13	8:00 AM	8:30 AM	Foyer A	Continental Breakfast	Set Up Only	90
Mon, 4/15/13	8:00 AM	5:00 PM	Brazos I	Breakout	Classroom	30
Mon, 4/15/13	8:00 AM	5:00 PM	Brazos II	Breakout	Classroom	30
Mon, 4/15/13	8:00 AM	5:00 PM	Brazos III	Breakout	Classroom	30
Mon, 4/15/13	1:00 PM	5:00 PM	Guadalupe	Breakout	Hollow Square	25
Mon, 4/15/13	10:00 AM	10:30 AM	Foyer A	Break	Set Up Only	90
Mon, 4/15/13	12:00 PM	1:00 PM	Rio Grande A	Lunch	Rounds of 10	90
Mon, 4/15/13	3:00 PM	3:30 PM	Foyer A	Break	Set Up Only	90
Tue, 4/16/13	8:00 AM	8:30 AM	Foyer A	Continental Breakfast	Set Up Only	110
Tue, 4/16/13	8:00 AM	4:00 PM	Rio Grande Ballroom	General Session	Classroom	110
Tue, 4/16/13	10:00 AM	10:30 AM	Foyer A	Break	Set Up Only	110

Tue, 4/16/13	3:00 PM	3:30 PM	Foyer A	Break	Set Up Only	110
Tue, 4/16/13	4:00 PM	6:00 PM	Pecos	Breakout	Conference	15
Tue, 4/16/13	4:00 PM	6:00 PM	Brazos III	Breakout	Conference	15
Tue, 4/16/13	4:00 PM	6:00 PM	Board Room	Breakout	Conference	10
Tue, 4/16/13	4:00 PM	6:00 PM	Guadalupe	Breakout	Conference	15
Tue, 4/16/13	6:00 PM	8:00 PM	Brazos I & II	Reception & Posters	Flow	80
Wed, 4/17/13	8:00 AM	8:30 AM	Foyer A	Continental Breakfast	Set Up Only	110
Wed, 4/17/13	8:00 AM	12:00 PM	Rio Grande Ballroom	General Session	Classroom	110
Wed, 4/17/13	10:00 AM	10:30 AM	Foyer A	Break	Set Up Only	110

A labor fee of \$150 will be charged to the group master account for each time a meeting room set up is changed, whether that change is pre-planned or requested the day of the event. For example, if a meeting room is set for rounds in the morning; schoolroom in the afternoon; and, back to rounds for the evening, then two labor fees of \$150 would apply.

FOOD AND BEVERAGE MINIMUM

Group agrees to a \$20,000 catered food and beverage minimum (not to include tax and gratuity, currently 8.25% and 22% respectively) within the hotel banquet rooms. If Group does not meet the minimum, the Hotel will determine the difference between \$20,000 and the actualized food and beverage revenue within the hotel banquet rooms as of the last day of the conference. The amount of any shortage to the food and beverage minimum will be posted as a room rental charge to your master account.

UNATTENDED ITEMS/ADDITIONAL SECURITY

The Hotel cannot ensure the security of items left unattended in function rooms. Special arrangements may be made with the Hotel for securing a limited number of valuable items. If Group requires additional security with respect to such items or for any other reason, the Hotel will assist in making these arrangements. All security personnel to be utilized during the Event are subject to Hotel approval.

DAMAGE TO FUNCTION SPACE

Group agrees to pay for any damage to the function space that occurs while Group is using it. Group will not be responsible, however, for ordinary wear and tear or for damage that it can show was caused by persons other than Group and its attendees.

STORAGE/SHIPPING CHARGES AND PACKAGE HANDLING

Hotel will apply the following shipping and package handling charges to Group for any materials that are sent to the Courtyard by Marriott Austin Downtown and required to be stored and/or delivered to an assigned meeting rooms:

1. Boxes under 50lbs - \$5.00 per box
2. Boxes over 50lbs - \$10.00 per box
3. Poster or Tube - \$5.00
4. Display Case - \$35.00
5. Pallet - \$75.00
6. Crate - \$150.00

Due to limited storage space, we will not accept shipments more than three (3) business days prior to the group's arrival. If you are shipping boxes for your event, they must be addressed as the following:

COURTYARD BY MARRIOTT
300 EAST 4TH STREET | AUSTIN, TEXAS 78701

Attention:	<i>(Put your on-site contact name here)</i>
Group Name:	<i>(Group or Organization's Name here)</i>
Date Of Event:	<i>(Date on-site contact will need package)</i>
Deliver At:	<i>(Time Of Delivery)</i>
Location Of Delivery:	<i>(Location on-site contact would like delivery)</i>
Hotel Contact (Sales)	Heather Trent
Hotel Contact (Event Manager)	TBD

PARKING

Parking rates are as follows:

Valet Overnight:	\$27/night plus tax
Valet Daily:	\$14 inclusive
Self-Parking Overnight:	\$21/night plus tax
Self-Parking Daily:	\$6/ 2 hour graduated to \$21 for 8 hrs

Parking rates do not include tax (currently 8.25%) and are subject to change without notice.

ROOMS ATTRITION

Hotel is relying upon Group's use of 450 total room nights. Group agrees that a loss will be incurred by Hotel should there be a reduction greater than 20% in total room nights actually used.

Should the room nights actually used by Group be less than 80% of the total room nights (or 360 total room nights), Group agrees to pay, as liquidated damages and not as a penalty, the difference between 80% of the total room nights and Group's actual usage of rooms, multiplied by the average group room rate (\$154).

CANCELLATION

Group acknowledges that if it cancels or otherwise essentially abandons its planned use of the Room Night Commitment (a "Cancellation"), this action would constitute a breach of Group obligation to Hotel and Hotel would be harmed. Because Hotel's harm (and Group obligation to compensate Hotel for that harm) is likely to increase if there is a delay in notifying Hotel of any Cancellation, Group agrees to notify Hotel, in writing, within five (5) business days of any decision to Cancel. In addition, if a Cancellation occurs, the parties agree that:

- a) It would be difficult to determine Hotel's actual harm.
- b) The sooner Hotel receives notice of the Cancellation, the lower its actual harm is likely to be, because the probability of mitigating the harm by reselling space and functions is higher.
- c) The highest percentage amount in the chart (the "Chart") set forth below reasonably estimates Hotel's harm for a last-minute Cancellation and, through its use of a sliding scale that reduces damages for earlier Cancellations, the Chart also reasonably estimates Hotel's ability to lessen its harm by reselling Groups space and functions.

Group therefore agrees to pay Hotel, within thirty (30) days after any Cancellation, as liquidated damages and not as a penalty, the amount listed in the Chart below.


Initial

Date of Decision to Cancel	Amount of Liquidated Damages Due
From date of signing to December 31, 2011	25% of Total Room Revenue* = \$17,325
From January 1, 2012 to June 30, 2012	50% of Total Room Revenue* = \$34,650
From July 1, 2012 to December 31, 2012	75% of Total Room Revenue* = \$51,975
From January 1, 2013 to Event Date	100% of Total Room Revenue and 100% of Catering Revenue* = \$89,300

* "Total Room Revenue" is the dollar amount equal to the number of room nights in the Room Night Commitment (450) multiplied by Group average room rate (\$154). Catering Revenue is equal to the \$20,000 F&B minimum in this Agreement.

Provided that Group timely notifies Hotel of the Cancellation and timely pays the above liquidated damages, Hotel agrees not to seek additional damages from Society for Chemical Hazard Communication relating to the Cancellation.

COMPLIANCE WITH LAW

This Agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws, federal anti-terrorism laws and regulations, and the like. Hotel and Group agree to cooperate with each other to ensure compliance with such laws.

CHANGES, ADDITIONS, STIPULATIONS, OR LINING OUT

Any Changes, additions, stipulations or deletions including corrective lining out by either Hotel or Group will not be considered agreed to or binding on the other unless such modifications have been initialed or otherwise approved in writing by the other.

LITIGATION EXPENSES

The parties agree that, in the event litigation relating to this Agreement is filed by either party, the non-prevailing party in such litigation will pay the prevailing party's costs resulting from the litigation, including reasonable attorneys' fees.

FORCE MAJEURE

The performance of this Contract is subject to acts of God, war, government authority, disaster, strikes (except those involving the hotel's employees or agents), civil disorder, curtailment of transportation facilities, threats, acts of terrorism, similar acts, or any other cause beyond the parties' control that make it illegal or impossible to perform their obligations under this agreement. Either party may cancel the agreement for any one or more of such reasons stipulated above upon written notice to the other.

GROUP INSURANCE AND INDEMNIFICATION

Courtyard by Marriott - Austin Downtown agrees to carry and maintain and provide evidence of liability and other insurance in amounts sufficient to provide coverage against any claims arising from any activities arising out of or resulting from the respective obligations pursuant to this contract. Group's insurance policy shall name Courtyard by Marriott - Austin Downtown as an additional insured. Damage to the Courtyard by Marriott - Austin Downtown premises by the Group or appointed contractors will be the Group's responsibility. Group will accept full responsibility for any damages resulting from any action or omission of their individual attendees in conjunction with organized group activities. Courtyard by

Marriott - Austin Downtown is not responsible for any loss or damage no matter how caused, to any samples, properties, or personal effects brought into the Hotel, and/or for the loss of equipment, exhibits or other materials left in meeting rooms.

Courtyard by Marriott - Austin Downtown shall indemnify, defend and hold harmless the Group and its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by the Hotel's negligence in connection with the provision of services or the use of the Hotel facilities, except to the extent and percentage attributable to the Group's or its members', agents', employees', or Exhibitors' negligence. Courtyard by Marriott - Austin Downtown shall not have waived or be deemed to have waived, by reason of this paragraph, any defense that it may have with respect to such claims.

The Group shall indemnify, defend and hold harmless the Hotel and its officers, directors, partners, agents, members and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney's fees (collectively "Claims") arising out of or caused by the Group's negligence and/or its members', agents', employees', independent contractors' or Exhibitors' negligence in connection with the use of the Hotel facilities, except to the extent and percentage attributable to the Hotel's negligence. The Group shall not have waived or be deemed to have waived, by reason of this paragraph, any defense that it may have with respect to such claims.

LIQUOR LICENSE

Group understands that Hotel's liquor license requires that beverages only be dispensed by Hotel employees or bartenders. Alcoholic beverage service may be denied to those guests who appear to be intoxicated or are under age.

PERFORMANCE LICENSES

Group will be solely responsible for obtaining any necessary licenses or permission to perform, broadcast, transmit, or display any copyrighted works (including without limitation, music, audio, or video recordings, art, etc.) that Society for Chemical Hazard Communication may use or request to be used at the Hotel.

ACCEPTANCE

Prior to execution by both parties, this document represents an offer by the Hotel. Unless the Hotel otherwise notifies Group at any time prior to Group's execution of this document, the outlined format and dates will be held by the Hotel on a first-option basis until **Friday, July 15, 2011**. If Hotel notifies Group of another offer, Group will have 72 hours to either sign this agreement or release the dates. Upon receipt by Hotel of a fully executed version of this Agreement prior to **Friday, July 15, 2011**, or upon Hotel's acceptance of a fully executed version of this Agreement after such date, it will be placed on a definite basis and will be binding between Hotel and Group.

Hotel and Society for Chemical Hazard Communication have agreed to and have executed this Agreement by their authorized representatives as of the dates indicated below.

