

Iowa Public Health Association



Operations Manual

Iowa Public Health Association
P.O. Box 13181
Des Moines, IA 50310
www.iowapha.org

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Governance

Board of Directors Participation

Effective: 10.07.09

Revised:

Background

It is the assumption of the Iowa Public Health Association (IPHA) that when Board members volunteer, they have every intention of doing a good job with their assigned tasks. IPHA aims to ensure participation by all board members by: 1) providing a clear description of responsibilities and duties during the recruitment process; 2) providing a thorough orientation to the board once elections have occurred.

However, sometimes good intentions may fall by the wayside as we pursue every day job-related activities. Therefore, it is important to clearly state the policy of Board of Directors expectations.

Board Responsibility Matrix (Source: Board Source, *All Hands on Board*)

The board as the <i>governors</i> or <i>trustees</i> of the organization.	The board as <i>managers</i> and <i>leaders</i> of the organization.
Responsibilities	
In its <i>governance</i> role, the board fulfills its responsibilities by acting as a collective body.	In its <i>management</i> and <i>leadership</i> roles, board members fulfill these responsibilities through their actions as individuals.
Objectives	
Objective: To ensure that the organization fulfills its legal and financial responsibilities and fulfills its responsibilities to the community.	Objective: To ensure that the organization’s work is accomplished and to represent the organization to the community.
<ol style="list-style-type: none"> 1. Handle the money and file the forms. Safeguard assets from misuse, waste, and embezzlement. 2. Keep it legal and safe. Ensure compliance with federal, state, and local regulations, and fulfillment of contractual obligations. 3. Make big decisions for the future. 4. Make sure the organization is accountable to its constituencies, and protect the organization’s reputation. 5. Get help when you need it. 6. Plan for arrival and departure of individual members. 	<ol style="list-style-type: none"> 7. Get the work done. 8. Support other volunteers so they can successfully contribute to the organization’s work. 9. Be ambassadors to the community. Lend names and personal credibility and reputation to the organization. 10. Pass along the covenant. Provide leadership in spirit.

- Board Members are legally bound to fulfill their duty of care and duty of loyalty to the organization. Therefore, all IPHA Board members are expected to attend all Board Meetings, both in person and by conference call of the association. Missing more than two consecutive meetings or more than 25% of the total Board meetings in a program year is considered a serious breach of a Board member's legal and fiduciary responsibility. Board members who cannot attend a meeting are expected to notify the President or Executive Director (email is acceptable) at least two (2) days in advance of a meeting.
- If a Board member cannot attend a face-to-face meeting, participation by conference call is acceptable if such facilities are available. However, a Board member may not appoint a proxy to represent him/her or vote during the meeting.
- There may be exceptions to this policy under unusual/exceptional circumstances, which will be evaluated by the Executive Committee.
- Non-performance of IPHA Board duties, including lack of meeting attendance, can be a reason to ask a Board member to resign. This should be done only after a series of steps have been taken by the President and Executive Committee to remediate the situation. In instances in which a Board member resigns or is removed, the Board may appoint a replacement to complete the term, as specified in the IPHA Bylaws.
- IPHA board members are expected to make an annual, personal financial contribution that reflects their commitment and desire for the success of the association in meeting its mission. In addition, board members are expected to assist in resource development on behalf of IPHA by making requests and identifying pathways to potential funding prospects.
- This policy shall be reviewed and updated periodically by the IPHA Board of Directors.

Iowa Public Health Association Board of Directors Service Agreement

Adopted: 10.07.09

Revised:

I, _____, agree to serve as a board member of the Iowa Public Health Association (IPHA). As a member of the Board of Directors, I agree to:

1. Abide by the Bylaws and Articles of Incorporation of IPHA.
2. Make an annual, personal financial contribution that reflects my commitment and desire for the success of the association in meeting its mission.
3. Attend scheduled board of directors meetings per the IPHA Board Participation Policy.
4. Sign and return the IPHA Conflict of Interest Policy annually during my term.
5. Ensure fiscal controls and accountability to the membership.
6. Approve the annual IPHA budget.
7. Ensure that IPHA meets all legal and corporate requirements of the State of Iowa.
8. Accept the premise that board meetings are open-minded, free-thinking forums where all board members are urged to respectfully and actively contribute to the success of the mission.
9. Promote the ideals of accountability, respect, confidentiality, and transparency.

Signature

Date

Governance

President/President Elect Position

Description

Effective: 1.09.07

Revised: 7.14.17

The Iowa Public Health Association (IPHA) Board of Directors (BOD) President and President Elect shall:

Carry out general board member responsibilities:

- Meet to conduct the business of IPHA at least quarterly.
- Exercise the corporate responsibility and fiduciary duties of IPHA consistent with applicable provisions of law.
- Provide for implementation of action and directives taken at annual or special meetings of the membership within prescribed responsibilities.
- Provide for the adoption of financial policies, adoption of the budget for IPHA which incorporates program plans of structural units, and oversight of IPHA funds.
- Establish administrative policies governing the affairs of IPHA.
- Establish committees, delineate their function, and dissolve as appropriate; serve as IPHA BOD liaison to IPHA Committees as requested.
- Decide upon the date and place of the annual meeting.
- Present recommendations regarding matters of policy and procedures; strategic planning, and advocacy.

Serve as an Officer of IPHA:

- The Officers of the IPHA BOD shall be comprised of the President, President-Elect, Secretary and Treasurer.
- The Officers shall have all the powers of the BOD to transact business between Board meetings. All transactions of the Officers shall be reported in full at the next regularly scheduled meeting of the BOD.

- The Officers shall provide staff oversight of any personnel or contract services and other immediate administrative details.

Duties Specific to the President:

- Serve as Chair of the IPHA BOD
- Call the meetings of the BOD, Officers, the Association annual meeting and special meetings, and preside at such functions.
- As determined necessary, appoint chairs for the committees designated in the IPHA By-Laws and ad hoc committees.
- Act as ex-officio member of all appointed committees.
- Act as alternate Affiliate Representative to the Governing Council of the American Public Health Association.
- Conduct correspondence for IPHA, in accordance with IPHA policy.

Duties Specific to the President-Elect:

- In absence or inability of the President, assume the responsibilities of the President.
- Perform duties as directed by President.

President term and term limits: The IPHA BOD President shall be installed annually by the BOD to one-year term of service in this role. To allow for continuity of Board leadership over time, it is the intent of the IPHA BOD that the initial installation of a Board President shall be for an anticipated term of service of at least three years.

The IPHA President position shall have a maximum term of service in this role of three consecutive years which shall begin after the first annual meeting when the President is installed by the BOD. To facilitate a smooth transition in BOD leadership, the President is encouraged to advise the Executive Committee of his / her interest in continued service in this role twelve months in advance of the end of the President's term of service.

President Elect term & term limits: The President Elect shall be installed annually by the BOD to a one-year term of service in this role.

To allow for continuity of Board leadership over time, it is the intent of the IPHA BOD that the initial installation of a BOD President Elect shall be for an anticipated term of service of at least three years with transition to the role of BOD President. The President Elect's board term may be renewed by a vote of the BOD for an additional three years without re-election by the general membership in order to continue the track toward a three-year term of service as President.

This leadership transition does not replace the formal process of installation of officers by the BOD annually.

Board of Directors term limits: No director shall serve on the BOD for more than six consecutive years.

Governance

Secretary Position Description

Effective: 1.09.07

Revised: 7.14.17

The Secretary of the Iowa Public Health Association (IPHA) Board of Directors (BOD) shall meet the following responsibilities:

Carry out general board member responsibilities:

- Meet to conduct the business of IPHA at least quarterly.
- Exercise the corporate responsibility and fiduciary duties of IPHA consistent with applicable provisions of law.
- Provide for implementation of action and directives taken at annual or special meetings of the membership within prescribed responsibilities.
- Provide for the adoption of financial policies, adoption of the budget for IPHA which incorporates program plans of structural units, and oversight of IPHA funds.
- Establish administrative policies governing the affairs of IPHA.
- Establish committees, appoint chairs, delineate their function, and dissolve as appropriate; serve as IPHA BOD liaison to IPHA Committees as requested.
- Decide upon the date and place of the annual meeting.
- Present recommendations regarding matters of policy and procedures; strategic planning, and advocacy.

Serve as an Officer of IPHA:

- The Officers of the IPHA BOD shall be comprised of the President, President-Elect, Secretary and Treasurer.
- The Officers shall have all the powers of the BOD to transact business between Board meetings. All transactions of the Officers shall be reported in full at the next regularly scheduled meeting of the BOD.
- The Officers shall provide staff oversight of any personnel or contract services and other immediate administrative details.

Duties Specific to the Secretary:

- Assure maintenance of the membership database.
- Take minutes of board meetings and other meetings as requested.
- Assure maintenance of a permanent file of IPHA minutes.
- Assure maintenance of correspondence deemed necessary for the proper conduct of the Association.
- Assure preparation and transmission of the annual report required by the Iowa Secretary of State and other reports as appropriate.

Term of office: Three years beginning at the close of the election. The IPHA BOD Secretary shall be installed annually by the BOD to one year term of service in this role.

Board of Directors term limits: No director shall serve on the BOD for more than six consecutive years.

Governance

Treasurer Position Description

Effective: 1.09.07

Revised: 7.14.17

The Treasurer of the Iowa Public Health Association (IPHA) Board of Directors (BOD) shall meet the following responsibilities:

Carry out general board member responsibilities:

- Meet to conduct the business of IPHA at least quarterly.
- Exercise the corporate responsibility and fiduciary duties of IPHA consistent with applicable provisions of law.
- Provide for implementation of action and directives taken at annual or special meetings of the membership within prescribed responsibilities.
- Provide for the adoption of financial policies, adoption of the budget for IPHA which incorporates program plans of structural units, and oversight of IPHA funds.
- Establish administrative policies governing the affairs of IPHA.
- Establish committees, appoint chairs, delineate their function, and dissolve as appropriate; serve as IPHA BOD liaison to IPHA Committees as requested.
- Decide upon the date and place of the annual meeting.
- Present recommendations regarding matters of policy and procedures; strategic planning, and advocacy.

Serve as an Officer of IPHA:

- The Officers of the IPHA BOD shall be comprised of the President, President-Elect, Secretary and Treasurer.
- The Officers shall have all the powers of the BOD to transact business between Board meetings. All transactions of the Officers shall be reported in full at the next regularly scheduled meeting of the BOD.
- The Officers shall provide staff oversight of any personnel or contract services and other immediate administrative details.

