

**ALASKA ASSOCIATION OF HEALTH UNDERWRITERS (AAHU)
POLICY & PROCEDURES**

POLICY TITLE: Event Selection Policy
MOTION: Jennifer-Bundy Cobb
SECONDED: Karen Reynolds
DATE SUBMITTED: January 8, 2009
DATE APPROVED: January 26, 2009
DATE REVISED: April 4, 2013
APPROVED BY: AAHU Board of Directors

PURPOSE: To formalize AAHU's event application and selection process.

PROCEDURE(S): The following process shall be followed as it pertains to selecting attendees at AAHU/NAHU events, including but not limited to CAP Conference, NAHU Annual Convention & Exhibition, Day on the Hill, and Region 8 Leadership Conference.

1. Applicant must be an AAHU member in good standing to be considered for the selection process.
2. The member requesting AAHU reimburse travel and registration expenses for an event will complete the AAHU Event Application
3. The completed application will be due at a date specified by the President. Individuals failing to complete the application in the required timeframe will not be considered for selection.
4. A Quorum of The executive committee (officers of the Board) will review the completed applications. The selection will be by majority vote of those attending the review meeting. The Executive Director will notify those selected via phone call and will send an email announcement to the membership indicating the attendees for the specific event.
5. The Executive Director will provide estimated reimbursement rates based on the costs 60 days prior to the event for airfare and will provide information related to the hotel reservations.