SIGNATURES

Approved and authorized by Society for Chemical Hazard Communication

Name: (Print)

Douglas Eisner



Initial

Title: (Print)

ARRANGEMENTS CHAIRMAN

Signature:

Douglas Eison

Date:

7/11/11

Marriott Rewards Number:

766-539-332

Approved and authorized by Hotel:

Name:

Heather Trent

Title:

Senior Sales Manager

Signature:

Heather Trent

Date:

7/11/2011

APPENDIX 2, BOARD DINNER CONTRACT

MCCORMICK & SCHMICK'S

SEAFOOD RESTAURANT

Arlington - Crystal City
McCormick & Schmick's Seafood Restaurant
2010 Crystal Drive
Arlington, VA 22202
(703) 413-6400
(877) 406-5981
E-mail: mscsm@dry.com

Contact: Mr. Doug Eisner
Mailing Address: SCHC BOARD OF DIRECTORS
P.O. BOX 1392
ANNANDALE, VIRGINIA 22003
E-mail: eisner.d@sbcglobal.net

EVENT CONTRACT: 76-1287
Event Date: Wednesday, September 25, 2013
Event Name: SCHC BOARD OF DIRECTORS
Site: Arlington - Crystal City
Salesperson: Karina Defreitas

Daytime Phone: (925) 324-8955
Fax Number:
On-Site Contact: Doug Eisner

Day/Date	Start/End Time	Location	Function	Attendance
Wed, 9/25/13	6:00PM- 9:30PM	Private Room	Dinner	30

This Agreement serves as confirmation of your upcoming event outlined above. Please take a moment to review the following information:

FOOD AND BEVERAGE MINIMUM: \$1,600.00 plus prevailing gratuity, banquet fee and tax.

TIMELINE

Contract / Booking Date:	Tuesday, August 20, 2013
Signed Contract Due:	Tuesday, September 3, 2013
Menu Selection Completed by:	Sunday, September 15, 2013
Total Balance Due:	<None>
Guaranteed Attendance Due:	
Event Date:	Wednesday, September 25, 2013

POLICIES:

1. MENU SELECTION & EVENT DETAILS:

To ensure proper planning and execution, McCormick & Schmick's Seafood Restaurant (hereinafter "Caterer") asks that the menu selection and all details be finalized ten (10) days prior to your event.

2. CREDIT CARD AUTHORIZATION & AGREEMENT:

In order to confirm your reservation, the credit card authorization section of this Agreement must be completed and signed. Please return the signed Catering Agreement by Tuesday, September 3, 2013 in order to confirm your reservation.

Caterer will be subject to damages which would be difficult to calculate with certainty, and you therefore agree to pay liquidated damages as a reasonable approximation of Caterer's actual damages, as set forth below:

If your Cancellation Date is

Between 14 and 30 business day prior to the event date

*Liquidated Damages = The credit card on file will be charged \$250.

Less than 14 business days prior to the event date

*Liquidated Damages = Total estimated charges based on original guest count or the food and beverage minimum whichever is greater.

In the event of your cancellation and Caterer's subsequent rebooking of the space, you agree that Caterer's retention of the deposit to cover its administrative expenses is fair and reasonable. In the event of your breach or threatened breach of this Agreement, Caterer shall have the right, without any obligation to you, to re-book the facilities on and for the date and time previously reserved for your event. You hereby authorize Caterer to charge the above liquidated damages to your credit card and agree to pay such charges to your credit card company. All cancellations must be made in writing.

4. FOOD AND BEVERAGE MINIMUM:

The Food and Beverage Minimum listed on page 1 of this Agreement represents the minimum amount to be spent in combined food and beverage sales. This minimum does not include service charge, set-up fees, audio visual or any other miscellaneous charges incurred.

5. GUARANTEED GUEST COUNT:

The final guest count is required by 12:00 noon three (3) business days prior to your event. You will be charged based upon the final guest count guarantee, actual attendance or food and beverage minimum, whichever is greater.

6. FINAL PAYMENT:

Final payment is due upon completion of the event. Caterer accepts cash, credit cards, money orders or company checks. Personal checks are not accepted. Caterer does not prepare separate checks. A Costco gift card cannot be redeemed in conjunction with any contracted banquet or private dining event.

7. SERVICE FEES & TAXES:

All food and beverage charges are subject to a four percent (4%) Banquet Fee, for the administrative and setup costs incurred by the restaurant to host your event. The parties agree that a seventeen percent (17%) gratuity (on all food and beverage charges) is a reasonable gratuity for the wait staff. These amounts and any applicable sales taxes will be added to the final bill. In the event that the Food and Beverage Minimum set forth herein are not reached, the Food and Beverage Minimum will be substituted for actual use in the calculation of the foregoing charges. Tax exempt organizations must furnish certificate of exemption to the Restaurant seven (7) days in advance of event.

8. DECORATIONS:

Where allowed, tabletop centerpieces or other personal decorations must meet local fire and health department codes, as well as any other governmental regulations. Nothing may be affixed to the walls of the restaurant. Please discuss any specific needs in advance with the Caterer.

9. CONDITION OF AGREEMENT AND HOST RESPONSIBILITIES:

You agree to begin and end the event at the scheduled times. You agree to assume full responsibility for the conduct of your guests. You will be charged for any damages resulting from the actions of guests in attendance at your event.

10. ALCOHOL AND MINORS:

Caterer does not permit the serving of alcoholic beverages to anyone it determines in its sole discretion to be intoxicated or who is under the legal drinking age. You understand and agree to abide by this policy and applicable state laws. No beverages of any kind may be brought into the restaurant.

11. INDEMNITY RELEASE:

Caterer assumes no liability with regard to loss or damage of any personal property. You agree to indemnify and hold harmless Caterer, its officers, directors, agents, vendors, suppliers and employees from and against any and all demands, claims, damages to persons or property, losses and liabilities, including reasonable attorney fees for any bodily injury or property damage or loss suffered while on the restaurant property, except for negligence on the part of Caterer or its employees. In no event shall Caterer be liable to you or any third party for claims arising from or related to left-over food product, and you hereby release Caterer from any liability for any such left-over food product.

labor dispute, accident, act of terrorism or war, act of God, fire, flood or other emergency conditions, Caterer is unable to perform its obligation under this Agreement, such non-performance is excused and Caterer may terminate the Agreement without further liability of any nature, upon return of your deposit, less any out-of-pocket costs expended on your behalf. In no event shall Caterer be liable for consequential or punitive damages of any nature for any reason whatsoever.

13. MISCELLANEOUS:

Should either party prevail in litigation to enforce the terms and conditions of this Agreement, such party shall be entitled to recover its costs of litigation and its reasonable attorney fees as fixed by the trial court and, if any appeal is taken from any decision of the trial court, such further sum as may be fixed by the appellate court. The parties hereby waive trial by jury in any action, proceeding, or counterclaim brought by either party against the other (except for personal injury or property damage) on any matters whatsoever arising out of or in any way connected with this Agreement. This Agreement is not assignable and any deposits or monies received on account are non-refundable. This Agreement may not be altered or amended except in writing and signed by both parties.

14. SPECIAL INCENTIVES:

Lansky's Select Club Points cannot be earned in conjunction with discounted or promotional group menus, with any other special group offer, employee discount or any other designated offer, discount, incentive promotion or dollar-off, limited-time promotion.

Group Name: SCHC McConick & Schrick's ("Caterer")
Signature: Douglas Eisner By: _____
Printed Name: DOUGLAS EISNER Karim Diefidine, Manager
Date: 8/20/13 Date: _____

CREDIT CARD AUTHORIZATION (Please Print)

EVENT NAME: SCHC BOARD OF DIRECTORS
EVENT DATE: Wednesday, September 25, 2013

Name as it appears on the credit card: Pamela Kreis
Type of Credit Card: VISA
Credit Card Number: _____ Exp. Date: _____
CC Billing Address: _____

Amount of Charge: FOOD & BEVERAGE, GRATUITY, BANQUET FEE, TAX

I hereby authorize Caterer to charge to my credit card any amounts coming due under this Agreement, including liquidated damages in the event of a cancellation, and I agree to pay such amounts to my credit card company.

Signature: Pamela B Kreis Date: 8/22/2013



Society for Chemical Hazard Communication

P.O. Box 1392

Annandale, VA 22003-9392

Telephone: 703/658-9246 Fax: 703/658-9247

APPENDIX 3. ARRANGEMENTS LETTER

Via email

Mr. Lucas Pierce
Senior Event Manager
Courtyard by Marriott Austin Downtown
300 E. Fourth St
Austin, TX 78701

March 20, 2013

Re: Society for Chemical Hazard Communication Meeting
April 13 – 17, 2013

Dear Lucas:

Here are some arrangement details for our forthcoming meeting. If revisions are necessary, I will submit them in writing promptly.

I. ROOM SETUPS AND AV AIDS

1. General

For all seating arrangements, please do not crowd the number of people at each table. Fewer places and more tables are preferable and 2 people per table would be first prize.

2. AV Aids

Please include the following standard AV aids in each meeting room below. Exceptions to these requirements will be noted when applicable.

Draped head table with 2 chairs; Lectern;

10 ft. viewing screen; Electrical power strip near speaker's table.

Please announce both the title and room number on your in-house message screen.

3. Saturday, April 13

A. Registration, 7:00 am

Please provide 2 x 6 ft. draped tables with 2 chairs. Set up the Registration tables outside the Training Seminar room.

AV aids include house phone and 1 easel stand.

B. All Day Training Seminar (1), 7:00 am – 5:00 pm

1) Seminar title: "Globally Harmonized System (GHS)" Please set this room by 7:00 am.

Set in classroom style for 60 people.

This seminar continues on Sunday so please set in the same room each day.

Standard AV except add a table for a projector / laptop, a lapel microphone for the speaker and delete the lectern.

4. Sunday, April 14

A. Registration, 7:00 am Set up as described above.

B. All Day Training Seminars (3), 7:00 am – 5:00 pm

- 1) Seminar title: "Globally Harmonized System (GHS)" Please set this room by 7:00 am. This is the continuation seminar from Saturday. Set in classroom style for 60 people. AV as noted on Saturday above.
- 2) Seminar title: "HazCom for Workplace Chemicals." This seminar continues on Monday so please set in the same room each day. Set in classroom style for 60 people. Standard AV.
- 3) Seminar title: "Industrial Hygiene and Safety". Set in classroom style for 15 people. Standard AV and add an LCD projector with table and a lapel microphone. Also, add a 30 ft. computer to projector cable.

5. Monday, April 15

A. Registration, 7:00 am As above.

A. Full Day Training Seminars (2), 8:00 am – 5:00 pm.

- 1) Seminar title: "HazCom for Workplace Chemicals." This is the continuation seminar from Sunday. Set in classroom style for 60 people. AV as noted on Sunday above.
- 2) Seminar title: "Overview of EH&S" Set in classroom style for 30 people. Standard AV.

B. Half Day Training Seminars (2)

1) Seminar title: "Advanced Topics – Immunotoxicology" Time: 8:00 am – 12:00 noon Set in classroom style for 25 people.

Please set this seminar in the same room that the "G/M/C" seminar will use in the PM.

Standard AV except delete the lectern.

If available, please include an easy chair or rocking chair in the back of the room. Place a sign on the chair "Reserved for Skoglund Only"

2) Seminar Title: "Advanced Topics – Genotoxicity, Mutagenicity, and Carcinogenicity"

Time: 1:00 pm – 5:00 pm

Set in classroom style for 30 people.

Standard AV and add an LCD projector with table and a lapel microphone. Also, include a 30 foot computer to projector cable.

C. Board of Directors meeting, 12:00 noon – 5:00 pm

Set in open square style for 25 people with additional perimeter seating for 5 people.
No AV requirements.

6. Tuesday, April 16

A. Registration, 7:30 am as above.

Please put the Registration tables outside the General Session room.

Please set a separate 3 ft. x 6 ft. skirted table with 2 chairs near the Registration tables.

B. General Session, 8:00 am – 4:00 pm

Set in classroom style for 200 people with a head table and chairs for 4 people and a podium on a raised platform. Include a handrail on the stairs to the raised platform. Set the platform so its stairs are near the doors to the General Session room.