Duties Specific to the Treasurer:

1. Assure collection of dues and other revenue and make disbursements authorized by the BOD.
2. Assure maintenance of financial records for IPHA and submit for audit as required.
3. Convene and chair the IPHA Finance Committee assuring compliance with the “IPHA Finance Committee Charter” policy.
4. Assure compliance with the following IPHA policies located in the IPHA Operations Manual: IPHA Budgeting; IPHA Financial Audit/Review; IPHA Fiscal Controls; IPHA Investment; IRS Form 990; IPHA Risk Management; IPHA Event Fiscal Management;
5. Review and approve monthly financial reports as prepared by IPHA staff/contractors; present these financial reports to the BOD quarterly during in-person meetings and monthly via email.
 - Oversee budgeting process, fiscal decisions, tracking of accounts and closure of statement of accounts for the annual Governor's Conference and participate in planning committee meetings as it relates to fiscal accountability

Term of office: Three years beginning at the close of the election. The IPHA BOD Treasurer shall be installed annually by the BOD to one year term of service in this role.

Board of Directors term limits: No director shall serve on the BOD for more than six consecutive years.

Governance

Affiliate Representative to the Governing Council of the American Public Health Association Position Description

Effective: 1.09.07

Revised: 7.14.17

The Affiliate Representative to the Governing Council (ARGC) of the American Public Health Association (APHA) of the Iowa Public Health Association (IPHA) Board of Directors (BOD) shall meet the following responsibilities:

Carry out general board member responsibilities:

- Meet to conduct the business of IPHA at least quarterly.
- Exercise the corporate responsibility and fiduciary duties of IPHA consistent with applicable provisions of law.
- Provide for implementation of action and directives taken at annual or special meetings of the membership within prescribed responsibilities.
- Provide for the adoption of financial policies, adoption of the budget for IPHA which incorporates program plans of structural units, and oversight of IPHA funds.
- Establish administrative policies governing the affairs of IPHA.
- Establish committees, appoint chairs, delineate their function, and dissolve as appropriate; serve as IPHA BOD liaison to IPHA Committees as requested.
- Decide upon the date and place of the annual meeting.
- Present recommendations regarding matters of policy and procedures; strategic planning, and advocacy.

Duties Specific to the ARGC:

Introduction

The ARGC is the Affiliate's voting representative to the Governing Council of APHA. The ARGC is IPHA's link to the governance of APHA. The ARGC must be a member of both IPHA

and APHA. It is through the ARGC that each affiliate participates in the governance of APHA, and in the programs, deliberations, and leadership of the Council of Affiliates.

Duties and Functions of the ARGC

The ARGC has duties determined both by IPHA as the Affiliate and APHA:

Duties and Functions of the ARGC Determined by APHA Constitution and By-Laws

The role of the ARGC, as determined by the APHA Constitution (Art. 4, Sec. 1(c)) is to sit as a voting member of the APHA Governing Council and participate in the business of the Governing Council, including the review and adoption of APHA public health policies, election of Executive Board and Association Officers, receipt and review of reports, discussion and adoption of Association policy.

The role of the ARGC, as determined by APHA By-laws (Art. XVI, Sec. 2), is to participate in the election/selection of the Regional Representative from the affiliate's region, who then sits as a voting member on the Council of Affiliates (CoA), and participates in all of the activities of the CoA. These activities involve the study, recommendation, monitoring, and coordinating ways in which:

1. APHA can strengthen the affiliates
2. The affiliates can strengthen APHA
3. APHA/Affiliate relations can be strengthened, and
4. To report to the Governing Council on its deliberations

The involvement of the ARGC in the governance of the Association as a voting member of the APHA Governing Council and in the selection, direction and activities of the CoA as a participant in the selection of Regional Representatives on the CoA has resulted in a number of other duties, either to discharge those duties or to discharge them effectively.

Thus, the ARGC is expected to:

- Attend the Annual Meeting, and the two Governing Council Sessions, where much of the deliberation of the Governing Council takes place.
- Participate in teleconferences of the Governing Council between Annual Meetings, as the Governing Council attempts to be more active and deliver policy decisions year-round.
- Attend the Annual Meeting, includes Leadership Day, where CoA increasingly includes affiliate leadership directly in policy and operational decisions.

In addition, the ARGC is strongly encouraged to participate in:

- CoA workgroups, which are increasingly important in increasing organizational capacity of the CoA and carrying out its wide-ranging work.
- CoA Business meetings at the Annual Meeting, open to all.

- The organization of Regional activities, by communicating with other ARGCs in that region, especially with the Regional Representative, also an ARGC.

ARGC participation in the specific activities of the APHA Governing Council and CoA has resulted in the following set of expectations for the ARGC:

- Being informed and prepared with the policy direction of the Affiliate in order to effectively represent the Affiliate at the APHA Governing Council.
- Encouraging and promoting Affiliate leadership participation in those APHA activities specifically designed for Affiliates such as the presidents-elect meeting and Leadership Day.
- Representing the Affiliate to APHA and APHA to the Affiliate
- Assisting both the Affiliate and APHA in implementing Affiliate-related initiatives to strengthen both associations and their effectiveness.
- Assisting the affiliate in the review of APHA proposed policies and the sun setting of policies.
- Assisting APHA, in cooperation with the Affiliate president and legislative chair with legislative advocacy and implementation of approved APHA policies and resolutions.

The ARGC also bears some record-keeping and information responsibilities that include:

- Ensuring that APHA is informed on a timely basis of all changes in the Affiliate leadership.
- Working with the Executive Director to assure timely payment of the annual dues of the Affiliate to APHA.

Duties and Functions of the ARGC Determined By the Affiliate, IPHA

It should be clear that the ARGC is responsible to the IPHA Affiliate and represents IPHA, not himself/herself.

- Attend the annual meeting of the APHA.
- Submit a written report to IPHA Board following each meeting attended.
- Report and make recommendations to the Board of Directors and the membership regarding affairs of the APHA.
- Participate in monthly meetings of Region VII – Missouri, Iowa, Nebraska, and Kansas (MINK) with the IPHA Executive Director.

- Serve as the Region VII Representative to the CoA when it is IPHA’s turn in the rotation.
- Lead the planning of the annual Region VII in-person meeting when it is IPHA’s turn in the rotation to host.
- Work with the IPHA Executive Director to assure annual payment of Region VII dues.
- Work with the IPHA Executive Director to assure completion of all Affiliate reports and surveys as requested by APHA.

Qualifications - Demonstrate leadership as a member of IPHA with extensive IPHA experience in order to best represent IPHA. Must be a member of the APHA. ARGV must be able to anticipate attendance at all Governing Council and CoA activities during their term and be willing to undertake all ARGV duties, including those taking place between Annual Meetings.

Term of office: Three years beginning at the close of the election. The IPHA ARGV shall be installed annually by the BOD to a one year term of service in this role.

To allow for continuity of IPHA representation to APHA over time, it is the intent of the IPHA BOD that the initial installation of the ARGV shall be for an anticipated term of service of three years.

This intent does not replace the formal process of installation of the ARGV by the BOD annually.

Board of Directors term limits: No director shall serve on the BOD for more than six consecutive years.

Governance

Board of Directors Member-at-Large **Position Description**

Effective: 9.16.10

Revised: 7.14.17

The Iowa Public Health Association (IPHA) Board of Directors (BOD) Member-at-Large shall:

Carry out general board member responsibilities:

- Meet to conduct the business of IPHA at least quarterly.
- Exercise the corporate responsibility and fiduciary duties of IPHA consistent with applicable provisions of law.
- Provide for implementation of action and directives taken at annual or special meetings of the membership within prescribed responsibilities.
- Provide for the adoption of financial policies, adoption of the budget for IPHA which incorporates program plans of structural units, and oversight of IPHA funds.
- Establish administrative policies governing the affairs of IPHA.
- Establish committees, delineate their function, and dissolve as appropriate; serve as IPHA BOD liaison to IPHA Committees as requested.
- Decide upon the date and place of the annual meeting.
- Present recommendations regarding matters of policy and procedures; strategic planning, and advocacy.

Term of office: Three years beginning at the close of the election.

Board of Directors term limits: No director shall serve on the BOD for more than six consecutive years.

Governance

Committee Purpose, Composition and Responsibilities

Effective: 7.15.10

Revised: 6.30.15

Committee Purposes

The purpose of the IPHA board committees is to make Board operations more efficient and comprehensive. Committees are comprised of IPHA members that are serving as active volunteers to further the efforts of the organization. All association members have the opportunity to participate on committees. Committees include a combination of standing and ad hoc groups.

Scope of Duties

- Meet in person or electronically to accomplish committee tasks (quarterly for Standing and as needed for Ad Hoc).
- Develop goals and objectives for implementation by the committee that are based upon the IPHA strategic plan.
- Identify potential expenses associated with committee goals and objectives as needed.
- Submit a written quarterly report (using provided template) to the IPHA Board of Directors by due dates established on the report template.
- Work with the assigned board liaison as an active committee member; the board liaison will not serve in the capacity as the chair of the committee.

IPHA Committees (Standing and Ad Hoc)
STANDING
• Membership
• Advocacy
• Education/Program
• Finance
• Communications
AD HOC
• Policy/Bylaws
• Nominating
• Awards

Committee Composition and Responsibilities

Committee membership is open to all current IPHA members. The Board will work to identify individuals with a skill set that will support the efforts of that committee; strive to have representation from each of the four IPHA districts on committees; and seek representation on committees from IPHA sections as appropriate.

The IPHA President will appoint an individual(s) to serve as the Chair/Co-Chairs, and the Board of Directors will approve the appointment. Terms will be for two years. Chairs/Co-Chairs may serve more than one term. Committee composition will be reviewed annually. An IPHA Board member will serve as the committee liaison and link to the board.

All committee members are responsible for:

- Regular participation in committee meetings;
- Being familiar with the committee's purpose, history, current agenda, past meeting minutes, and other committee members (all posted on IPHA website);
- Actively and constructively contributing to discussions and the decision-making processes; and
- Taking action between meetings as needed to make progress on committee issues and projects.

IPHA Committees

Nominating Committee: To serve in the capacity of generating candidates for election to the board. The immediate past-president chairs this committee. Other members include one additional board member and the solicitation of members from across the general membership. The purpose of the Nominating Committee is to prepare a slate of candidates for election to the board. Ballots shall be emailed to the membership at least thirty days prior to the annual business meeting.

Membership Committee: To guide, develop, and monitor membership policies and practices; review and recommend dues levels and categories for different members; develop membership promotional materials, and oversee the renewal and actively promote the recruitment, engagement and retention of members

Advocacy Committee: To identify priority public health issues and recommend content and execution of IPHA's state and federal advocacy strategy. To facilitate the use of various communication tools to ensure grass-roots education and participation in public health advocacy. To engage the IPHA membership and stakeholders in the identification, development and promotion of policy position statements.

Education/Program Committee: To plan the professional development and education of the membership. To engage the membership to identify education needs.

