



MILWAUKEE CHAPTER
PO Box 293
Waukesha, Wisconsin 53187-0293
414-861-CMSA

Policy #: 2010-01

Date: 11/11/2010

Policy: Sponsorship of Current Executive Board of Directors to CMSA National Conference

CMSA-Milwaukee Chapter will sponsor a maximum of \$2000.00 toward all conference expenses for the President, President-Elect, Secretary, and Treasurer to attend to the annual CMSA National Conference. If one of these current Executive Board Members is unable to attend the CMSA National Conference, the Immediate Past-President will attend in his/her place. If the Immediate Past-President is unable to attend, one General Board Member may attend in his/her place. The General Board Member who is replacing the Executive Board Member will be chosen by the following criteria:

1. Seniority in current term of office
2. Number of years served as a Board of Director
3. In the event of equal qualifications, the Board of Directors will vote.

Expenses must be submitted to the CMSA-Milwaukee Treasurer for review reimbursement, with advances when appropriate.

The individual(s) will submit a written report to the Board of Directors for inclusion in minutes of a subsequent meeting and share all conference related materials with the Chapter at a meeting following the Conference. If an alternate Executive Board Member is sponsored to attend a meeting before and/or after the Conference, he/she will also represent CMSA-Milwaukee Chapter at the conference.

Attendance at national meetings, or conferences, are contingent on availability of treasury funds and will be reviewed annually.

Attendee must demonstrate that all travel expenses were obtained at the lowest competitive cost.

CMSA-Milwaukee Chapter will be the payor of last resort.

Signed Off: Shelley Scholowski Date: 11/11/2010
Shelley Scholowski, President 2010

Approved 11/11/2010 (Replaces policy # 2006-01)