AV aids include a 12 foot viewing screen, an LCD projector and stand, a podium microphone, a hand held head table microphone, 2 lapel microphones, and an audience microphone. Please have extra chairs available for overflow seating in the rear of the room.

C. President's Lunch, 12:00 noon – 1:00 pm Set in rounds of 10 for 80 people.

(This is a much larger turnout than I expected when the contract was negotiated. If you have no room available that is large enough for this number of attendees, we can put this luncheon in the General Session room.)

D. Breakout rooms (4), 4:00 pm – 6:00 pm Conference style for 10 people each.

The breakout rooms will be used by the following committees:

Professional Development

HazCom Resources

Program

Outreach/Communications Please identify the committee name on the assigned room.

No AV aids are necessary in these breakout rooms. E. Poster

Session/Reception, 5:45 pm – 8:00 pm

Please set lounge style for 160 people. Arrange 10 poster boards/stands, size 4 ft. x 6 ft., in the center of the room and bars/serving stations as necessary around the room's perimeter.

7. Wednesday, April 17

A. Registration, 7:30 am – 12:00 noon As above.

B. General Session, 8:00 am – 12:00 noon As above.

C. Registry Examination, 12:00 noon – 5:00 pm

Set room in classroom style for 20 people. Include a draped head table and chair with electrical connection.

Place electrical plugs near each table position.

II. REFRESHMENTS

1. General

In all cases with more than one scheduled AM or PM break, please refresh the break stations as necessary.

Serve all breaks outside the seminar or General Session rooms with the exception of the break for the Board of Directors meeting which should be served inside the meeting room.

2. Saturday, April 13 All Day Seminar (1).

Please serve the Corporate Package # 1 for 60 people:

Continental Breakfast "Congress", served at 7:30 am;

AM Break "Waterloo Beverage Break" served at 10:00 am;

Luncheon buffet "Carving Board" served at 12:00 noon;

PM Break "Bake Shop" served at 2:30 pm;

Set the tables in rounds of 8.

3. Sunday, April 14

Training Seminars, All Day (3).

Continental breakfast "Brazos" for 130 people served at 7:30;

AM break "Round Rock" served at 9:10 am, 9:30 am, 10:35 am, and 11:00 am;

Luncheon buffet "Fajita Fiesta" served at 12:00 noon.

PM break "Fiesta" served at 2:05 pm, 2:10 pm, 2 and 3:35 pm;

Set tables in rounds of 8.

4. Monday, April 15

Training Seminar Full Day, (1) and Half Day (4)

Continental breakfast "Brazos" for 100 people served at 7:30 am;

AM break "Pick-me-Up" for 100 people served at 9:10 am, 9:30 am, 10:35 am, and 10:40 am;

Luncheon buffet "BBQ" for 100 people served at 12:00 noon.

Set tables in rounds of 8.

PM break "Bake Shop" for 100 people served at 2:10 pm, 2:20 pm, 3:30 pm, and 3:35 pm.

Board of Directors meeting, 12:00 noon – 5:00 pm

PM break "Half Day Waterloo" and include Ice Cream Bars served at 1:00 pm for 25 people inside the meeting room.

5. Tuesday, April 16 General Session

Continental breakfast "Brazos" for 200 people served at 7:30 am; AM break "Pick-me-Up" for 200 people served at 10:15.

President's Lunch

Boxed Lunch for 80 people served at 12:00 noon in the following quantities:

60 Roast Turkey; 20

Ham/Swiss;

PM break "Bake Shop" for 200 people served at 3:00 pm. Poster Session/Reception

Please provide the following for 160 people at 5:45 pm:

No host reception for 2 hr. offering Premium brands and including appropriate bartenders and cashiers.

International Cheese Display:

Jumbo Shrimp Shooters;

Pulled Pork Sliders;

Crab and Artichoke Stuffed Mushrooms.

6. Wednesday, April 17

General Session

Continental breakfast "Brazos" for 190 people served at 7:30 am:

AM break "Mid-Morning Refresh" served for 190 people at 10:30 am.

Registry Examination

PM break "Half-Day Waterloo" for 10 people served at 12:00 noon.

III. OTHER ISSUES

1. VIP Rooms

Please upgrade these individuals to the 12 VIP upgrades pursuant to our contract:

Pamela Kreis; Robert Skoglund; Angela Rath; Paul Brigandi; Michele

Sullivan; Mark Cohen; Darlene Susa-Anderson; Suzanne Matuszewski;

Sharon Breyer; Ann Thompson; Bernadette Lindquist; Gary Wilkinson.

2. Value of Complimentary Rooms

Please credit our Master Account for the value of all earned 1/40 complimentary rooms.

3. Staff Room

Please assign the complimentary standard guest room pursuant to our contract to Lori Chaplin, SCHC Administrator.

4. Complimentary King Suites

Please assign the 2 complimentary King Suites pursuant to our contract to David Peters and myself.

5. Complimentary Parking Passes

Please give the 5 complimentary valet parking passes in our contract to Lori Chaplin when she checks in. Lori will distribute to appropriate VIPs when they arrive.

8. Signature Authorization

The following individuals are authorized to sign for charges to our Master Account:

Myself Lori Chaplin David Peters Pamela Kreis

9. Government Rooms

The following members are government employees. If they attend the meeting, please assign them government per diem rates pursuant to our contract.

Amy Breedlove; Mary Dominiak; Amy Rispin; Jennifer Silk

10. Marriott Points

Please credit the double Marriott Points per our contract to me on Rewards # 766-539-332.

11. Master Account

Lori Chaplin or I will advise later the names of certain Society guests whose room and tax only may be assigned to our Master Account.

Feel free to give me a call if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Douglas Eisner".

Douglas Eisner
Arrangements Chairperson, SCHC

Cc: Angela Rath

APPENDIX 4. COST OF MEETING REPORT

Event	Breaks	Lunch	AV	Rooms	Total
I. Professional Development					
1. Sat, Apr 13					
a. GHS	6609.85	included	466.19		7076.04
Sun, Apr 14					
a. GHS	4350.74	2873.13	466.19		7690.06
b. HazCom	3670.93	2424.2	553.29		6648.42
c. Industrial Hygiene/Safety	1427.58	942.74	538.83		2909.15
3. Mon, Apr 15					
a. HazCom	4030.29	2446.97	553.29		7030.55
b. EH&S	2462.95	1495.36	538.83		4497.14
c. Immunotox (AM)	820.98	498.45	269.41		1588.84
d. C/M/G (PM)	820.98	498.45	269.42		1588.85
Prof Dev Subtotal	24194.3	11179.3	3655.45		39029.05
II. General Session					
1. Sat, Apr 13					
a. Registration/Storage			338.02		338.02
2. Mon, Apr 15					
a. Board Meeting	643.82		79.24		723.06
3. Tue, Apr 16					
a. General Session	14791.27		2395.59		17186.86
b. President's Lunch		2007.39			2007.39
c. Reception/Poster Session	8716.29		367.87		9084.16
4. Wed, Apr 17					
a. General Session	6182.63		2395.59		8578.22
Gen'l Session Subtotal	30334.01	2007.39	5576.31		37917.71
IV. Society Guests	(At \$177.1 per night)				
1. A Grimaldi (1 night)				177.1	
2. A Thompson (2 nights)				354.2	
3. R Skoglund (2 nights)				354.2	
4. S Strand (2 nights)				354.2	
5. E Sierra-Rodriguez (2 nights)				354.2	
6. H Carpenter (3 nights)				531.3	
Society Guests Subtotal					2125.2

V. Debit Subtotal		79071.96
VI. Credits	(10 comp rooms at 1 comp/ 40 paid and \$177.1/room)	
1. Complimentary rooms		<1771.00>
Credit Subtotal		<1771.00>
VII. Total		77300.96

APPENDIX 5. CANCELLATION COSTS

Cancellation Date	1-Apr-12	1-Jul-12	1-Oct-12	1-Jan-13	1-Apr-13	1-Jul-13
Spring 2012 Nashville DoubleTree	58320	0	0			
Fall 2012 Crystal Gateway Marriott	57996	77328	0			
Spring 2013 Austin Marriott Courtyard	34650	51975	51975	89300	89300	
Fall 2013 Crystal Gateway Marriott	0	0	19872	39774	59616	79488
Total	150966	129303	71847	129074	148916	79488

Executive Committee (Prepared April 2016)

Role/Responsibilities

The Executive Committee is composed of the current Past President, President, Vice President, Secretary-Treasurer and Chair of the Board. This ad hoc Committee convenes at the direction of the Board in order to address a specific issue.

Standard Practices	Time Frame
Meet as a group to address the specific request. Make a recommendation to the Board concerning issue resolution.	As required
Two Board Members including the President or other officer, if available, meet to approve an emergency expenditure.	As required

Exhibit Show Committee (Last reviewed April 2016)

Role/Responsibilities

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

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

<p>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.</p>	<p>On-going</p>
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Forum Committee (*Ad Hoc*) (Prepared April 2016)

Role/Responsibilities

Develop new content offerings and formats to SCHC members either at the semi-annual meetings or outside of the semi-annual meetings that encourage and facilitate additional member engagement and provide additional membership benefit.

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 SCHC Administrator.	As necessary, but at least once a month
Schedule committee meetings as needed to monitor activities.	Prior to SCHC meetings and as necessary
Provide information exchange to general membership, Program Committee and Professional Development Committee.	As needed.
Keep Board informed of meetings and activities.	Written report to Board liaison 2 weeks prior to Board meetings
Review the Standard Practices at least annually and as requested by the Board, make needed changes and provide update to the Vice-President.	As necessary but at least once a year
The Chair should maintain records of committee meetings, i.e., minutes, list of members, final work products, etc. Provide these records to the new Chair as soon as possible when there is a change in leadership.	On-going

HazCom Resources Committee (Last reviewed April 2016)

Role/Responsibilities

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

Standard Practices	Time Frame
Assign a committee member as liaison for the committee's web page.	Whenever the position is vacant, or the Chair cannot do it
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 SCHC Administrator.	As necessary, but at least once a month
Provide current membership, documents and other information for the web site to the SCHC Administrator.	On-going and as necessary, but at least once every year
Schedule committee meetings as needed for information exchange and project activities.	At the semi-annual SCHC meetings and as necessary
Provide information exchange to general membership through Program Committee.	As requested by Program Committee
Provide information exchange to general membership at general update portion of semi-annual SCHC meeting.	As appropriate, usually by Chair
Provide information exchange to general membership by submissions to the Web Committee.	As appropriate, initiated either by Chair, committee web liaison or by request from the Web Committee Chair
Keep Board informed of meetings and activities.	Written report to Board liaison 2 weeks prior to Board meetings at semi-annual SCHC meetings
Review the Standard Practices at least annually and as requested by the Board, make needed changes and provide update to the Vice-President.	As necessary but at least once a year
The Chair should maintain records of committee meetings, i.e., minutes, list of members, final work products, etc. Provide these records to the new Chair as soon as possible when there is a change in leadership.	On-going

Heritage Committee (Prepared December 2014)

Role/Responsibilities

The Heritage Committee serves as a repository of SCHC historical information (prior SCHC events, evolution of SCHC activities, SCHC member participation in an activity).

Standard Practices	Time Frame
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 SCHC Administrator.	As necessary, but at least once a month

Membership and Awards Committee – Awards (Last reviewed April 2016)

Role/Responsibilities

The Committee will secure the appropriate awards for the recipients of all standardized awards including the outgoing President recognition.