Finance Committee: To advise the IPHA Treasurer in the financial management of the organization related to fiscal health, performance, trends and forecasting and alternative sources of funding. To review and recommend the annual budget to the Board of Directors. To provide guidance and monitor the contract with association management firm. To arrange for and obtain an audit of IPHA by an independent auditor at a frequency as determined by IPHA policy. The work of the Finance Committee in no way displaces the fiduciary obligations of the IPHA Board of Directors.

Policy/Bylaws Committee: To review, prepare and propose amendments, as needed to the IPHA policies and operational procedures. To annually review guidelines (policies and bylaws) and make recommendations to the Board as deemed necessary.

Communications Committee: To direct the IPHA communication strategy and oversee a consistent and active communication program to all stakeholders for program messaging, awareness and branding. Activities may include but are not limited to establishing and coordinating the IPHA speakers' bureau, review and advising on the content and layout of the IPHA website and social media platforms.

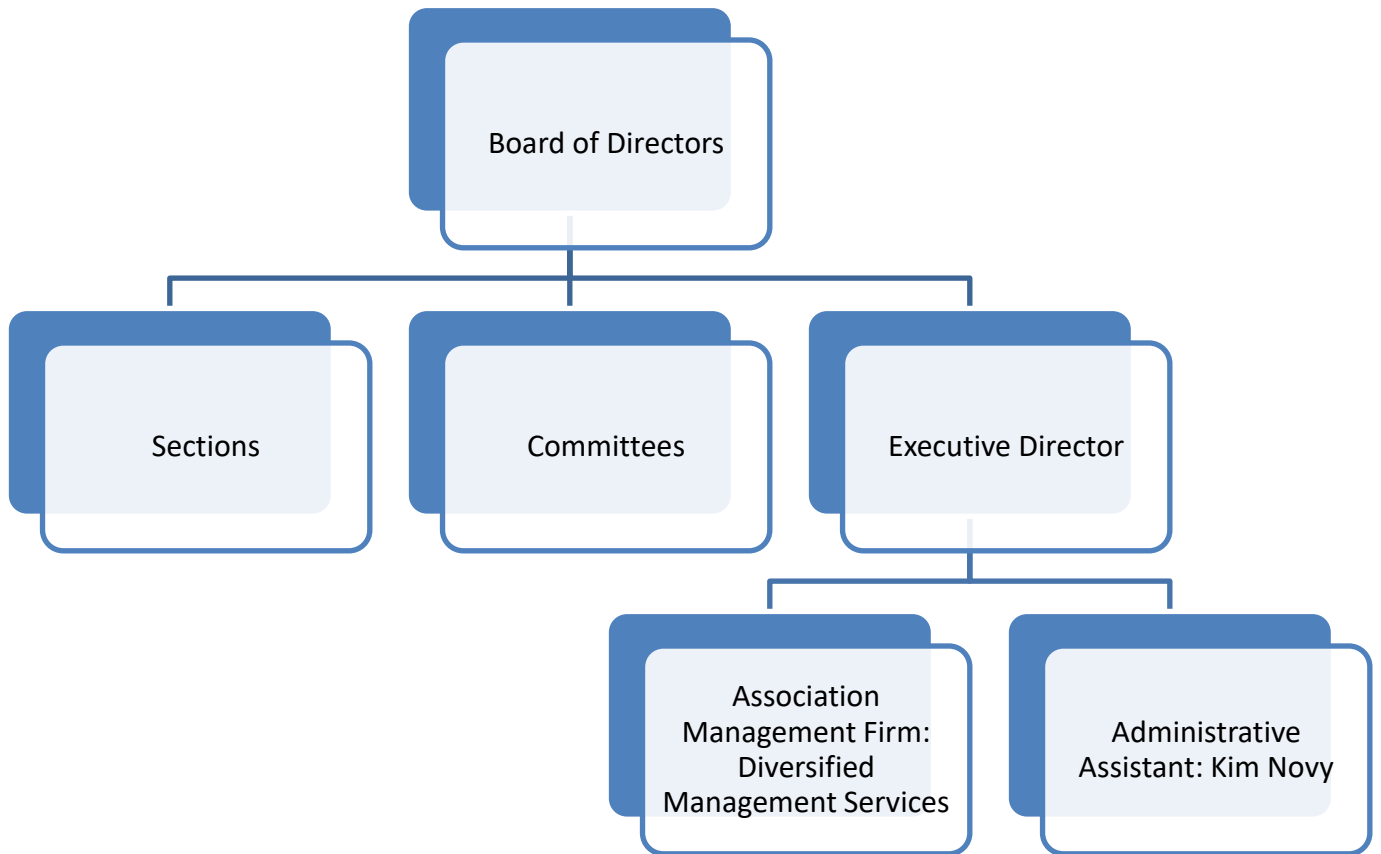
Ad hoc committees: Committees established by the Board of Directors on an as needed basis to complete requested tasks.

Governance

Table of Organization: Board of Directors & Contractors

Effective: 8.25.07

Revised: 5.08.15



Governance

Tax Status: Internal Revenue Service

Effective: 1.25.74


Revised:

Address any reply to: 1114 Market St., St. Louis, Mo 63101

Department of the Treasury

District Director
Internal Revenue Service

Date: JAN 25 1974 In reply refer to AW:CE:338:CHG



StL:ED:74:50

Gentlemen:

▷ Iowa Public Health Association Foundation
State Dept. of Health, Lucas State Office
Bldg.
East 12th and Grand
c/o Peter J. Fox, Secretary
Des Moines, Iowa 50319

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section **170(b)(1)(A)(vi)**.

You are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If your purposes, character, or method of operation is changed, please let us know so we can consider the effect of the change on your exempt status. Also, you should inform us of all changes in your name or address.

3:38
Morning
1-25-74

(Over)

Form I-178 (Rev. 8-73)

Governance

Media Relations Policy

Effective: 2.25.10

Revised:

The Iowa Public Health Association (IPHA) strives to advance its mission by communicating openly and honestly using consistent messages with its constituents, including the media. It is important for all IPHA staff and board members to reinforce these messages.

Only the executive director, board president, or other individual(s) designated by the board are authorized to speak with the media. The executive director and the board designee shall collaborate on message development and coordinate who will handle which press inquiries.

The board or executive committee may agree to approve a resolution, press release, letter to the editor, opinion editorial, etc. on any public issue for which it feels a “voice from IPHA” could improve the public dialogue, and the executive director or board members are encouraged to propose such resolutions for the board’s or executive committee’s consideration. The executive director is authorized to add IPHA’s name to others’ statements, letters, proclamations, etc. which clearly support the mission of IPHA or would positively promote IPHA.

Officers and directors should be cognizant of the fact that they must avoid conflicts of interest and should always ensure that their actions and public statements do not put personal interests above the best interests of IPHA.

Governance

Finance Committee Charter

Effective: 6.14.11

Revised: 9.29.17

The Finance Committee of the Iowa Public Health Association (IPHA) shall monitor the Association's overall financial needs and provide recommendations to the IPHA Board of Directors (BOD). This will include activities associated with budget development, audit, and investment.

The chair of the Finance Committee will be the IPHA Treasurer. The members will be appointed for a staggered two-year term by the IPHA President after conferring with the IPHA Treasurer. Those being appointed will be representative of each of the IPHA districts. The Finance Committee will meet a minimum of four times per year, though meetings do not have to be in-person.

Responsibilities and Duties will include:

- Prepare the annual budget that will be presented to the IPHA BOD by the IPHA Treasurer;
- Identify costs associated with the strategic plan;
- Ensure the preparation and review of necessary financial reports by the fiscal management company with the IPHA Executive Director serving as point of contact with the fiscal management entity;
- Develop and update financial policies for the Association as needed;
- Assure an annual financial review or audit of the financial operations; review and develop recommendations based on the findings;
- Provide oversight of the financial investments and make recommendations to the IPHA BOD;
- Ensure the organization is adequately insured (Directors and Officers and General Liability policies);
- Assure preparation of all tax forms and licenses as required by law.

Term of office: Two years

Governance

Strategic Planning

Effective: 08.25.17

Revised:

The Iowa Public Health Association (IPHA) board of directors (BOD) will identify strategies to achieve its mission and vision.

The IPHA BOD and staff will engage in a formal strategic planning process every three to five years in which they commit to measurable goals and approve priorities for implementation.

The IPHA BOD will commit to revisiting IPHA's strategies on an ongoing basis as the organization's internal and external environments change. Emergent strategy accepts that a realized strategy emerges over time as the initial intentions collide with, and accommodate to, a changing reality. Using this model, IPHA BOD will continually assess its strategies to identify those that are unrealized and might be jettisoned and those that are emerging and need to be incorporated into the deliberate strategy.

The IPHA BOD will tie its strategic initiatives to the agenda for BOD meetings.

Human Resources

Conflict of Interest Policy

Effective: 11.15.07

Revised:

The purpose of this conflict-of-interest policy is to prevent the institutional or personal interests of Iowa Public Health Association (IPHA) board members, officers, and staff from interfering with the performance of their duties to IPHA, and to ensure that there is no personal, professional, or political gain at the expense of IPHA. This policy is not designed to eliminate relationships and activities that may create a duality of interest, but to require the disclosure of any conflicts of interest and the recusal of any interested party in a decision relating thereto.

A conflict of interest may exist when the interests or potential interests of any director, officer, or staff member, or that person's close relative, or any individual, group, or organization to which the person associated with IPHA has allegiance, may be seen as competing with the interests of IPHA, or may impair such person's independence or loyalty to IPHA. A conflict of interest is defined as an interest that might affect, or might reasonably appear to affect, the judgment or conduct of any director, officer, or staff member in a manner that is adverse to the interests of IPHA.

Use of Information

Directors, officers, and staff shall not use information received from participation in IPHA affairs, whether expressly denominated as confidential or not, for personal gain or to the detriment of IPHA.

Disclosure and Recusal

Whenever any director has a conflict of interest or a perceived conflict of interest with IPHA, he or she shall notify the board chair of such conflict in writing.

Whenever any staff member (paid or volunteer) has a conflict of interest or a perceived conflict of interest with IPHA, he or she shall notify the President of such conflict in writing.

When any conflict of interest is relevant to a matter that comes under consideration or requires action by the board, or a board committee, the interested person shall call it to the attention of the board chair and shall not be present during board or committee discussion or decision on the matter. However, that person shall provide the board or applicable committee with any and all relevant information on the particular matter.

The minutes of the meeting of the board or its committee shall reflect that the conflict of interest was disclosed, that the interested person was not present during discussion or decision on the matter, and did not vote.

Dissemination

A copy of this conflict-of-interest policy shall be furnished to each director, officer, and staff member who is presently serving this organization or who may become associated with it.

