



WHEREAS, the Ohio Water Environment Association (OWEA) is a 501(c)(3) Organization and a Member Association (MA) of the Water Environment Federation (WEF); and

WHEREAS, the President is the chief executive leader of the OWEA and is responsible for a number of functions including disseminating information to members and being a visible representative of the organization, and

WHEREAS, where the President is encouraged to attend section meetings, workshops and other functions with other groups where a fee is normally charged, and

WHEREAS, given the amount of travel and outreach conducted, costs incurred by the President may be substantial for which reimbursement is warranted.

THEREFORE, OWEA has adopted the following policy and procedure:

POLICY AND PROCEDURE

- I. OWEA shall establish a separate fee and travel budget for the President in an amount not to exceed \$1,500 as part of the annual Association budget. The President has sole discretion on the use of this fund for reasonable travel expenses subject to the terms and conditions of the OWEA Travel Policy and Procedure.
- II. It should be noted that this Fund is for reimbursement of reasonable expenses incurred by the President in his/her travels in representing OWEA. He/she will be expected to register and pay for an event and be reimbursed for it through the Fund.
- III. The purpose of this fund is to remove financial barriers that may impact the President in visiting sections in different parts of the state, workshops, and annual conferences sponsored by neighboring member associations. While the OWEA wishes to not impose barriers on the President's use of this fund, he/she is encouraged to exercise good judgment and discretion on the use of this fund and use it only when necessary.
- IV. While the OWEA does not wish to provide an exhaustive list on uses for this fund, reasonable and expected uses for this fund may include overnight lodging and living expenses the night prior to a workshop or to another member association to attend their annual conference and paying for registration fees for section meetings and workshops.
- V. In the event that the President cannot attend an event, he/she may designate the President Elect or Vice President to attend and serve "in proxy" as the President. In this case, all fees incurred by the President's designated representative shall be waived.