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 SCHC Administrator.	As necessary, but at least once a month
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
Maintain Membership/Awards Committee e-mail: <ul style="list-style-type: none"> • Membership@schc.org • Access given to Chair, Vice-Chair, SCHC administrator 	Review annually
Prepare the Membership/Awards Committee report for the Board of Directors. Report should include the following: <ul style="list-style-type: none"> • Lunch/Dinner information for current meeting • Award nominations • Distinguished Membership requests • Other plans and news since the last Board meeting • Ideas for the future • Membership numbers and chart for the past five years 	Submit at least two weeks prior to the meeting
Review the Standard Practices at least annually and as requested by the Board, make needed changes and provide update to the Vice-President.	As necessary but at least once a year
Consider suggestions for new awards. <ul style="list-style-type: none"> • Discuss possible new awards • Create criteria for awards and submit to Board for approval. • If approved by the Board, ensure their addition to the SCHC Standard Practices and website. • Communicate the new award and criteria to all SCHC members. 	As needed

<p>Current Awards and Criteria are listed below and on the SCHC website. They include the following:</p> <ul style="list-style-type: none"> • HazCom Lifetime Achievement Award • Award for Excellence in Hazard Communication • SCHC Outstanding Service Award • Outstanding Volunteer Recognition • Outstanding SCHC Advocate • Outstanding Project Award • Outstanding New Member Award 	Review annually
<p>Award Nominations</p> <ul style="list-style-type: none"> • Nomination form available to all SCHC members • Nomination forms can be sent to Membership@schc.org • Accept and review all nominations when submitted with appropriate form or for nomination received without the form, redirect nominator to the form • Screen for previous nominations and winning of the award 	Monthly as needed
<p>Award Reporting</p> <ul style="list-style-type: none"> • Report on all nominations received for all awards in the Board report prior to the semi-annual meetings and at other times at the request of the Board • Submit all winner names to the SCHC administrator for posting to the SCHC website 	Two weeks prior to the Spring and Fall meetings
<p>Awards/Gifts</p> <ul style="list-style-type: none"> • Secure plaques, gift certificates, UNITAR donations, certificates or other award items as necessary for standardized awards as listed in awards information 	Prior to the Spring and Fall meetings
<p>Outgoing President's Recognition</p> <ul style="list-style-type: none"> • Plaque or clock is purchased through the SCHC Administrator • Given during the gavel hand-off at the closing of the Spring meeting • Inscription: <ul style="list-style-type: none"> ○ Outgoing President's name ○ Phrase: In recognition of outstanding leadership and dedicated service as president 20xx – 20xx ○ Society for Chemical Hazard Communication 	Prior to the Spring Meeting every 2 years

Current Award Budget, Approvals and Timing				Review annually
Award Name	Budget	Board Approval	# given per year	
HazCom Lifetime Achievement Given by President	\$250 (plaque and \$100 SCHC store gift certificate)	Yes	1 in Fall	
Excellence in Hazard Communication Given by President	\$225 (plaque and \$75 donation to UNITAR or scholarship fund)	Yes	1 in Fall	
SCHC Outstanding Service Given by President	\$230 (plaque and \$80 SCHC store gift certificate)	Yes	1 in Fall	
Outstanding Volunteer recognition Given by Awards Committee chair	Certificate cost and \$20 SCHC store gift certificate	Yes	1-2 in Fall and Spring	
Outstanding SCHC Advocate Given by Awards Committee Chair	Certificate cost and \$20 SCHC store gift certificate	Yes	1-2 in Fall and Spring	
Outstanding Project Given by Awards Committee Chair	Certificate cost and US Postal Mailing (if needed)	Yes	1 in Spring	
Outstanding New Member Given by Awards Committee Chair	Certificate cost and \$20 SCHC store gift certificate	Yes	1 in Fall and Spring	

<p>Forward to the Board nominations for the HazCom Lifetime Achievement Award which recognizes individuals who have made significant contributions to the field of hazard communication or to the SCHC over an extended period of time. Recipients of the award must have achieved one or more specific accomplishments that collectively meet at least one of the following additional criteria:</p> <ul style="list-style-type: none"> • 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 <p>Nominees need not be members of SCHC. While there is no time restriction on this award, nominations should be submitted to Membership Committee for review no later than Jan 31st of any given year. Qualifying submissions will be sent to Board for final approval in May. Award given at the Fall meeting.</p> <p>Award: A plaque and gift certificate for \$100 to SCHC store and automatic lifetime membership status.</p>	<p>As needed</p>
<p>Forward to the Board nominations for the Award for Excellence in Hazard Communication Award which recognizes individuals, groups or companies who have made significant contributions to the field of hazard communication. Recipients of the award must have achieved one or more specific accomplishments that collectively meet at least one of the following criteria:</p> <ul style="list-style-type: none"> • 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 <p>Nominees need not be members of SCHC. While there is no time restriction on this award, nominations should be submitted to Membership Committee for review no later than Jan 31st of any given year. Qualifying submissions will be sent to Board for final approval in May. Award given at the Fall meeting.</p> <p>Award: A plaque for each member and a one-time \$75 donation to UNITAR or scholarship fund.</p>	<p>As needed</p>

<p>Forward to the Board nominations for the SCHC Outstanding Service Award which recognizes individuals who have contributed outstanding services to SCHC beyond their function as committee member or chair. Their accomplishments may be either:</p> <ul style="list-style-type: none"> • 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. <p>Nominees must be members of SCHC. While there is no time restriction on this award, nominations should be submitted to Membership Committee for review no later than Jan 31st of any given year. Qualifying submissions will be sent to Board for final approval in May. Award given at the Fall meeting.</p> <p>Award: A plaque and gift certificate for \$80 to SCHC store.</p>	<p>As needed</p>
<p>Forward to the Board nominations for the Outstanding Volunteer Recognition Award which recognizes individuals who have contributed outstanding services to SCHC. Their accomplishments may be either:</p> <ul style="list-style-type: none"> • A single big project that was executed by the individuals • Extended service above or beyond for the year <p>Nominees need not be members of SCHC. The Nominations are submitted to Membership Committee for review and final approval. This would be awarded to 1-2 people per meeting (Fall/Spring). The nominations would come from the Committee Chairs or Board Members on the following time frames:</p> <ul style="list-style-type: none"> • For Spring Awards – nominations to Membership Committee by June 30 – allows July and Aug for decisions • For Fall Awards – nominations to Membership Committee by Jan 31 – allows for Feb and Mar for decisions. <p>Award: Certificate and \$20 gift certificate to the SCHC store.</p>	<p>As needed</p>

<p>Forward to the Board nominations for the Outstanding SCHC Advocate Award which recognizes one or more SCHC members who have worked to promote SCHC outside the organization. Their accomplishments may be either:</p> <ul style="list-style-type: none"> • Recruiting new members or raising awareness of SCHC training through emails or speaking engagements <p>Nominees must be members of SCHC. The Nominations are submitted to Membership Committee for review and final approval. The nominations would come from anyone but must be made to the Membership Committee by Jan 31 to allow time for final decisions. This would be once a year and presented in Spring.</p> <p>Award: Certificate and \$20 gift certificate to the SCHC store.</p>	<p>As needed</p>
<p>Forward to the Board nominations for the Outstanding Project Award which is for an SCHC committee, sub-committee or ad-hoc committee completing a major project. The award decision is based on the following criteria:</p> <ul style="list-style-type: none"> • Committee will submit a brief overview of the project, who was involved and how it benefited SCHC <p>While there is no time restriction on this award, nominations should be submitted to Membership Committee for review no later than June 30 of any given year. Qualifying submissions will be sent to Board for final approval. Award given at the Spring meeting.</p> <p>Award: Certificate with Project Name and year completed presented to Chair. All other members of committee, sub-committee or ad-hoc committee will have their names read at the meeting and certificates sent/given to them.</p>	<p>As needed</p>

<p>Forward to the Board nominations for the Outstanding New Member which recognizes individuals who show enthusiasm and outstanding support to committee(s) or at a meeting during their first year as a member. Their accomplishments may be either:</p> <ul style="list-style-type: none"> • Outstanding work on a committee • Considerable work and effort contributed to multiple committees • Outstanding work and contribution of time volunteering at a meeting <p>Award: Certificate and \$20 gift certificate to the SCHC store. Award presented at the President's lunch along with an announcement during the same day's afternoon plenary session.</p> <p>Nominees must be new members of SCHC for the first time and been members for less than a year. The nominations are submitted to Membership Committee for review and final approval. This would be awarded to 3-5 people per meeting (Fall/Spring).</p> <ul style="list-style-type: none"> • For Spring Awards – nominations to Membership Committee by June 30 – allows July and Aug for decisions • For Fall Awards – nominations to Membership Committee by Jan 31 – allows for Feb and Mar for decisions. 	As needed
Prepare request for nominations for all authorized awards. Indicate criteria for awards and request that nominations should include a brief description of the nominee and the reasons for the nominations. Compile results prior to the Spring Board meeting.	Provide copy of solicitation to Administrative Services at least 3 months prior to the Spring meeting or at the request of the Board
Report on nominations received at the Board meeting conducted prior to the Spring membership meeting, or at other times at the request of the Board.	Spring meeting of the Board
Secure plaques or other award items as necessary.	Plaque to be obtained prior to Fall meeting
Secure plaque or other recognition item for Past President recognition.	Plaque to be obtained prior to Spring meeting every other year

Membership and Awards Committee - Membership (Last reviewed April 2016)

Role/Responsibilities

Work with other committees and the Board of Directors to solicit and maintain membership in the SCHC.

Standard Practices	Time Frame
Assign a committee member as liaison for the committee's web page.	Whenever the position is vacant
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 SCHC Administrator.	As necessary, but at least once a month
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
Prepare report on membership for the Board of Directors	Present at Board meetings
Review the Standard Practices at least annually and as requested by the Board, make needed changes and provide update to the Vice-President.	As necessary but at least once a year
Provide interested people with information on SCHC membership. Provide membership information and application forms.	On-going
Assist the Arrangements Committee with registrations and hospitality at the meetings.	During Spring and Fall meetings
Provide information to the membership regarding meeting location attractions, activities, cultural events, etc.	Prior to and during the Spring and Fall meetings
Welcome and introduce new members at the meetings.	During Spring and Fall meetings
Arrange and host New Member/President's Luncheon for members new to the Society, including Board Members and Committee Chairs.	During Fall meeting
Arrange and host Networking lunches for the membership at the meetings. Follow the format and planning document as outlined as part of Committee plans.	Prior to and during the Spring and Fall meetings

Capture the name, contact information and the reason for the request from any member requesting a Reduced Membership Rate available in the By-Laws. (The request is approved by the president.)	As requested
<p>Review and maintain Membership Dues Renewal letters/e-mails including consequences of non-renewal of membership. Unless a member renews by March 1st, their membership becomes inactive.</p> <p><u>Consequences:</u></p> <ol style="list-style-type: none"> 1. Lose access to The Members Only portion of the SCHC website 2. Will not receive discounts of any kind through SCHC 3. Will not be eligible to run for office, to run for a position on the Board of Directors, nor may non-members hold any committee leadership position, including but not limited to Chair, Co-/Vice/Assistant Chair, Secretary, etc. 4. Will not be eligible to vote in any Society election, nor participate in any Society vote nor Committee vote. 	As needed
<p>SCHC Store / Café Press</p> <ul style="list-style-type: none"> • Membership will review all suggestions for new items • Guidelines for clothing and logo placement are in place 	<p>As needed</p> <p>Review annually</p>

Membership and Awards Committee - Meeting Registration (Last reviewed April 2016)

Role/Responsibilities

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

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

Nominating Committee (Last reviewed April 2016)

Role/Responsibilities

To prepare a slate of Officers and/or Board of Directors of the Society for the membership. In the spring of every even year (2014, 2016, etc.) three officers and four Board of Directors will be elected. In the spring of every odd year (2013, 2015, etc.) three Board of Directors will be elected.