Certification

The policy and its application shall be reviewed annually for the information and guidance of directors, officers, and staff members, each of whom has a continuing responsibility to scrutinize their transactions and outside business interests and relationships for potential conflicts of interest, and make such disclosures as described in this policy.

Each director will be asked to complete a certification of agreement with the policy and disclosure of any known conflicts of interest upon his or her election or re-election to the board and annually thereafter. As administered by the employee in charge of human resources, each senior staff member will be asked to complete such a certification upon his or her employment and on an annual basis thereafter. All certifications shall be reviewed by the board as appropriate.

**CONFLICT CERTIFICATION FOR IOWA PUBLIC HEALTH ASSOCIATION
Board and Senior Staff**

I have read and agree to abide by IPHA’s Conflict-of-Interest Policy. To the best of my knowledge, I have no conflicts as described in this Policy, except those noted below or on the attached paper.

Signature	Date
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Name (Please Print)	IPHA Position
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Human Resources

Travel

Effective: 7.01.01

Revised: 8.25.05

Individuals traveling on Iowa Public Health Association business, whether in state or out of state, should secure approval from the Executive Committee prior to the travel. The travel advance/expense form shall be submitted before approval is given.

Travel expenses will be approved for IPHA business travel only. Expenses incurred for non-IPHA business shall be the responsibility of the traveler. Travel extended to capture a better value is left to the discretion of the Executive Committee. For instance, travel may be cheaper if the stay is extended over a Saturday night. Air, lodging and per diem costs must be considered.

Executive Committee members are not reimbursed for the cost of travel to board meetings or other IPHA sponsored events (e.g., conferences, trainings).

The IPHA Executive Director may be reimbursed for the cost of travel to conduct business of the Association, participation at conferences and trainings. This person may also seek financial support to attend state-wide public health conferences or meetings and the annual APHA meeting.

Forms:

- (1) IPHA utilizes one form for the following travel-related payments.
 - a. Request for travel: to request approval from the Executive Committee for travel.
 - b. Request for Travel Advance: to request cash and prepaid advances for travel expenses.
 - c. Invoice: to make direct payments to vendors for conference registrations, hotel deposits, etc.; (an actual invoice form does not exist)
 - d. Travel Expense Form: to clear travel advances and to reimburse out-of-pocket travel expenses.

Travel expenses must be itemized on an IPHA official travel expense voucher. By signing the voucher the traveler signifies that the listed expenses are correct and complete and will not be claimed for reimbursement from any other source.

People not on IPHA-related business may accompany, at their own expense, an individual traveling on IPHA-related business. Expenses must be shared. For example a hotel room is shared with a person not on IPHA business shall be reimbursed at the single rate. If the single and double rates are the same, there is no charge for the person who is not on IPHA business travel.

Receipts

Original receipts for airport, rental car, train, hotel, and conference fees and any other single expense of \$25 or more must be attached to the travel voucher. In the event that an original cannot be obtained, a copy must be attached and a reasonable/acceptable explanation for why the original is not available must be provided. Generic receipts (any receipt that does not have a preprinted or stamped conference/hotel/vendor name- are not an acceptable form of payment. If a generic receipt is the only

receipt available, the following additional documentation will be required: 1) Cancelled check front and back, or 2) duplicate check and bank statement (information unrelated to this transaction may be blacked out), 3) credit card statement. Copies of receipts are acceptable.

Transportation:

The method of travel should be indicated on the travel expense voucher.

Recommended annual travel:

The IPHA board of directors shall annually approve a travel budget that includes the following meetings/conferences:

- 1) APHA Annual Meeting (fall): President, APHA Affiliate Representative and IPHA Executive Director. A maximum amount/person should be determined based on meeting location.
- 2) APHA president-elect meeting (spring/early summer): President-Elect. Expenses should be covered by APHA.
- 3) Mileage for IPHA Executive Director. Mileage reimbursement rate should be the current federal rate. Total annual mileage reimbursement should be submitted to the board of directors.

Human Resources

Travel Advance or Expense Reimbursement Form

Date Travel Advance Form Completed: ___/___/___

Name: _____
Address: _____
City, ST Zip: _____

Phone: _____
FAX: _____
Email: _____

THIS FORM SHALL BE USED FOR ALL PAYMENTS MADE FOR TRAVEL BEFORE THE TRIP HAS OCCURRED AND/OR AT THE CONCLUSION.

- Provide copies of all purchase orders, invoices and/or receipts for any travel advances requested. Copies are permitted.
- Receipts for transportation, lodging, food, registration are required for audit purposes (please submit for final reimbursement).

Travel Start Date ___/___/___

Travel End Date ___/___/___

Travel Destination _____

Was the trip approved by IPHA Executive Council: ___ yes ___ no If yes, when: _____

Travel Advance Request	
Transportation:	\$ _____
Lodging:	\$ _____
Food:	\$ _____
Registration:	\$ _____
Other:	\$ _____
Grand Total:	\$ _____

Signature

Date

IPHA Treasurer:

Date Travel Form Received: ___/___/___

Check #: _____

Date Check Mailed: ___/___/___

Date Actual Receipts Submitted: ___/___/___

Human Resources

Paid Time Off

Effective: 03.28.17

Revised:

Paid Time Off

The Iowa Public Health Association (IPHA) offers all regular full-time employees (FTE) and certain part time employees (PTE) paid time off. PTEs are defined as those who work at least 20 hours per week. FTEs and PTEs are offered paid time off to allow for time off with pay for sickness, vacation, or any other obligation requiring absence. The PTO policy is based on the calendar year, defined as January 1 through December 31. PTO is accrued each pay period (twice per month) at the rate specified below. PTO is credited each January 1st and may be used prior to accrual upon approval. PTO taken in advance of actual accrual will be deducted from the employee's final paycheck or upon voluntary or involuntary termination. The PTO balance will be deducted as time off is taken. PTO can be taken in one-hour increments or more.

The PTO balance must be exhausted prior to taking unpaid time off. Supervisor (defined as the IPHA President or designee) has the discretion to approve or deny requests for unpaid time off once the PTO balance has been exhausted. IPHA supervisor reserves the right to send employees home who are ill; use of PTO, if available, will be required in this circumstance as PTO encompasses sick, personal, and vacation time.

The schedule for PTO accumulation for FTEs is as follows:

New employees (regular, full time) will begin to accrue PTO after their 90-day introductory period at a rate of 2.63 hours per pay period. The grandfather clause allows for waiver of 90-day introductory period for current employees. Current employees may assume accrual rate commensurate with years of service.

Scheduled Rate of PTO Accrual

Service with IPHA

2 through 4 Years

5 through 9 Years

10 through 19 Years

20 or more Years

PTO Amount Awarded on January 1st

5.00 hours per pay period (15 days per year)

6.67 hours per pay period (20 days per year)

8.33 hours per pay period (25 days per year)

10.0 hours per pay period (30 days per year)

- Up to two weeks (80 hours) of unused PTO may be carried over into the next year, but must be taken by April 1.
- PTO must be taken in a minimum of one-hour increments.
- The rate of PTO pay will be the employee's regular straight time rate of pay.
- PTO requests should be made thirty (30) days in advance when possible. Requests for time off will be considered based on IPHA workloads and needs.

PTO – For PTEs

Regular PTEs working a minimum of twenty 20 hours per week accrue PTO on a pro rata basis.

PTO Accrual during Leaves of Absence

Employees do not accrue PTO during an unpaid leave of absence or while on Short Term or Long Term Disability leave.

PTO Cash Out:

Employees will be paid for any earned, but unused, PTO upon separation on the usual pay period date.

Employees who voluntarily separate with IPHA will be required to repay the balance of used/borrowed PTO in excess of what has been earned. This amount will be deducted from the final paycheck.

Time Off Procedure

Time-off requests shall be submitted to IPHA President or designee via email. Approved time off shall be reported to Accounting in writing. If PTO is used for an unexpected sick leave, notification must be submitted to the Supervisor.

Holidays

Following the introductory period, employees are eligible for the following paid holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Christmas Eve or New Year's Eve
- One floating holiday to be used at the discretion of the employee (with supervisor approval)

Holidays that fall on Saturday generally will be observed on Friday; holidays that fall on Sunday will generally be observed on Monday.

The rate of holiday pay will be based on straight-time pay rate times the number of hours normally scheduled on the day of the holiday.

Jury Duty

IPHA will excuse employees from work for jury duty or when subpoenaed to appear in court as a witness. 24-hour notice to supervisor along with copies of the subpoena or jury duty notice will be accepted to validate absence.

Bereavement Leave

All regular full-time employees who have completed their introductory period (or those grandfathered in) shall be eligible for paid time off following the death of a spouse, partner or immediate family member.

The bereavement leave policy for FTEs is as follows:

- Up to five (5) days for the death of an immediate family member (step or in-law relationships included), including: parent or legal guardian, child, brother, sister, grandparent, grandchild, mother-in-law, or father-in-law.
- Up to ten (10) days for the death of a spouse.

Leaves of Absence

IPHA recognizes there are times when urgent personal reasons may make it necessary to request an unpaid personal leave of absence for a reasonable period of time. Under such circumstances, a leave of absence may be granted on an individual basis at the discretion of the IPHA Board of Directors. Any available PTO must be exhausted during the leave of absence.

An employee who has not returned to work by the date stated in the terms of the leave of absence or has not secured an extension of the leave in writing, is subject to termination on the date due back at work.

Parental Leave

IPHA will grant employees an unpaid leave of absence for up to twelve (12) weeks or the length of time medically necessary, whichever is less, for the purpose of caring for a new child. Any available PTO must be exhausted during the leave of absence.

Military Leave

Any regular full-time employee who enters Active Duty in the Armed Forces of the United States will be granted a military leave of absence without pay or benefits.

Active military service entered directly from IPHA employment may result from:

- Being drafted
- Being ordered to active duty, or active duty for training when on a reserve status

An individual returning from military service is protected by the provisions of the Uniform Service Employment and Re-Employment Rights Act of 1994 (USERRA). If an employee meets USERRA's requirements, the employee is entitled to re-employment with IPHA.

Any regular, full-time employee, who is a member of a Reserve Component of the Armed Forces of the United States, a member of the National Guard, or Air National Guard will be granted an unpaid two-week leave of absence for annual training duty or for emergency National Guard duty at the call of a state governor. A leave of absence without pay may be granted for any additional time needed to complete annual training or emergency duty.

Glossary of Terms

- Supervisor: IPHA President or designee
- PTO: Paid time off
- FTE: Full-time employee
- PTE: Part-time employee
- IPHA: Iowa Public Health Association
- USERRA: The Uniformed Services Employment and Reemployment Rights Act of 1994
- Accounting: firm managing paycheck distribution
- Grandfather clause: allows waiver of the 90-day introductory period for current employees at the time of IPHA's adoption of this policy. FTEs and PTEs currently employed may assume accrual rate commensurate with years of service.

Human Resources

Executive Director Job Description

Effective: 01.20.17

Revised:

Overview

This position contributes to the growth and development of the Iowa Public Health Association (IPHA) through the development of people, programs, and the management of resources. The executive director works in partnership with the board of directors, staff, members and contractors to provide leadership, vision, and direction for the organization and to develop organizational strategy. The responsibility of the position is to achieve the purpose of the organization as reflected in the mission and vision statements adopted by the board of directors.

Vision: Advancing public health in Iowa.

Mission: To be the voice for public health in Iowa through advocacy, membership services and partnerships.

Function

- Serve as chief executive officer of the organization; report to the board of directors; responsible for leading the organization's success.
- With the board president, enable the board to fulfill its governance function and facilitate the optimum interaction between staff and the board.
- Implements policies approved by the board, manage IPHA's programs and operations, and represent the organization in the community.
- In partnership with the board, direct and formulate the plan for achieving IPHA's mission, strategy, annual goals and objectives.

Responsibilities to the Board

- With the board president, develop meeting agendas to ensure the opportunity for the board to fulfill all responsibilities effectively. Develop an annual calendar to include all critical issues in a timely manner.
- Keep the board and president fully informed on the condition of the organization and all important factors.
- Involve each board member at an optimum level. Stimulate each to reach the highest potential as a board member.
- Work with the board president to ensure effective and efficient volunteer standing and ad hoc structure including composition.

Responsibilities to the Organization's Personnel and Programs

- Assume responsibility for the organization's consistent achievement of IPHA's mission and financial objectives.

- Ensure the organization’s philosophy and mission are pertinent and practiced throughout the organization.
- Ensure that the board adopts a long-range strategy that achieves IPHA’s mission in an appropriate and timely manner.
- Oversee the flow of funds to ensure steady progress toward goals, achievement of the mission, and that proper allocation reflects present and future potential.
- Maintain a climate that attracts, keeps, and motivates top-quality people — both professional and volunteer.
- Formulate and administer all major policies and procedures.
- Comply with all local, state and federal legal requirements.
- Serve as the chief spokesperson for the organization and ensure proper representation to its various constituencies.

Human Resources

Executive Director Performance Evaluation

Effective: 01.20.17

Revised:

The board of directors monitors the executive director to ensure that he or she is competent and effective, including conducting an annual review and appraisal of the executive director's performance.

The annual goals and objectives should be mutually discussed and agreed upon, and should serve as the basis for performance evaluations. The executive committee and executive director should mutually agree on the process of formal performance reviews. The primary purpose of performance evaluations is to help the executive director perform more effectively. Compensation increases can be informed by the evaluation process but should not be the primary purpose for conducting the evaluation. The executive committee also makes recommendations for compensation increases and contract renewal to the board of directors in addition to the evaluation process.

Information Technology

Terms of Use and Privacy Statement

Effective: 9.10.09

Revised:

The Iowa Public Health Association (IPHA) respects the privacy of its members and other visitors to its website. IPHA strongly believes that if electronic commerce and online activities are to flourish, consumers must be assured that information provided online is used responsibly and appropriately. To protect online privacy, IPHA has implemented the following policy.

What Information Does IPHA Collect?

Most data IPHA collects are used only to help IPHA better serve its members and visitors. It is our general policy to collect and store only information that our members and visitors knowingly provide.

From Visitors

IPHA does not collect any information from visitors browsing its website. Visitors to the IPHA website browse anonymously. Only aggregate data – such as the number of hits per page – are collected. Aggregate data are only used for internal analysis and marketing purposes and do not provide any personally identifying information.

We do collect limited identifying information volunteered by visitors to the site through membership applications and publication orders. This information may include name, organization name, phone number, street address and e-mail. IPHA uses this information only for the purposes for which it was provided. We may occasionally allow other allied organizations specific, one-time use of our postal mailing list to provide our constituents with information that is compatible with the IPHA mission. IPHA never rents or sells e-mail addresses. This privacy statement will be updated to reflect any policy revisions.

Credit Card Account Information

When members or visitors provide credit card account information to IPHA or its agents (a credit card processing company, for example) IPHA submits the information needed to obtain payment to the appropriate financial institution. IPHA does not further disclose credit card account information obtained from members or visitors.

How Does IPHA Use Cookies?

IPHA uses cookies only to enable members to access member only data without re-logging in each time.

What Privacy Issues Arise With Links To Other Sites?

The IPHA Web site contains links to other websites. IPHA has no control over and is not responsible for the privacy policies of such sites.

Future Changes to This Policy

From time to time, we may use visitor information for new, unanticipated uses not previously disclosed in our privacy notice. If our information practices change at some time in the future we will post the policy changes to our website to notify you of these changes and provide you with the ability to opt out of these new uses. If you are concerned about how your information is used, you should check back at our website periodically.

Access and Correction of Visitor Data

Upon request we provide site visitors with access to all information that we maintain about them. Consumers can access this information by sending an e-mail to us at the above address. Visitors can have this information corrected by sending us an e-mail at the contact address provided on the IPHA web site.

Information Technology

Website Linkages

Effective: 9.10.09

Revised:

The Iowa Public Health Association (IPHA) maintains a website under the domain www.iowapha.org.

The goal of the IPHA website is to provide quality web resources consistent with the mission of the organization and which promote public health.

The IPHA Information Technology (IT) Committee considers the following questions when deciding to link to a World Wide Website from any of the IPHA web pages. A negative response to a question does not automatically mean that IPHA will not link to the site. However, the final decision does rest in the hands of the IPHA IT Committee.

ALL WRITTEN REQUESTS FOR LINKAGE FROM THE IPHA WEBSITE ARE EVALUATED BASED ON THE FOLLOWING CRITERIA:

- Does the material correlate with the IPHA mission, vision, and strategic plan?
- Is the site material authoritative and a credible public health resource?

IPHA reserves the right to:

- Ask for a reciprocal link to be placed on any website to which IPHA links.
- Change, alter, amend or suspend the linking terms and conditions at any time without prior notice to third parties.

IPHA has provided links to Internet sites maintained by third parties, over which IPHA has no control. IPHA does not endorse the content, operators, products or services of such sites, and IPHA is not responsible or liable for the content, operators, availability, accuracy, quality, advertising, products, services or other materials on or available from such sites. IPHA shall not be responsible or liable, directly or indirectly, for any damage or loss caused or alleged to be caused by or in connection with use of or reliance on any such content, products or services available on or through such sites.

Iowa Public Health Association Guidelines for Third Party Linkage to the IPHA Website

The Iowa Public Health Association (IPHA) maintains a website under the domain www.iowapha.org. Third parties wishing to establish a link to the IPHA website must adhere to the guidelines and criteria set forth here.

- The link shall be so configured that IPHA's Uniform Resource Locator (URL), www.iowapha.org is displayed continuously in a user's browser once the link is completed and through the duration of that user's link.
- Any text-only link must be clearly marked "Iowa Public Health Association."
- Each link created by the third party shall expressly state that such link shall lead to such IPHA website.
- The IPHA website and its appearance and contents shall not be altered, modified, distorted or obscured in any way, through framing or otherwise.

- The names, marks, terms, graphics or other materials on IPHA’s website shall not be used in a manner that is likely to cause confusion with, or dilute the effectiveness of, IPHA’s trademarks and service marks, or to damage the reputation or commercial image of IPHA or any of its products or services.
- Any authority granted to a third party to link its website to IPHA’s website does not authorize the use of any of IPHA’s trademarks. The IPHA logos, trademarks and service marks appearing on its website shall not be used without IPHA’s prior written consent.
- Links to IPHA’s website from third party websites should **not** suggest that the IPHA has any interest or association with the services or operations of the third party, or that the IPHA endorses any of the third party’s causes, ideas, political campaigns, websites, information, products or services.
- Third parties shall not copy, distribute, or otherwise lift any of the contents of any of the IPHA’s website, nor are they authorized to incorporate content of the IPHA website into other websites or media without express written permission from the IPHA, or to use IPHA content for commercial or fundraising purposes.
- IPHA reserves the right to request a reciprocal link to the linking site.
- IPHA has the right to the removal of a link to our site if it can be perceived to be confusing, deceptive, or damaging in any way.
- IPHA asserts the right to reject or later to withdraw third parties’ legal permission to link to the IPHA website at any time.
- IPHA reserves the right to change, alter, amend or suspend the linking terms and conditions at any time without prior notice to third parties.
- IPHA reserves the right to exercise and exhaust any right, privilege or remedy available to it under this Linkage Policy, including, without limitation, instituting legal action and/or taking measures to deny access to any of IPHA’s website from the website of the third party.

The Iowa Public Health Association is an organization committed to the highest ethics and standards, both in fact and appearance. While we make every attempt to regularly monitor links into the IPHA website, the dynamics of the Internet allow for infinite links from one website to another without a site host being aware of the link from another site. Therefore, the IPHA cannot be responsible for content on any website connected via hyperlink to the IPHA website. Upon request, however, IPHA will investigate links to its website and attempt to determine if they are inappropriate or contrary to IPHA’s objectives and mission. In such a case, IPHA will attempt to have the link removed.

For Persons Accessing IPHA’s Website Via Linkage from Another Website

The linkage of any person’s or organization’s website to IPHA’s website shall **not** be deemed or construed to create or imply:

1. Any partnership, joint venture, affiliation, or other relationship between such person or organization and IPHA; or
2. Any endorsement or approval by the Authority of such person or organization or his or its products, activities, or operations.

IPHA makes no representation or warranty with regard to the content or functions on such person’s or organization’s website and shall not be held liable or responsible for such content or functions. Any questions or comments regarding such person’s or organization’s website or the link to IPHA’s website should be directed to such person or organization.

Business Operations

Financial Support

Effective: 6.01.06

Revised: 8.09.12

Objectives

Any corporate reimbursement/coordination activities that the Iowa Public Health Association (IPHA) accepts should advance IPHA's strategic priorities while protecting the interest of the Association. The guidelines can be applied to other types of donors. The goal of these guidelines is to:

- Encourage funding of IPHA without encumbering the Association with gifts that may prove to generate more cost than benefit or that are restricted in a manner that is not in keeping with the goals of IPHA;
- Provide a mechanism for appropriate flexibility and oversight to ensure IPHA could respond as quickly as possible; and
- Ensure that IPHA neither seeks nor accepts funds from organizations whose activities are contrary to the public's health.