Standard Practices	Time Frame
The President appoints a 5-member committee to serve as the nominating committee; a Chairperson and 4 members. The appointments will be made in accordance with the current by-laws and standard practices.	At least 2 weeks prior to Fall meeting
The President serves as liaison to the Nominating Committee.	On-going
At the fall meeting, the Chair should announce to the membership the positions that will be open for election in the spring. The Chair should also describe to the membership how they may recommend candidates to Nominating Committee for consideration.	At the fall meeting
The Chair e-mails committee members to arrange a date for a conference call to discuss potential candidates. The Chair should make sure all committee members have a copy of the by-laws and current standard practices for the Nominating Committee and all open offices under consideration prior to the conference call. Conference calls can be arranged through the Administrator. Reference materials such as by-laws, standard practices or historical information can be obtained through the Administrator.	Two weeks after Fall Conference
Chair should appoint a member to take committee minutes. The minutes can be used to keep track of the individuals who were considered for each position and the follow-up responsibilities of each member.	Contact member before date of first conference call
<u>Nomination of a Presidential Candidate</u> If the election includes the nomination for President, the Nominating Committee will determine if the Vice-President is willing to serve as President. If not, they must solicit a nominee for the office of President. The committee will present only one nominee for President for consideration.	

<p><u>Nomination of Vice-Presidential Candidates</u></p> <p>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.</p>	
<p><u>Nomination of Secretary/Treasurer Candidates</u></p> <p>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.</p>	

<p><u>Nomination for Board of Directors</u></p> <p>The Nominating Committee will present at least one but no more than two times the number of open Director positions to the Board for consideration. Candidates must meet the requirements specified in the SCHC By-laws (Article V, Section 4) to be eligible for consideration.</p> <p>In addition to the requirements listed above, candidates who are considered for a Board of Directors position should have demonstrate that they are committed to SCHC and are willing to work to make it better through the activities they have participated in. Activities may include but are not limited to</p> <ol style="list-style-type: none"> 1. Previously served as an Officer or Director 2. Active participation in committees. This may include being a Committee Chair or Co-Chair but that is not required. 3. Presentations made at the fall and spring meeting. 4. Teaching or designing professional development courses. 5. Writing newsletter articles or working on the SCHC website. 6. Participating in the Technical Poster Session. <p>If the Nominating Committee wants to nominate a person who is a Committee Chair to run for a Board position, the nominee must be willing to resign their position as Committee Chair if elected to the Board of Directors.</p> <p>Whenever possible, the Nominating Committee should strive for a balanced slate of nominee for the Board positions. The slate should include both members with Officer or Director experience and members who are new to the Board.</p>	
<p>A member of the Nominating Committee will contact each nominee to determine if the candidate is willing to accept the nomination. A copy of the standard practice for the office that is being offered will be sent to the candidate via e-mail or fax for them to review and to determine if he/she is willing to serve.</p>	<p>Determined during the Committee's conference call</p>
<p>The Secretary/Treasurer will notify the nominating Committee Chair of any candidate who has been nominated through the "nomination by petition" procedure. To be placed on the ballot, the nomination must be validated by the Administrator and must meet the requirement listed in the by-laws (Article VIII, Section 1 Nominating Committee)</p>	<p>No later than 90 days prior to the Spring meeting</p>

Once the slate has been completed, the Chair will present the nominees to the Board liaison to present to the Board. If the slate has open positions, the Chair will go to the Board for help in completing the slate.	The Slate should be sent to the Board to be presented at their December meeting. The Board currently meets on the third Thursday of the month. Contact the Board liaison for the exact date.
Following presentation of the slate to the Board, the Nominating Chair will send the list of nominees to the Administrator. The Chair will arrange to have biographies and a picture of each nominee sent to the Administrator. The Administrator will prepare the nominee information and ballot and send it back to the Chair for approval. Once approved by the Chair, the Administrator will mail the ballots to the membership.	Contact the Administrator for a cutoff date for the ballot, biographies and pictures. Generally they need to be to the Administrator by the 2 nd week in January
The ballots will be returned to the Administrator for validation and counting. Once the deadline for the ballot has passed, the Administrator will send a report with the ballot tally to the Nominating Committee Chair.	Within 2 days of the election
The Nominating Committee Chair will review the results and notify the President and Chair of the Board as to the new Officers and/or Board of Directors. Tallied numbers are not released.	Within 1 week after the election
The Nominating Committee will notify each nominee of the election results for their office.	Within 1 week after the election
The Nominating Committee Chair will notify the President and Chairperson of the Board when all of the candidates have been contacted about the election. The Chair of the Board will then announce the election results to the Officers and Board of Directors.	At the next Board meeting
The Nominating Committee Chair will give a report detailing the election process at the Board of Directors meeting at Spring Conference.	Spring Conference
Review the Standard Practices at least annually and as requested by the Board, make needed changes and provide update to the Vice-President.	As necessary but at least once a year.
The Chair should maintain records of committee meetings, i.e., minutes, list of members, final work products, etc. Provide these records to the new Chair as soon as possible when there is a change in leadership.	On-going

Outreach Committee (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
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 SCHC Administrator.	As necessary, but at least once a month
The Chairperson should maintain records of committee meetings, i.e., minutes, list of members, final work products, etc. Provide these records to the new chairperson as soon as possible when there is a change in leadership.	On-going
The chairperson submits a written report of the committee's plans and accomplishments to the SCHC board of directors	Submitted two weeks prior to the Spring and Fall board meetings in conjunction with the program meeting
Review the Standard Practices at least annually (May) and as requested by the Board, make needed changes and provide update to the Vice President.	As necessary but at least once a year
The Committee chair schedules committee meetings as needed	Once monthly, and hold meetings during the semi-annual SCHC program meetings
The Newsletter will be edited by Committee members prior to releasing to SCHC membership.	Once monthly, prior to Newsletter release.
Newsletter contributors to arrange for articles to be written and/or submitted to Newsletter publisher (m2). 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 to SCHC membership.	Newsletter will be submitted for review prior to distribution.
Articles will be provided to Newsletter publisher (m2) as outlined in the SCHC Outreach and	Articles may be submitted to the publisher until the 15 th of each month.

Communication Committee Guidelines document.	
Newsletter is distributed as an email notification to the Society membership and is available on the SCHC website.	Once monthly
Provide SCHC brochures to exhibitors to place at other events where they exhibit.	On-going
References to SCHC-OSHA Alliance used by any speaker through the Speaker Bureau need to be relayed by e-mail to the SCHC 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
Promote and facilitate exhibiting at functions external to SCHC to promote awareness of the organization.	On-going
Maintain list of appropriate contacts at publications where SCHC meetings should be advertised (currently approximately 40). Coordinate with SCHC Administrator.	On-going. Files are periodically updated to ensure the information is current.
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

Poster Committee (Last reviewed April 2016)

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
Prepare Call for Abstracts before Spring meeting. Work with the Webmaster to post the information on the SCHC website.	As necessary, but at least once 90 days before each Spring meeting
Work with SCHC 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 each Spring meeting
Send submitted abstracts to panel to review for appropriateness.	Approximately 45 days before Spring meeting
Notify submitters that their abstracts are approved.	Approximately 30 days before Spring meeting
Assure that only registered attendees at the Professional Development Courses or Conference are permitted to attend the Poster Session.	At the Spring Conference
Collect and tally votes from session attendees for Best Poster. Present award(s) for best poster(s) at conference.	At the Spring Conference
Schedule committee meetings as needed to monitor activities.	Prior to SCHC meetings and as necessary
Keep Board informed of meetings and activities.	Written report to Board liaison 2 weeks prior to Board meetings
Keep guidance documents current on website.	On-going
Review the Standard Practices at least annually and as requested by the Board, make needed changes and provide update to the Vice-President.	As necessary but at least once a year
The Chair should maintain records of committee meetings, i.e., minutes, list of members, final work products, etc. Provide these records to the new Chair as soon as possible when there is a change in leadership.	On-going

Professional Development Committee (Last reviewed May 2016)

Overview

The PDC Identifies and discusses issues related to professional development for the SCHC membership, 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 Professional Development Committee 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 SCHC Board of Directors (BOD) 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	Responsible Party	Time Frame
Review the Standard Practices at least annually and as requested by the Board, make needed changes, and provide update to the Vice-President.	PDC Chair	As necessary but at least once a year
MEETINGS		
Schedule committee meetings as needed. Create and communicate agenda for each meeting.	PDC Chair	Prior to SCHC meetings and as necessary
Standing Meetings: Two face-to-face meetings	PDC Chair	At each SCHC meeting after the full-day SCHC plenary meeting
Standing Meetings: Set up rooms for the two face-to-face meetings	Arrangement Chair	At each SCHC meeting after the full-day SCHC plenary meeting
Set up a conference call for meetings between the face-to-face meetings.	SCHC's Administrator	Monthly, and as necessary
Maintain records of committee meetings, i.e., minutes, list of members, final work products, etc. Provide these records to the new Chair as soon as possible when there is a change in leadership.	PDC Chair	On-going
Copy all meeting minutes and agendas to all PDC members, the SCHC President, the PD Committee BOD liaison, the Arrangements Chair, Program Chair and the SCHC Administrator.	PDC Chair or designee	On-going

Standard Practices	Responsible Party	Time Frame
COMMUNICATIONS		
Prepare a written update for the SCHC BOD that is to be discussed at the BOD's biannual face-to-face meetings. E-mail to the SCHC Administrator for distribution in the BOD packets.	PDC Chair	Two weeks prior to biannual Board meetings
Assign a committee member as liaison for the committee's web page.	PDC Chair or designee	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 SCHC Administrator.	PDC Chair or designee	As necessary, but at least once a month
COURSE / SCHEDULING APPROVAL PROCESS – See process flow diagram, 'Course Approval Process'		
Arrange for HazCom 101 course.	HazCom 101 Course Coordinator	Determine schedule
Identifies the need for new or modified courses.	PDC	On-going
Identifies a course coordinator for new course.	PDC	On-going
Develops course objective(s).	Course coordinator	Prior to Board meetings
After new proposed programs/courses and course objectives are reviewed and approved by the PDC, the Board shall be notified.	PDC Chair	Prior to Board meetings
Develop proposed schedule of course offerings for the next meeting. <ol style="list-style-type: none"> 1. Develop a tentative schedule of course offerings during committee meetings. 2. Forward the schedule to committee members. 3. Finalize the schedule of course offerings. 	PDC	<ol style="list-style-type: none"> 1. Face-to-face and teleconference meetings 2. Four weeks prior to plenary meeting 3. At the face-to-face meeting
Verbally announce the schedule for the next meeting and forward to the Webmaster for SCHC web publication.	PDC Chair	2 nd day of the Plenary session

Standard Practices	Responsible Party	Time Frame
General Course Administration Activities		
<u>Attendance Records</u> Review attendance records for the awarding of certification/certificates. Communicate number of awards to Program Chair for sufficient time allocation during the Business Meeting. Communicate names of individuals reaching milestones to Web Committee for posting to PDC webpage.	PDC Subcommittee	On-going
<u>Continuing Education / Maintenance Points</u> Support members who need to report continuing education/maintenance points for PD courses and biannual meetings by providing proof of attendance, confirmation of contact hours, and/or receipts/proof of purchase, as applicable.	PDC in cooperation with SCHC Administrator	On-going
<u>Course evaluations</u> 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 and PD Committee Chair. B. Course-specific forms may also be developed and disseminated. These forms should accompany course materials. Tabulate the results and disseminate the results to their instructors, as appropriate.	PDC Subcommittee Course Coordinator	On-going
<u>Course termination</u> Currently there is no course termination policy, since there has been no reason to terminate a course for cause.		