Principles for Commercial Support or Donations

1. IPHA will at all times maintain an independent position on public health issues and concerns.
2. IPHA will solicit and accept support only for projects and activities that are consistent with the Association's mission.
3. IPHA will accept funds for informational and educational activities only when the content is approved by IPHA Board of Directors or an independent body of public health professionals designated by IPHA.
4. IPHA will maintain complete control of all funds provided from commercial supporters for educational activities.
5. IPHA will not permit product promotions as part of an activity for which Continuing Education Units (CEUs) are provided.
6. It is the policy of IPHA not to provide product endorsements.
7. Acknowledgments for support will be limited to company name, logos or slogans which are an established part of the supporter's identity, trade names, addresses (mailing and web) and telephone numbers.
8. IPHA's intangible intellectual assets, including the Association's name and logo, will be protected at all times. Donors will not be permitted to use IPHA's name, logo, or membership

list for any commercial purpose or in connection with the promotion of any product, or for any purpose deemed not in keeping with the mission of IPHA.

9. IPHA will be vigilant at all times to avoid any real or apparent conflict of interest in accepting donations.

Guidelines for Gift Acknowledgment

1. Commercial Support – Criteria will be developed and utilized for all products. There can be customized programs for all levels of commercial support. These include social marketing programs, education tracks, luncheon speakers, awards, receptions, refreshment breaks and leadership events.
2. Costs of Acknowledgment – Such costs should be insubstantial to the financial worth of the gift.

Business Operations

Business Credit Card

Effective: 6.29.06

Revised: 8.09.12

Name of Business Cardholder (First, MI, Last):

Requested Credit Limit:

The cardholder agrees to provide on a monthly basis to the IPHA Treasurer or fiscal contractor, an electronically scanned copy of the receipt for all charges to the card, validate their accuracy, and distribute charges to the appropriate account(s). Electronic copies of supporting detailed receipts should be mailed to the IPHA Treasurer or fiscal contractor. Acceptable receipts include invoice, detailed cash or sales receipts, packing slips with dollar amount, subscription or dues forms, conference registration forms, or internet confirmation. All receipts must include supplier name, amount, date and itemized description of items purchased.

As holder of this Business Card, I agree to accept the responsibility for the protection and proper use of the credit card. I agree to be held accountable to the Iowa Public Health Association for all charges made to the credit card and will ensure that the Business Card cannot be used by someone other than me, without my express approval. Should a cardholder terminate employment with the Iowa Public Health Association, or end their service term, the cardholder has the specific obligation to notify the Treasurer, prior to the employee/board member's termination or term end date. The Business Card cannot be transferred to another individual.

I will not use the Business Card to make personal or non-association-related purchases. I understand that the Iowa Public Health Association will audit the use of the Business Card. I will not use the Business Card for restricted purchases as outlined on the back of this form.

I understand that should I make unauthorized purchases with the Business Card or use the Business Card in an inappropriate manner or otherwise violate the Business Card Program Guidelines, I will be subject to disciplinary action, which may include dismissal from employment/board service term. If I use the Business Card improperly, Iowa Public Health Association may deduct from my paycheck or from any other amounts payable to me, an amount equal to the total of the improper purchases. I will allow Iowa Public Health Association to collect any amounts owed by me even if I am no longer employed by Iowa Public Health Association.

If the Association initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by the Association in such proceedings. Should a card be lost or stolen, the cardholder is responsible for notifying the financial institution that issued the card, IPHA Treasurer, and IPHA President in the event of theft.

NOTE: Non-adherence to any of the procedures enumerated in the agreement or user manual will result in revocation of individual cardholder privileges.

CARDHOLDER SIGNATURE (REQUIRED)

DATE

IPHA PRESIDENT SIGNATURE (REQUIRED)

DATE

TREASURER SIGNATURE (REQUIRED)

DATE

Business Operations use only:	
Credit Limit (\$3,000 max)	
Approved By:	Date

CARDHOLDER AGREES THE FOLLOWING ITEMS WILL NOT BE PURCHASED USING THE BUSINESS CARD.

Alcoholic beverages	Leases/rentals
Animals	Telephones & related equipment, including cell phones
Technical services/ professional services	Capital Equipment Radioactive materials/ hazardous materials
*Travel related items (excluding airline tickets, registration fees & hotels for conferences.)	Cash advances
Items for personal use	

*Travel must have advance approval from the board and sufficient funds earmarked in the budget.

Questions concerning Business Card procedures or purchases should be directed to Executive Committee Board. Questions or concerns regarding policy should be directed to IPHA Executive Committee Board.

Business Credit Card Process

The Iowa Public Health Association, in coordination with the selected financial institution will issue the Business Card. The Treasurer of the Iowa Public Health Association will be considered the ‘owner’ of the credit card. Those who are issued a card will be considered ‘employees’ of the Association and will have their own card in their name. A monthly statement for bill cardholders will be mailed to the Treasurer.

An Iowa Public Health Association Agreement form will be given to a qualifying individual and must be completed and returned to the Treasurer with appropriate authorization before the Business Card will be ordered. The Business Card will be mailed to the respective cardholder. At the time of receipt, the individual must sign the back of the Business Card.

The maximum credit limit allowed per card will be \$3,000 unless special approval has been obtained from the Executive Committee Members. The Treasurer or the Association’s fiscal contractor upon receiving the monthly billing statement, will reconcile, with the individual cardholder(s), items to be sure that actual amounts charged for purchases are correct and match the billing statement charges. Discrepancies are the responsibility of the Treasurer and individual cardholder to resolve together.

If there are charges the individual cardholder wishes to dispute, it is the responsibility of the individual cardholder to first contact the supplier to seek resolution. If efforts to resolve the problem directly with the supplier fail, the item in dispute will be charged to the cardholder, the Treasurer will initiate the dispute with the financial institution that issued the card.

The cardholder shall validate, distribute charges to the appropriate account, with supporting detail to the Treasurer. Items returned for credit must be submitted in electronic format to the Treasurer to ensure proper account credits. All documentation should be submitted to the Treasurer by the 18th of the month to be included in the current month’s accounting and eliminate interest rate charges.

Business Operations

Grant Applications

Effective: 10.16.06

Revised: 8.09.12

Grant applications may be initiated by IPHA Board of Directors or IPHA sections using the following process:

Board Approval

A request for approval to submit a proposal must be taken to the BOD prior to being submitted to the grant making entity. The request will contain the following items at a minimum:

- The complete Request for Proposal (RFP)
- A description of the project idea
- A listing of the project partners and their roles/responsibilities
- A budget projection
- An explanation of the IPHA role/responsibilities, by position
- Name and contact information of the initiating person(s) and IPHA role
- Brief rationale for how this project idea will advance the mission and/or strategic directions of IPHA
- Summary of IPHA reporting requirements
- Evaluation plan.

IPHA agrees to allow the use of their Tax ID and supply other materials as may be required (e.g., a list of the Board of Directors, financial information, letter of support).

Upon Board approval, the criteria apply to the grant application:

- The lead person for the proposal shall serve as the point of contact to the funding agency.
- Partnerships should be spelled out in a memorandum of understanding.
- Administrative indirect costs will be negotiated with the BOD when allowed by the granting entity.
- Electronic copies of the (RFP), the final proposal and all reports are to be provided to IPHA Executive Director.
- If personnel are to be hired (or contracted) with grant monies, they are to be supervised by the IPHA entity making the grant application.
- A final project outcome report will be presented to the Board within 90 days after completion of the project and its evaluation.
- Grant materials must contain language that recognizes IPHA's role in the project along with the other partners and any publications resulting from the work will be submitted to IPHA prior to their publication.
- No project development or proposal packaging costs will accrue to the IPHA, unless incurred by IPHA Executive Director. Sections or Committees that have their own funds with IPHA, can use them for this type of an expense.

IPHA Fiscal Management

- IPHA will receive the project funds, dedicate a budget line item, and pay project expenses out of that line item.
- IPHA commits to providing the required fiscal reports. Other requirements will be addressed on a grant by grant basis.
- IPHA will keep these funds separate from IPHA operating funds and will review and audit as separate funds.

Business Operations

Budgeting

Effective: 5.21.09

Revised:

Budgeting

Financial Planning

Budgeting for any fiscal period shall not deviate materially from the mission, goals, and strategies; risk fiscal jeopardy; nor fail to show a generally acceptable level of foresight. Accordingly, the Finance Committee shall develop a budget that

- Contains enough detail to enable accurate projection of revenues and expenses, separation of capital and operational items, cash flow and subsequent audit trails, and disclosure of planning assumptions
- Plans the expenditure in any fiscal year of no more funds than are available or conservatively projected to be received in that period
- Maintains current assets (cash, accounts receivable, prepaid expenses, etc.) at any time to no less than 100 percent of current liabilities (accounts payable, debt due in 12 months, etc.)
- Does not deviate materially from Board-stated priorities and Board-approved budgets (except for grant revenues received during a fiscal year and their related expenditures) without seeking Board approval

BUDGET PROCESS AND REVIEW

The budget process is designed to provide

- A means by which spending limits are set based on expected revenue levels
- A system to allow for procedures to compare actual results to the set spending limits
- A means for setting program priorities and allocating resources to those priorities
- A means for comparison of actual financial results to budgeted amounts and analysis of differences from those budgeted amounts

Preparation of Budget

Prior to the end of the fiscal year, the Treasurer and Finance Committee shall review the financial activity for each of the prior two fiscal years, including actual results of operations for those two fiscal years, mission of the organization, goals, short-term plans, and any other relevant information deemed appropriate.

Approval of Budget

After preparation of the budget for the next fiscal (calendar) year, copies of the budget, proposals for cost reductions (if necessary), and proposals for cost increases (if necessary) shall be sent to all Board members. At the fall in-person Board meeting or the in-person Board meeting closest to the end of the year, the Board shall meet to discuss and approve or reject the budget. If the budget is rejected, the Board shall direct the Treasurer and Financial Management Committee to amend the budget for changes as directed by the Board.

Review of Budget

Once the budget has been set for the fiscal year, the budget shall be included in the accounting system of the Iowa Public Health Association. As monthly financial statements are prepared, a comparison of actual monthly results of operations to budget figures shall also be prepared. The financial statements and budget variances shall be reviewed by the Board. When deemed necessary, the Board shall revise the budget to fund additional services or make allowances for other unbudgeted revenues or expenses.

Business Operations

Capital Expenditures

Effective: 5.21.09

Revised: 8.09.12

Definition

A capital acquisition is an individual asset and/or class of assets that has a useful life of more than one year and a cost of \$5,000 or more.

To the extent practical, capital expenditures for Iowa Public Health Association will be incorporated into the annual budget. The following guidelines will govern the acquisition of all capital expenditures:

- The Board chair or an appointed Board representative must sign all purchase orders over \$2,000.
- The chief executive may acquire capital expenditures specifically identified in the annual budget approved by the Board.
- The annual budget may have some nominal allocation for smaller capital expenditures.
- Items of a capital nature over \$5,000 will be capitalized.
- A fixed-asset inventory of office equipment, computers, and printers will be maintained and adequate insurance will be maintained.