WEBINAR / SCHEDULING APPROVAL PROCESS		
See process flow diagram		
Reviews proposal or identifies the opportunity for a timely or important topic suitable for webinar format.	PDC / Presenter	On-going
Identifies presenter(s).	PDC	On-going
Develops webinar objective(s).	PDC / Presenter	On-going
After new webinar and webinar objectives are reviewed and approved by the PDC, the Board shall be notified.	PDC Chair	Prior to Board meetings

Develop proposed schedule of course offerings for the next meeting.	PDC	On-going
Forward information to the SCHC Administrator and Web Committee Chair for SCHC web publication and develop content for e-mail blasts to membership, industry and government contact lists, etc. as appropriate for topic.	PDC Chair	~1 month, 2 weeks and 1 week prior to event date(s)
Research and maintain suitable platform to host online events. (e.g., Citrix GoToMeeting, GoToWebinar or GoToTraining.	Webinar Subcommittee	On-going

FINANCIAL ARRANGEMENTS		
<u>Honorariums</u> An honorarium will be awarded in accordance with the PD Committee Guidance, to be shared by course instructors in an equitable manner as determined by the course coordinator. (Typically 20% goes to the Course Coordinator for developing the course and 80% to the instructor(s). There have been times when a Course Coordinator has given the entire honorarium to the instructors and other times where instructor(s) have asked for less.) Each of these honorariums will be awarded following the completion of each course offering.	Course Coordinator	As required for courses

<p>Recommend Honorarium amount changes for review and adjustment every two years by the SCHC BOD at the autumn meeting.</p> <p>In-Person Courses:</p> <table><tr><td>Half-day</td><td>Full day</td><td>Day and a Half</td><td>Two Day</td></tr><tr><td>\$750</td><td>\$1,500</td><td>\$2,250</td><td>\$3,000</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>On-line Courses and Webinars:</p> <p>Honorariums for courses/information sessions with alternative delivery methods (i.e., webinars) will be prorated based on a rate of \$200 per contact hour, plus an additional 10% Residual Honorarium based on the attendees and cost of the event, to a maximum total Residual of \$500 per event.</p> <p>Recorded Events:</p> <p>Residuals for recorded / resold events will be split with the presenter(s) at 20% of the portion of SCHC’s profits, minus any up front dollars for recording platform, post-processing, online hosting, bank fees for registrations, etc. Additional Residual, will be maxed out at \$500 per event.</p> <p>Event Support:</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">· Non-transferrable· Must be used within 12 months· The events will be no longer than 2 hours each. A 5-part series is treated as 5 separate events.· Registrations and Credits will be tracked and processed by the Webinar Sub-Committee Chair, and will be communicated to SCHC Administrator as needed. <p>Course Directors/Instructors receiving an honorarium for a particular event are not eligible to also receive credit to a future event.</p>	Half-day	Full day	Day and a Half	Two Day	\$750	\$1,500	\$2,250	\$3,000	<p>PDC Chair and Course Coordinator</p>	<p>Prior to the Fall meeting</p>
Half-day	Full day	Day and a Half	Two Day							
\$750	\$1,500	\$2,250	\$3,000							

Review Course prices. Price changes approved by the Board, 2016			PDC	As requested by SCHC BOD
Course	• Cost			
	Member	Non-Member		
½ Day	\$275	\$365		
1 Day	\$450	\$540		
1 ½ Day	\$550	\$640		
2 Day	\$850	\$940		
HazCom 101	\$800	\$890		
Review Webinar prices. Standard duration is 90 minutes 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.			PDC	As requested by SCHC BOD
Length	Cost			
	Member*	Non-Member		
90 minutes	\$75	\$125		
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, SCHC Administrator or SCHC Officer.			PDC Chair	Spring and Fall Meetings and online events
Course admittance policy for OSHA/government employees: They will be allowed to take non-GHS Professional Development courses on a standby basis signing up at least 21 days in advance. A free lunch will also be offered when available.			PDC Chair	Spring and Fall Meetings and online events

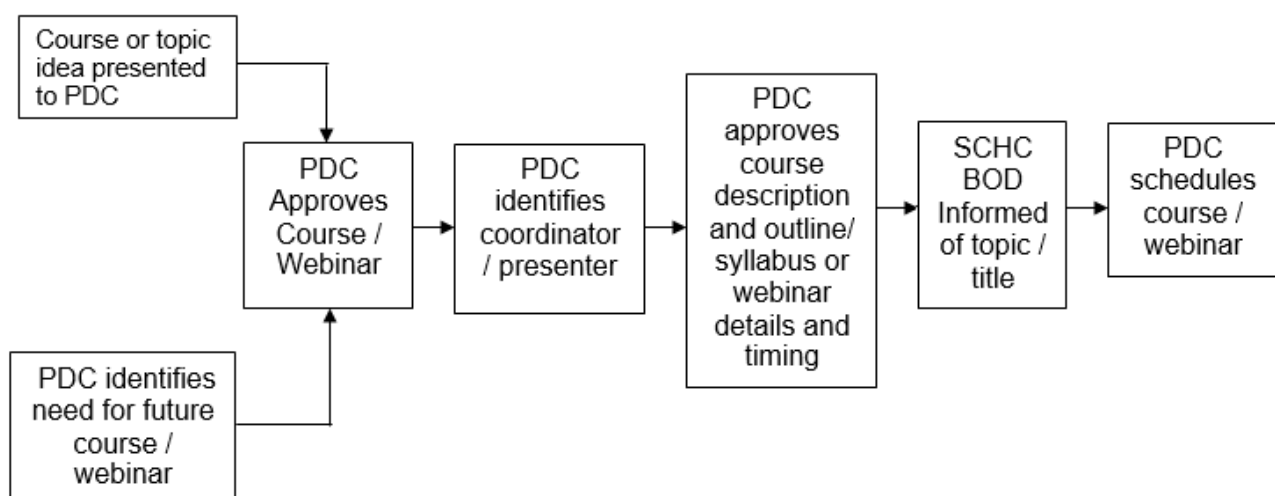
<p><u>Travel Expenses</u></p> <p>In addition to the SCHC 'Travel Reimbursement Guidelines', published on the website, the following apply.</p> <p>The Society will reimburse travel expenses for all instructors teaching Professional Development courses given in conjunction with a Society meeting or as a course presented separately from a Society meeting (e.g., HazCom 101). Only the travel expenses incurred for the duration of the course are covered.</p> <ul style="list-style-type: none"> • Instructors will be encouraged to contact the SCHC Administrator for assistance in making travel plans. • Speakers will be asked to make their hotel reservation prior to the cut-off' date. • Speakers will be asked to make air travel plans with the Administrator's assistance <u>at least</u> a month prior to the meeting date at which they will be speaking. • Instructors who are not members of the Society will be invited to attend the plenary sessions of the meetings without being asked to pay registration fees. Expenses for additional room and board will be the instructor's responsibility. • Instructors who are Society members who also attend the plenary sessions are expected to pay their own expenses for room and board and to pay the normal registration fees for the meeting. 		As required for courses
<p>Review and approve travel expenses for instructors in accordance with the SCHC travel policy, then forward to the Secretary/Treasurer for payment. In general, expenses submitted within 45 days will be reimbursed within 30 days. See Travel Expenses flow diagram.</p>	PDC Chair	As required for courses

Standard Practices	Responsible Party	Time Frame
COURSE CANCELLATIONS / REIMBURSEMENT		
<p>Low attendance/cancellation</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. However, the PD Committee may choose to hold the low attendance courses, without Board approval, if the aggregate registration total is greater than the sum of the individual thresholds. In other words, the PDC is willing to support the lower attendance courses with the well-attended courses. As a rule of thumb, PD courses with 5 or more students have usually been held.</p> <p>Course cancellation decisions will be based on an evaluation of attendance of all courses (i.e., overall profitability). The PDC Chair will review the total registrations beginning 6 weeks prior to the meeting. A decision to hold all the courses will be made if registrations are within 75% of the required total (i.e., 75% of the sum of 15 attendees for each half-day course and 20 attendees each full day course). If the aggregate is below this 75% threshold, the PD committee is obligated to get Board approval to hold the course(s). (These numbers were calculated to be approximately the attendance at which the society has a net profit of \$1,000 per course.) The financial objective for a course is to make \$500 for a half-day course and \$1,000 for full day course.</p> <p>The brochures state that we have the right to cancel a course up to 30 days before the course date. PDC Committee 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>	PDC Chair to review registration numbers with SCHC Administrator and convene PDC as needed	6 weeks prior to the SCHC course date
The SCHC BOD will review any extraordinary national events (e.g., Sept. 11, 2001) resulting in cancellations and refund consideration.	SCHC BOD	As required in extraordinary circumstances

Standard Practices	Responsible Party	Time Frame
<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"> i) The individual was pre-registered and their tuition was paid in full. ii) The individual cancelled too late to receive a refund for the course. iii) The individual has a legitimate reason for canceling. <p>The course material will be accompanied with a disclaimer letter that has been approved by the SCHC President.</p>	Course Coordinator	As required for courses

Standard Practices	Responsible Party	Time Frame
WEBINAR CANCELLATIONS / REIMBURSEMENT		
<p>Low attendance/cancellation</p> <p>The standard of practice for the cancellation of webinar events is event specific. Due to low overhead for webinar hosting, webinars are likely to be cancelled only in the case of speaker illness or unavailability. Cancellation will be at the discretion of the PDC Chair and Webinar Subcommittee. The PDC Webinar Committee is willing to support the lower attendance events with the well-attended events throughout the year.</p>	PDC Chair/PDC Webinar Subcommittee	As needed
<p>The SCHC PDC Webinar Subcommittee will review any extraordinary circumstances resulting in cancellations and refund consideration. It is preferred to hold a credit toward a future event.</p>	SCHC PDC Webinar Subcommittee	As required in extraordinary circumstances
<p>Webinar materials will be provided to all paid attendees.</p> <p>The course material will be accompanied with a disclaimer.</p>	PDC Webinar Subcommittee	As required for webinars

Course / Webinar approval process



Course offerings

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

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

Course size (number of attendees)

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 7 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 SCHC Administrator two weeks prior to the meeting so special meals can be arranged.

Webinar offerings

The PD Committee 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)
2. Webinar Survey (based on PDC Standard Evaluation Form)
3. Support for presenters and training / walkthrough as needed

Webinar size (number of attendees)

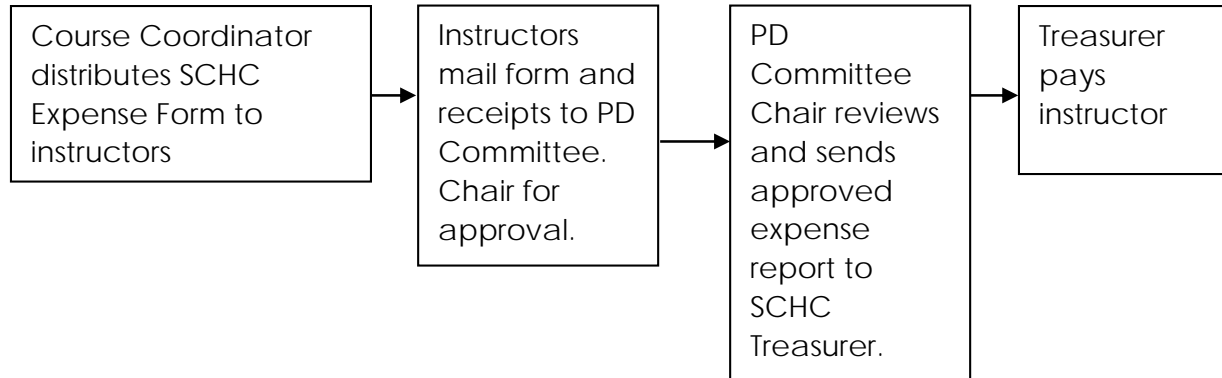
Maximum attendance varies by platform.