Business Operations

Financial Audit/Review

Effective: 5.21.09

Revised: 8.09.12

Financial Audit/Review

The financial records of Iowa Public Health Association shall be subject to an audit or a financial review prior to a new Treasurer taking office or more frequently, as the Board may request, as grants and other financial obligations may require. The audit or financial review will be conducted by an independent certified public accounting (CPA) firm that has a significant group of nonprofit clients. The Board of Directors is responsible for soliciting bids, interviewing and hiring an accounting firm for the organization. This selection may be made considering recommendations from the Finance Committee.

The accounting firm will not be hired to perform non-financial review services, except for tax preparation and Form 990 preparation and shall not perform substantial services for any officer or director personally.

The accounting firm shall be engaged to present a written report of the audit or financial review findings to the Board of Directors. In addition to the audit or financial review, the CPA prepares a management letter containing recommendations for improvements in the financial operations of the organization. The Board of Directors may request an in-person meeting with the accountant for clarification of any identified issues. The Board of Directors reviews and approves the audit or financial review report and management letter and with input and support from staff and/or the Finance Committee, institutes any necessary changes.

The audit, financial review, or an organization-prepared annual report which includes financial statements will be made available to service recipients, volunteers, contributors, funders and other interested parties. In the years between formal audits or financial reviews, the Iowa Public Health Association shall charge the Finance Committee with performing an internal financial review to assure completeness and accurateness of financial records.

Business Operations

Whistleblower Policy

Effective: 5.21.09

Revised: 8.09.12

The whistleblower policy is intended to provide a mechanism for the reporting of illegal activity or the misuse of the Iowa Public Health Association assets while protecting the employees who make such reports from retaliation.

Questionable Conduct

This policy is designed to address situations in which an employee suspects another employee has engaged in illegal acts or questionable conduct involving the Iowa Public Health Association's assets. This conduct might include outright theft (of equipment or cash), fraudulent expense reports, misstatements of any accounts to any manager or to the Iowa Public Health Association's auditors, or even an employee's conflict of interest that results in financial harm to the Iowa Public Health Association. The Iowa Public Health Association encourages staff to report such questionable conduct and has established a system that allows them to do so anonymously.

Making a Report

If an employee suspects illegal conduct or conduct involving misuse of the Iowa Public Health Association assets or in violation of the law, he or she may report it, anonymously if the employee wishes, and will be protected against any form of harassment, intimidation, discrimination, or retaliation for making such a report in good faith.

Employees can make a report to any of the following the Iowa Public Health Association executives at any time: President or Treasurer. The Iowa Public Health Association will promptly conduct an investigation into matters reported, keeping the informant's identity as confidential as possible consistent with its obligation to conduct a full and fair investigation.

Alternatively, employees can make a report by calling either the Board chair or the Treasurer. Their names and phone numbers are posted on the Iowa Public Health Association's webpage.

No Retaliation

An employee who has made a report of suspicious conduct and who subsequently believes he or she has been subjected to retaliation of any kind by any Iowa Public Health Association employee is directed to immediately report it to the chief executive, the chief financial officer, or the head of human resources as appropriate.

Reports of retaliation will be investigated promptly in a manner intended to protect confidentiality as much as practicable, consistent with a full and fair investigation. The party conducting the investigation will notify the employee of the results of the investigation.

The Iowa Public Health Association strongly disapproves of and will not tolerate any form of retaliation against employees who report concerns in good faith regarding the Iowa Public Health Association's operations. Any employee who engages in such retaliation will be subject to discipline up to and including termination.

Iowa Public Health Association Reporting Procedures

The "whistleblower" procedure is intended to describe the process through which concerns about the possible misuse of the Iowa Public Health Association assets are handled pursuant to the Iowa Public Health Association's whistleblower policy.

1. An employee makes a report of suspected misuse of the Iowa Public Health Association assets by reporting in person to an Iowa Public Health Association executive, or reporting anonymously to the Board chair or the Treasurer.
2. The report is promptly reviewed by the chief executive, as well as the chief financial officer, to determine whether the report constitutes a complaint or a non-complaint, unless one of them is allegedly involved in the misconduct, in which case the report would be reviewed by only one of them. (If both of them are alleged to be involved, the report should go directly to the Board chair.)
 - A *complaint* means any report involving (i) questionable accounting, auditing, financial reporting, or internal controls; (ii) suspected fraud, theft, or improper use of company assets; (iii) a violation of the Iowa Public Health Association's conflict-of-interest policy that results in a financial harm to the Iowa Public Health Association; or (iv) a claim of retaliation against any employee making a good-faith report regarding any of the preceding matters.
 - A *non-Complaint* means a report of any other matter not involving a misuse of the Iowa Public Health Association's assets.
3. If the report is deemed to be a complaint, it will be promptly investigated and forwarded to the Treasurer. If the report is deemed to be a non-complaint, it will be referred to the appropriate executive or manager for follow-up. Some non-complaints may involve serious matters and may require prompt investigation, but may nevertheless not involve misuse of the Iowa Public Health Association's assets.
4. Each complaint is fully investigated, and as far as possible handled so as to protect the privacy of the employee making the complaint. A written report of the outcome of each investigation is prepared and delivered to the Treasurer.
5. The Treasurer decides whether the report involves a matter that is material. If it is deemed material, it is reviewed by the full committee, which may forward it for disposition to the Board or may direct senior management to take actions to resolve the situation. If the report is deemed nonmaterial, it is not reviewed by the committee but is instead addressed by the chief financial officer, as appropriate.

Business Operations

Fiscal Controls

Effective: 5.21.09

Revised: 8.09.12

Accounts

The Iowa Public Health Association shall maintain its accounts in financial institutions that are federally insured. All funds received by the Iowa Public Health Association shall be deposited at least bi-monthly. Funds will remain secure in a locked cabinet while waiting for deposit. All nonproductive funds shall be invested in accordance with the investment policy established by the Board.

Authorization

Authorization for signatures necessary on contracts, checks, and orders for payment, receipt or deposit or withdrawal of money, and access to securities of Iowa Public Health Association shall be provided by resolution of the Board.

Any individual authorized to purchase goods and/or services for the organization shall follow the procedures set forth in the Iowa Public Health Association's fiscal policies.

Budgeting

The Finance Committee shall be responsible for reviewing and recommending an annual operating budget to the Board for approval.

The Board shall be responsible for adopting the annual operating budget. No expense shall be incurred in excess of the total budgetary appropriations without prior approval of the Board.

Credit Card

The Board has the authority to approve the establishment of a charge account in Iowa Public Health Association's name, including the credit limit.

The Finance Committee has the responsibility to establish and enforce written procedures for the use of all open charge accounts and credit cards. The Finance Committee will review all credit card procedures on an annual basis.

Business Operations

Investment

Effective: 5.21.09

Revised:

It is the policy of the Board to treat all assets of the Iowa Public Health Association, including funds that are legally unrestricted, as if held by the Iowa Public Health Association in a fiduciary capacity for the sake of accomplishing its mission and purposes. The following investment objectives and directions are to be judged and understood in light of that overall sense of stewardship. In that regard, the basic investment standards shall be those of a prudent investor as articulated in applicable state laws.

Investment Assets

For purposes of these policies, investment assets are those assets of the Iowa Public Health Association that are available for investment in the public securities markets as stocks, bonds, cash, or cash equivalents, either directly or through intermediate structures. Illiquid assets are described in the Iowa Public Health Association's gift acceptance policies, and are governed by those rules and not by these investment policies.

Purpose

The Board of Directors shall invest the Iowa Public Health Association's short-term funds in such a way as to maximize return while protecting principal and will follow the guidelines listed below.

Policy

The Finance Committee on a regular basis should review investment activity.

When held in commercial bank, investment of the Iowa Public Health Association funds should not exceed \$100,000 in any one institution for federal insurance purposes, unless approved by the Board.

Accounts such as interest-bearing checking accounts, money market accounts, certificates of deposit, investment-grade commercial paper, and government securities are to be the primary investments. Investing in any other type of investment vehicle requires prior approval by the finance or investment committee.

Investments should be limited in term. The Board of Directors must approve any investments with a term longer than two years.

Within guidelines, maximum interest rates shall be sought, with the maturity of the investments governed by expected cash needs.

All securities are to be written in the name of the Iowa Public Health Association.

Business Operations

IRS Form 990

Effective: 5.21.09

Revised: 8.09.12

The Treasurer shall ensure that tax payments and other government-ordered payments or filings are filed in a timely and accurate manner.

The Treasurer shall sign and certify that the IRS Form 990 is accurate and complete.

The Board of Directors shall review and approve the IRS Form 990 annual tax filing prior to submission.

Consistent with the requirements of §6104(d) of the Internal Revenue Code and the regulations there under, copies of the organization's Form 990 shall be made available, upon request, in a timely manner, and subject to the charges permitted by law to any individuals who request it.

Business Operations

Risk Management

Effective: 5.21.09

Revised: 8.09.12

The Iowa Public Health Association is committed to protecting its human, financial, tangible, real estate, and goodwill assets and resources through the practice of effective risk management. The Iowa Public Health Association's Board of Directors and management are dedicated to safeguarding the safety and dignity of its paid and volunteer staff, its clients, and anyone who has contact with the organization.

Asset Protection

The Board of Directors shall adequately protect and maintain from unnecessary risk Iowa Public Health Association assets. Accordingly, the Board shall

- Insure against theft and casualty losses of tangible personal property and against liability losses to Board members, staff, or the organization itself at no less than minimally acceptable prudent levels
- Have sufficient employee dishonesty insurance and directors' and officers' liability insurance for personnel with access to material amounts of funds
- Ensure office and equipment is not subjected to improper wear and tear or insufficient maintenance
- Protect the organization, its Board, and staff from exposure leading to claims of liability
- Protect intellectual property, information, and files from loss or significant damage
- Seek bids or demonstrate other prudent methods for any purchases over \$10,000 and protect against conflicts of interest
- Receive, process, or disburse funds under financial controls that meet the Board-appointed auditor's (or other grant) standards
- Invest or hold operating capital in secure instruments, such as insured checking accounts and interest-bearing accounts (except when necessary to facilitate ease in operational transactions or where restricted by the funder)
- Acquire, encumber, or dispose of real property only with Board approval, with the price set on any property to be disposed of following either a formal market appraisal or analysis of comparable properties by at least two reputable realtors in that market
- Not endanger the organization's public image or credibility, particularly in ways that would hinder its accomplishment of mission

Business Operations

Event Fiscal Management

Effective: 8.20.09

Revised:

Fiscal Agent Duties and Responsibilities

The role of fiscal agent for groups and partnerships assumes the financial management of activity funds according to general accounting principles and standards. As fiscal agent for conferences, focus group projects and grants, the IPHA finance committee recommends the following fiscal agent procedures to guide the financial management of partnership monies.