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 Webinar Subcommittee.

Travel Expenses Process Flow



Program Committee (Last reviewed April 2016)

Role/Responsibilities

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

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

requesting reimbursement is a Program Committee Co-chair, the request for reimbursement should be made to the President.	
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.	Send letter as soon as confirmed
The plenary session facilitators shall send a copy of the meeting registration form to non-member speakers and request completion and return to the SCHC Administrator. The facilitator should indicate that there is no charge for registration for non-member speakers.	Within 10 days of availability
Send a reminder to each speaker of their presentation time, location of meeting, and date for presentation materials to be provided.	3 weeks prior to the meeting
Send reminder e-mail to all speakers.	2 weeks prior to the meeting
Members of the Program Committee will act as meeting facilitators. Each facilitator will act a primary contact for their session speakers prior to and during the meeting. The facilitators shall send meeting information, registration forms, speaker information, travel guidelines and travel FAQs to their session speakers. Facilitators should copy the meeting 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 SCHC 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 of Directors.	During the meeting at an appropriate time following the speaker's presentation
Confirm with the SCHC 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 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 a semi-annual meeting in the normal course of their activities.	As required
<p>Speakers who are full time faculty of institutions of higher education may be considered for honoraria when</p> <ul style="list-style-type: none"> a. Such a request is made by the speaker <u>and</u> b. The Program Committee considers the speaker uniquely qualified to present the topic. <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 to the Committee.</p>	As required
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.	As required
The meeting Co-Chair shall provide all meeting presentations to the Web Committee Chair on a flash drive 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.	At the end of the meeting
Program Co-Chair – Deliver a brief presentation to the membership on Wednesday morning, during the committee reports, regarding the next meeting.	At each meeting
Review the Standard Practices at least annually and as requested by the Board, make needed changes and provide update to the Vice-President.	As necessary but at least once a year
The 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 SCHC Administrator for archive on the secured area of the Society's website. Additionally, the Co-Chair will provide these records to the new Co-Chair as soon as possible when there is a change in leadership.	On-going
All speakers, regardless of their membership in SCHC, may register at no cost for the meeting at which they are speaking.	Upon Request
OSHA/government employees may register at no cost for meetings.	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 to one of the SCHC meetings.

Q: Who is eligible?

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

Q: Do I have to use my credit card?

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

Q: Do I have to submit my receipts?

A: An itemized receipt is required for expenses over \$25. All receipts should be saved and submitted to the SCHC Administrator regardless of whether you use your credit card or the SCHC credit card is used for you. A copy of your credit card bill is not acceptable.

Q: 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

SCHC-OSHA Alliance Committee (ad hoc) (Last reviewed April 2016)

Role/Responsibilities

This committee administers all aspects of the SCHC OSHA Alliance activities.

Specifically, the Alliance will function to:

1. Raise awareness of OSHA's rulemaking and enforcement initiatives. This is accomplished by:
 - a. Sharing information on OSHA's National Emphasis Programs, Regulatory Agenda, and opportunities to participate in the rulemaking process;
 - b. Convening or participating in forums, roundtable discussions or stakeholder meetings on hazard communication in order to help forge innovative solutions in the workplace or to provide input on safety and health issues.
2. Actively engage in outreach and communication. This is accomplished by:
 - a. The development of information on the recognition and prevention of workplace hazards, and the development of ways of communicating such information (e.g., print and electronic media, electronic assistance tools, and OSHA's and the SCHC's Web sites) to employers and workers in the industry.
 - b. Speaking, exhibiting, or appearing at OSHA or SCHC sponsored conferences, local meetings, or other events.
 - c. Sharing information amongst OSHA personnel and industry safety and health professionals regarding SCHC's best practices or effective approaches through training programs, workshops, seminars, and lectures (or any other applicable forum) developed by the participants.

In order to achieve these goals, two work groups exist: OSHA HazCom 2012 Information Sheets workgroup and Author workgroup. The author workgroup is currently inactive.

Standard Practices	Time Frame
Participate in the SCHC OSHA Alliance semi-annual meetings. At minimum, the Vice President of the Society along with the Chair of the OSHA HazCom 2012 Information Sheets and Author (if active) workgroups should participate.	Semi-annually via conference call
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
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 SCHC Administrator.	As necessary, but at least once a month
Provide statistics regarding Alliance webpage hits to OSHA.	Monthly
Publish relevant notices on the SCHC website as it relates to hazard communication.	As needed
Submit any e-mail blasts regarding OSHA to OSHA Alliance contact for review prior to distribution.	

Participate in forums, roundtable discussions, or stakeholder meetings.	Upon request
Develop and maintain OSHA HazCom 2012 Information Sheets.	On-going
Update SCHC Workplan and provide to OSHA.	Annually, at year end, and as requested
Develop required documents for renewal of SCHC-OSHA Alliance.	Every five years; Next update in 2019
Share industry concerns and best practices as they relate to hazard communication.	On-going

Social Media Committee (Last reviewed April 2016)

Role/Responsibilities

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

Standard Practices	Time Frame
Assign a committee member as liaison for the committee's web page.	Whenever the position is vacant, or the Chair cannot do it
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 SCHC Administrator.	As necessary, but at least once a month
Schedule committee meetings as needed for information exchange and project activities.	At the semi-annual SCHC meetings and as necessary
Review the Standard Practices at least annually and as requested by the Board, make needed changes and provide update to the Vice-President.	As necessary but at least once a year
The Chair should maintain records of committee meetings, i.e., minutes, list of members, final work products, etc. Provide these records to the new Chair as soon as possible when there is a change in leadership.	On-going
Register Facebook, LinkedIn, and Twitter pages to an SCHC-owned e-mail account at SocialMedia@schc.org	On-going
<p><u>Posts by the Social Media Committee:</u> SCHC-owned social media pages will be used by the SCHC Social Media Committee to promote the following: official SCHC events and programs, news and programs from governmental organizations, news and programs from approved professional organizations, or committee-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 Committee Chair with input by Committee Members. If a post seems questionable, it will be 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

<p><u>Posts by other SCHC members and non-members:</u> All posts made by non-Social Media Committee Members will be subject to moderation by SCHC Social Media Committee Members. Final approval about any questionable material made by the Committee Chair with input by Committee 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 Committee. 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 Committee 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 SCHC Social Media Committee members. Each committee member will select a page to help monitor. Questions will be brought to the SCHC Social Media Committee by email or at regular monthly teleconferences. Anything urgent will be brought to the attention of the SCHC Social Media Committee Chair and the SCHC Social Media Committee Board Liaison by email immediately. Anything requiring a response from the SCHC Board of Directors will be brought to the board by the SCHC Social Media Committee Board Liaison.</p> <p>Any posts flagged for moderation by an SCHC Social Media Committee member that need to be addressed with the individual posting will be brought to the attention of the SCHC Social Media Committee Chair and the SCHC Social Media Committee Board Liaison. The chair or liaison will use the SCHC-owned Social Media Committee email account to correspond with the individual posting to resolve the issues.</p>	On-going

<p><u>Misuse of SCHC-Owned Social Media Pages</u></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 SCHC Board of Directors, up to and including having their membership revoked.</p>	On-going
<p><u>Use of Social Media During Meetings</u></p> <p>The social media committee will work with Membership, 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&A sessions, and any other plans that the Social Media Committee can plan and implement.</p>	On-going

Web Committee (Last reviewed April 2016)

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 of Directors.

Standard Practices	Time Frame
Schedule committee meetings to review both technology for and content of the SCHC internet site.	At each semiannual meeting. Conference calls conducted as necessary
Assist standing committees with their web pages. Provide standard templates for developing content. Convert received content to internet compatible formats.	As necessary
Publish guidelines for the content of committee web pages.	As necessary
Maintain the registration of the SCHC domain name <i>schc.org</i> .	As necessary
Keep Board informed of all issues relative to the web site.	Written report to Board liaison 2 weeks prior to Board meetings
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
Post news items provided they are submitted with a date by which they will be removed from the home page. The default removal time will be 45 days.	As received from officers and/or Board members
Maintain the Members-Only section	Continuing
Add all website archives to iBackup to avoid loss.	As necessary but at least once a year
Review the Standard Practices at least annually and as requested by the Board, make needed changes and provide update to the Vice-President.	As necessary but at least once a year
Facilitate sending Membership Renewal letters and provide reports to Membership Committee Chair.	As necessary but at least once a year
The Chair should maintain records of committee meetings, i.e., minutes, list of members, final work products, etc. Provide these records to the new Chair as soon as possible when there is a change in leadership.	On-going

E. Administrative Services

Role/Responsibilities – General (Last reviewed April 2016)

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

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

Obtain necessary signatures and arrange for SCHC credit cards to be issued to the President, Vice President, and Secretary/Treasurer in addition to the card issued to the Administrator.	Spring meeting following the Officer elections
Review membership/mailling lists	Once per year (between October and December)
Approve Administrator and other office expenses: Office supplies and other consumables. Spending guideline: Reasonable expense	As needed.

Role/Responsibilities – Meeting Support (Last reviewed April 2016)

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

Standard Practices	Time Frame
Post course and meeting details on the website as the information becomes available including updating with course brochures. Update the Training Page as appropriate to reflect these changes. Assist registrants with information and the payment process. Create the postcard for mailing to the distribution list.	Two months before the hotel cut-off date or immediately following receipt of all materials from various sources (pursuant to Timeline).
Maintain list of appropriate contacts at publications where SCHC meetings should be advertised (currently approximately 40). Coordinate with Outreach Committee.	On-going. Files are periodically updated to ensure the information is current.
Provide details to ChemicalWatch and IHMM to include SCHC information in their calendar of events.	When information is received.
Obtain meeting agenda from the Program Chair (and course brochures from Professional Development – see Roles/Responsibilities – Professional Development), and prepare a meeting announcement (“Press Release”) and forward to all publications. The Press Release should include the following: Society Name, Date, Topics on the Agenda, Names of Speakers (if available), and contact Information (phone numbers), Short Statement re SCHC.	Prepare and mail immediately following receipt of Agenda from Program Chair. Distribute press release with preliminary agenda information six months prior to meeting (or as soon as available).
Keep tally of registrations prior to the meeting. Compile list as close to meeting date as possible, including: paid pre-registration and people paying at the door.	Compilations should be completed 30 days prior to the event and provided to the PDC for determination to proceed with all events; with weekly updates, after the cut-off date, to the Board, Arrangements Chair, Membership Chair and Professional Development Chair.
Prepare Thank You letters to speakers and send to Professional Development Chair for signature and mailing or, if electronic signature is available, mail letters.	Within 2 weeks following the Fall and Spring meetings

Role/Responsibilities – Meeting Registration (Last reviewed April 2016)

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

Provide appropriate copies of the attendee list for the meeting registration table. Should include the following information: Name; affiliation; membership status; attendance at President's luncheon, payment status. Speakers should be included on the list. Space should be left for written comments.	Available at the hotel the day before the meeting
Provide a complete list of the names of members.	Available at the hotel the day before the meeting
<p>Provide the following supplies for the meeting:</p> <p>Name badges for those registered, use large type where possible. Should be in case with appropriate ribbon including identifying Board Members, Committee Chairs, Speakers and New Members.</p> <p>Extra member and guest badges (cases and ribbons included).</p> <p>Extra pens; black markers; tape; receipt forms; tablets; poster boards (5); banner, table runner.</p> <p>Folders with handouts (sufficient supply for registrants, plus extras for walk-ins). Folder should include: Antitrust reminder, Agenda, Program Requests, SCHC contact information, including current officers/board members, Notes, HazCom Resources Requests, Committee List, AIHA and OSHA if any, along with any materials that have been provided by the speakers (PowerPoint presentations, abstracts, biographies).</p>	Available at the hotel the day before the meeting
Set up registration table	At least two hours prior to the starting time for registration
Ensure (with the assistance of the Membership and Awards Committee) for each attendee: presence is noted; funds have been received; receipt is provided if necessary; badge and handouts 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>For credit card charges, indicate purpose of amount.</p> <p>For cash, give receipt and mark CASH on the receipt stub, print the name of attendee, and give purpose of amount.</p> <p>For combination of money forms, itemize how received and purpose. Print name of attendee.</p> <p>Receipts for checks and cash will be provided at the site, but credit card payments will be processed online and the receipt will be sent by email after processing the payment.</p>	During meeting registration
Assist the Exhibit committee in assuring that only registered attendees at the Conference are permitted to attend the Tuesday exhibit.	At the Fall Conference
Follow-up on discrepancies regarding payment or status of membership for registrations received at the meeting.	Prior to, as possible, but immediately following meeting

Role/Responsibilities – Membership Requests (Last reviewed April 2016)

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

Standard Practices	Time Frame
Maintain online database, and assure reminders 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
Respond promptly to requests for membership information.	As requested
Provide Membership count and classification to Membership Chair and/or Membership Board Liaison.	As requested, generally biannually, prior to Board meetings.

Role/Responsibilities – Professional Development (Last reviewed April 2016)

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

Standard Practices	Time Frame
Prepare course brochures with updated dates/locations and send to Course Directors to update and return for posting pursuant to Timeline.	Upon receipt of course list from the PDC.
Obtain notebooks/binders and arrange for course materials to be printed and inserted in notebooks for distribution to course attendees.	Upon receipt of course materials, generally two (Fall Meeting) to three (Spring Meeting) weeks before course date
Monitor and assist with reservations for courses and webinars.	As needed received
Prepare tent cards for each course attendee/speaker	Have available for distribution to attendees at meeting
Prepare course Completion Certificates for each course attendee. If signature is not available electronically, provide to director at meeting for signature before distribution to attendee.	Have available for distribution to attendees at meeting
Provide appropriate copies of the attendee list for the course registration table. Should include the following information: Name; affiliation; membership status; payment status. Speakers should be included on the list. Space should be left for written comments.	Available at the hotel the day before the meeting
Provide the following supplies for the meeting: Name badges for those registered, use large type where possible. Should be in case with appropriate ribbon. Extra pens; black markers; tape; receipt forms; tablets; poster boards (5); banner. 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 Membership and Awards Committee) for each attendee: presence is noted; funds have been received; receipt is provided if necessary; badge and course materials are distributed.	During course registration During meeting 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

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

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

F. Additional Policies and Guidelines

Rules for Posting of Job Opportunities (Last reviewed April 2016)

General

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

Submission Process

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

Web Site

1. Job opportunities will be posted for a one month period. They may be 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 Site Committee may make additional recommendations for consideration by the Board as necessary.
5. The web page that includes the job postings will contain the following text:

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

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

SCHC Policy on Requests for Refunds (Last reviewed April 2016)

Membership Fees

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

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

Meetings

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

Professional Education Courses

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

Webinars

1. Requests for refunds made prior to the date of the event 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 SCHC 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.

Information Retention Policy (Last reviewed May 2013)

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 Band Policy (Last reviewed June 2013)

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 (typically one evening for domestic speakers and 2 evenings for international speakers), moderately priced meals (excludes the cost of bottles of wine and alcoholic beverages beyond one reasonably priced drink with the meal), and transportation to/from the airport. SCHC will not reimburse for computer connection time in hotels or airports, use of hotel safes, in room entertainment, or cleaning services. Exceptions MUST be cleared by an Officer of SCHC prior to approval.
- All expenses above \$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 (see the following link for up to date mileage reimbursement <https://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>). 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 buses 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 coach, economy, or tourist class, and when possible, by non-refundable advance purchase. The fare is expected to be based upon least

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

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

Rail Travel

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

Lodging

Individuals attending SCHC events (Spring and Fall meetings, Board of Directors meetings) are expected to use accommodations consistent with any pre-arranged agreements established by SCHC. In the absence of pre-arranged agreements, individuals are expected to utilize accommodations generally expected to be mid-priced, i.e., priced above budget accommodations and below exclusive or luxury accommodations. Hotels should be within a convenient travel distance to the meeting facility. As indicated under Airline Travel, in the event that the traveler can achieve overall lower expense to SCHC by staying extra night(s) at the travel location, SCHC will honor extra night accommodation charges provided that they are authorized in advance. Hotel/motel expenses customarily include the night prior to or immediately after an event and the nights between the days of the event. For example, if you cannot reasonably be expected to arrive on the same day that you are speaking, then arriving the night before is permitted. Likewise, if your speaking schedule is such that you cannot leave the same day as speaking, then an additional night is authorized.

Meals

The cost of meals shall be reimbursed while on approved SCHC travel. Meals shall be reimbursed at the rate of actual expense and should be limited to the cost of dining at moderately priced establishments for the city of the SCHC event **(excludes the cost of bottles of wine and alcoholic beverages beyond one drink with the meal)**. Reimbursement of meals is not authorized where the meal in question is provided as part of the SCHC course and/or meeting (i.e., breakfast and/or lunch is provided with a course).

Incidental Expenses

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

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

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

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

Rental of hotel safes is not eligible for reimbursement.

Supplemental Expenses

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

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

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

(2) Traveler attends an SCHC business meeting.

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

Travel Reimbursement Forms (Last reviewed April 2016)

Travel and Course Expense Reimbursement Form

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

- **All reimbursable travel must be pre-approved** by the appropriate Committee Chair or Officer:
 - ❖ For conference speakers – Program Committee Chair
 - ❖ For professional development instructors – Professional Development Chair
 - ❖ For special events or SCHC administration – President, Vice-President, or Secretary/Treasurer
- All expenses above \$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.

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

For multiple expenses, please complete worksheet

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

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

Travel and Course Expense Reimbursement Worksheet

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

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

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

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

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

MISCELLANEOUS	Description	Amount	Receipt Attached
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

	TOTAL Miscellaneous Course Expenses (insert this amount into line 7)		
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G. SCHC Calendar of Action Items

SCHC Action Items for Standard Practices and Procedures (Last reviewed April 2016)

Month	Action Required	Responsible Person
JANUARY	Prepare Spring meeting announcement and send to the President for Review and Approval.	Administrative Services
	Duplicate Spring meeting announcement, agenda, and other relevant material, and distribute to the membership by January 20th.	Administrative Services
	Prepare awards nomination form and email to the membership by January 20th.	Administrative Services
	Prepare election ballot and email to membership by January 20th.	Administrative Services
	Arrange monthly Board Conference call and send reminder to Board members. Arrange monthly Program Committee Conference call and send reminder to Program Committee.	Administrative Services
	Check on status of outstanding action items and set agenda for Board Conference call.	Board Chair
	Obtain plaque for Past President award (even numbered years).	Membership Chair
	Prepare and distribute minutes of December Board conference call.	Recording Secretary
	Ensure 60-day membership renewal reminder notices are sent.	Membership Chair/ Administrative Services/ President
	If HazCom 101 is scheduled for April, refer to the <i>HazCom 101 Calendar of Action Items</i> .	Administrative Services / HazCom 101 Course Director
	File 1099 forms as required with IRS.	Secretary/Treasurer
	Prepare the biannual Nonprofit Filing and submit fee before Jan 15 th (even numbered years).	Administrative Services
FEBRUARY	Prepare reports on Committee activities for presentation at Board meeting, including preliminary program for Fall meeting, and send to Administrative Services two weeks prior to the Spring meeting (in accordance with Timeline.	Committee Chairs
	Prepare timeline for fall meeting. Distribute reports and Timeline to Board.	At least one week prior to the Board meeting.
	Arrange monthly Board Conference call and send reminder to Board members. Arrange monthly Program Committee Conference call and send reminder to Program Committee.	Administrative Services
	Check on status of outstanding action items and set agenda for Board Conference call.	Board Chair

Month	Action Required	Responsible Person
	Prepare and distribute minutes of January Board conference call.	Recording Secretary
	Consult Board members on agenda items for Spring Board meeting.	Board Chair
	Prepare agenda for Spring Board meeting; notify members of time/place.	Board Chair
	Ensure 30-, 14- and 7-day membership renewal reminder notices are sent.	Membership Chair/ Administrative Services/ President
	Prepare year-end financial assessment for previous year and provide to Administrative Services for distribution at least 2 weeks prior to the Spring Board meeting.	Secretary/Treasurer
	If HazCom 101 is scheduled for May, refer to the <i>HazCom 101 Calendar of Action Items</i> .	Administrative Services / HazCom 101 Course Director
MARCH	Spring Board meeting (chaired by Board Chair).	All
	Semi-annual membership meeting in location other than Washington, DC.	All
	Serve as liaison with meeting hotel.	Arrangements Chair
	Prepare materials needed for conduct of meeting, and ensure they are delivered to the hotel 1 day before.	Administrative Services
	Register members at the meeting.	Administrative Services/Membership and Awards Committee
	Chair Spring meeting.	President
	Select meeting site and dates for Spring meeting 2 years in advance; confirm with hotel.	Arrangements Chair
	Present preliminary agenda for Fall meeting to the Board (development on-going through monthly conference calls).	Program Chair
	If HazCom 101 is scheduled for June, refer to the <i>HazCom 101 Calendar of Action Items</i> .	Administrative Services / HazCom 101 Course Director
APRIL	Write thank you letters to speakers at Spring meeting within 2 weeks following the meeting. Send to Program Chair for signature/mailing. Write thank you letters for course instructors within 2 weeks following courses. Send to Professional Development Chair for signature/mailing	Administrative Services
	Arrange monthly Board Conference call and send reminder to Board members. Arrange monthly Program Committee Conference call and send reminder to Program Committee.	Administrative Services
	Check on status of outstanding action items and set agenda for Board Conference call.	Board Chair

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

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

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

Month	Action Required	Responsible Person
	Check on status of outstanding action items and set agenda for Board Conference call.	Board Chair
	Provide preliminary program for Spring Meeting to Administrative Services pursuant to Spring Timeline	Program Chair
	Prepare Press Release of Spring Meeting, send to President for Review, mail out to Publications List	Administrative Services
	If HazCom 101 is scheduled for February, refer to the <i>HazCom 101 Calendar of Action Items</i> .	Administrative Services / HazCom 101 Course Director
DECEMBER	Prepare and distribute membership renewal forms and membership update by December 5th.	Administrative Services
	Prepare newsletter, and distribute by December 5th. Send extra copies to Administrative Services	Newsletter Editor
	Provide mailing labels for distribution of Newsletter as requested.	Administrative Services
	Prepare solicitation for nominations for authorized awards and provide to Administrative Services by 12/31 for distribution.	Awards Chair
	Ensure 90-day membership renewal reminder notices are sent.	Membership Chair/ Administrative Services/ President
	Arrange monthly Board Conference call and send reminder to Board members. Arrange monthly Program Committee Conference call and send reminder to Program Committee.	Administrative Services
	Check on status of outstanding action items and set agenda for Board Conference call.	Board Chair
	Prepare and distribute minutes of November Board Conference call.	Recording Secretary
	Coordinate Spring meeting preparations with Committee Chairs.	President
	Prepare final program for Spring meeting, and provide to Administrative Services pursuant to Spring Timeline.	Program Chair
	Prepare course brochures for Spring meeting and provide to Administrative Services pursuant to Spring Timeline.	Professional Development Chair
	Prepare nomination slate, and provide to Administrative Services for duplication and distribution by December 31st.	Nominations Chair
	If HazCom 101 is scheduled for March, refer to the <i>HazCom 101 Calendar of Action Items</i> .	Administrative Services / HazCom 101 Course Director

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

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

Calendar of Action Items for HazCom 101

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