IPHA (Board and Executive Committee) agrees to function as fiscal agent;

- Will provide a line item conference account in the monthly association financials,
- Will provide financial committee oversight tracking revenues and expenditures,
- Will include these funds in financial review and audit routines, and
- Will provide reports to the association BOD and the Planning Committees as appropriate.

IPHA Finance Committee will create financial books and Conference Accounts/Event Accounts and populate that account with the agreed upon funds to initiate planning each year.

Ninety (90) days after the conference/event is completed, IPHA will close the conference/event account, establish a start-up fund for the next year's event (if applicable), and divide the remaining revenues (or deficit) among the funding partners.

Any late revenues accruing to the account will be added to the existing conference account for the next year's event.

Any late bills will be reviewed by finance committee and sent to the Executive Committee/BOD for approval to pay out of the existing conference account (As per IPHA fiscal policies).

Revenues pledged to the Conference should arrive before the end of the conference. Should a pledge arrive after the conference books are closed, those funds go into the next year's conference account.

Registrations not paid by the time the books are closed are considered costs of the conference and they diminish the revenue divided at the end. If late registration revenue is paid after the books are closed, they go into the next year's conference accounts.

IPHA will not chase outstanding sponsorship pledges or registration bills. It is the responsibility of the planning committee to assure that pledges and registration bills, and exhibit bills are paid.

IPHA Finance Committee will provide an event fiscal report at the first planning meeting following the close out of the conference books. Following that report and a report to the Executive Committee/BOD the revenue funds (minus next conference start up funds) will be divided and checks cut to the partners. The accounts will then be prepared for the next year's event fiscal activity.

Business Operations

APHA Region VII Membership Dues

Effective: 9.26.14

Revised:

Region VII: Missouri, Iowa, Nebraska and Kansas (MINK)

Membership Dues for each MINK affiliate will be \$200 annually. The hosting affiliate for that year's MINK meeting will invoice other affiliates in January of each year. The payment should be sent to the Affiliate responsible for that year's MINK annual meeting. The funds will be used for MINK activities as approved by MINK leadership group. These dues allow for a reciprocal agreement between the affiliates members including but not limited to:

- 1) Member rates at conferences/workshops/meetings sponsored by any of the MINK affiliates (when applicable)
- 2) Access to webinars hosted by the affiliate
- 3) Job postings at no charge as submitted via the designated MINK contact
- 4) Other items yet to be determined

Business Operations

Purchase of Services

Effective: 08.13.15

Revised:

Definition

The Association may enter into an agreement with another entity to provide services in return for appropriate compensation.

Items to be considered in a service agreement include but may not be limited to:

1. Purpose of the service agreement
2. Duration of the service agreement
3. Scope of work delineating services to be provided by IPHA
4. Compensation including pricing of services and billing procedures to assure that IPHA is appropriately compensated for expenses for this provision of services
5. Termination clause
6. Agreed upon schedule of reports
7. Description of required documentation
8. Indemnification clause to protect IPHA's assets, board of directors and staff against legal claims

Examples of services which IPHA might contract to provide include:

- Webinar coordination
- Online event registration
- Online credit card payment processing for events
- Online surveying
- Coalition coordination

Business Operations

Fiscal Sponsorship

Effective: 08.13.15

Revised:

Definition

The Association may decide to serve as the fiscal sponsor for another project/organization. The term “Fiscal Sponsorship” describes an arrangement between a non-profit organization with 501(c) (3) tax exempt status (IPHA) and a project/organization that **does not** have 501(c) (3) status. Fiscal sponsorship permits the tax-exempt sponsor (IPHA) to accept funds restricted for the sponsored project/organization on the project/organization’s behalf. IPHA, in turn, accepts the responsibility to ensure the funds are properly spent to achieve the project/organization’s goals. This arrangement is useful for new projects/organizations that want to test the waters before deciding whether to seek their own 501(c) (3) tax exempt status as well as temporary projects or coalitions that are looking for a neutral party to administer their funds.

As the Sponsor, IPHA may accept grants and donations on behalf of the sponsored project/organization and acts as a guardian of the funds for a project that does not have 501(c) (3) status.

The IRS has a strict policy against the use of “conduits”. If the elements of fiscal sponsorship are not present, then a donation of funds to a fiscal sponsor earmarked for the project/organization will be treated as a donation from the donor directly to the non-exempt project/organization and will not be tax-deductible to the donor. To avoid this result, as the Sponsor, IPHA must have complete discretion and control over the funds. This means IPHA must be legally responsible for the funds to ensure that payment of funds to the sponsored project/organization is made to further IPHA’s own tax-exempt purposes.

If entering into a fiscal sponsorship with another party, IPHA will meet the following IRS requirements:

1. Funds must be used for specific projects in furtherance of the IPHA’s own tax-exempt purposes;
2. IPHA must retain ultimate control and discretion over any funds given to project/organization and is ultimately responsible for the project/organization;
3. IPHA must maintain records establishing that the funds were used for 501(c)(3) purposes; and
4. The project/organization should either be short term or the non-exempt project/organization should be actively seeking its own tax exempt status.

Thus, the fiscal sponsorship agreement must clearly establish these responsibilities and relationships in order to minimize potential future disputes. The agreement will address:

- Fiscal sponsorship fees to assure that IPHA is appropriately compensated for expenses for this provision of services;
- Description of required documentation;
- Indemnification clause to protect IPHA’s assets, board of directors and staff against legal claims;
- Requirement that IPHA review and pre-authorize all grant applications submitted by the party; and
- Prohibition of activities or use of funds restricted by the party’s 501c3 status or which might in any way jeopardize IPHA’s tax-exempt status.

Business Operations

Operating Reserve Policy

Effective: 12.11.18

Revised:

The purpose of this Operating Reserve Policy is to build and maintain an adequate level of unrestricted net assets to support the day-to-day operations of the Iowa Public Health Association (IPHA) in the event of unforeseen shortfalls. The reserve may also be used for one-time non-recurring expenses that will build long-term capacity. IPHA intends for the operating reserves to be used and replenished within a reasonable period of time.

The Operating Reserve Fund is defined as the designated fund set aside by action of the Board of Directors. The target minimum Operating Reserve Fund is equal to six (6) months of average recurring operating costs as determined by the average monthly expenses of the annual budget. The operating reserve fund target minimum will be calculated each year after approval of the annual budget. These reserves will be reported to the Finance Committee and Board of Directors, and included in the regular financial reports.

The Operating Reserve Fund will be recorded in the financial statements as Board Designated Operating Reserve. Operating reserves will be available in cash or cash equivalents and will be comingled with the general cash and investment accounts.

The Operating Reserve Fund will be funded with surplus unrestricted operating funds. The Board of Directors may, from time to time, direct that specific sources of revenue be set aside for operating reserves. Examples may include one-time gifts or bequests.

The Executive Director will identify the need for access to reserve funds and confirm that the use is consistent with the purpose of the reserves as described in this Operating Reserve Policy. Authority for use of up to \$1,000 of operating reserves is delegated to the Executive Director in consultation with the Treasurer. The use of operating reserves will be reported to the Board of Directors at their next scheduled meeting, accompanied by a description of the use of funds, and plans for replenishment to restore the Operating Reserve Fund to the target minimum amount. The Executive Director must receive prior approval from the Board of Directors for use of operating reserves in excess of \$1,000.

The Executive Director and the Treasurer will provide quarterly reports to the Finance Committee and Board of Directors of progress to establish or restore the fund to the target minimum amount.

Business Operations

Underwater Endowment Policy

Effective: 12.11.18

Revised:

The Iowa Public Health Association (IPHA) considers a fund to be underwater if the fair market value of the fund is less than the sum of (a) the original value of initial and subsequent gift amounts donated to the fund and (b) any accumulations to the fund that are required to be maintained in perpetuity in accordance with the direction of the applicable donor gift instrument. IPHA complies with the New York Prudent Management of Institutional Funds Act (NY-PMIFA), an enacted version of the Uniform Prudent Management of Institutional Funds Act (UPMIFA), and has interpreted UPMIFA to permit spending from underwater funds in accordance with the prudent measures required under the law. IPHA has no underwater endowment funds as of December 31, 2018.

Decision Tree: Legislative Activity **Supports/Endorsements**

Effective: 3.02.06

Revised:

The purpose of the decision tree is to facilitate an organized, quick response to legislative activity surrounding issues of public health. Steps to activate the decision tree are as follows:

Anyone (either within IPHA or outside of the association) wishing to activate the legislative resources of IPHA should contact the IPHA Legislative Committee chair. Requests should include an e-mail summary of the legislative issue, a history of the issue, why IPHA support is being sought, a draft letter of support, and any timelines which are critical to meet.

- a. If the substance of the request is substantially in agreement with a current documented position of IPHA, the Legislative Committee chair shall follow through on the request, which may consist of emailing membership of an advocacy opportunity or otherwise directly engaging legislators or other decision makers on the issue.
- b. If IPHA does not have a current documented position in support of the request, the Legislative Committee chair shall contact the President of IPHA about the request. The President shall engage the Board of Directors (BOD) of the Iowa Public Health Association to determine whether the association will support/endorse the legislative issues. The President will e-mail the BOD asking whether to support or oppose the initiative. The attached e-mail summary will be included. Then each member of the BOD is to reply back to the President within 24 hours if possible. A decision will be made once a majority of the BOD has replied. The President will respond to the requestor and the IPHA Legislative Committee chair regarding the outcome of the request.

Membership

Member Communication: Access to IPHA Email List

Effective: 3.02.06

Revised:

The e-mail distribution list for the association is for conducting the business of the association and will not be distributed. The primary contact for use of the IPHA membership e-mail list will be the association executive director. Members or non-members of IPHA shall contact the executive director when wishing to communicate with the broad membership of the association. The executive director shall contact the President regarding the requested use of the e-mail list. Upon the approval from the President, the executive director shall initiate the communication. When the executive director is not available, the President and President-elect of the association shall initiate the approved communication.

Membership

Membership Conflict of Interest

Effective: 2.09.12

Revised:

Members or applicants who present perceived or actual conflicts of interest with IPHA's mission will be reviewed at the discretion of the IPHA Board of Directors.

Iowa Governor's Conference on Public Health Planning Committee Operations Policy

Adopted: 5.28.15

Rev. 6.17.15

The *Iowa Governor's Conference on Public Health (IGCPH) Planning Committee Operations Policy* is intended to document the history and outline current management of the conference in order to provide continuity of operations from year to year as organizations and IGCPH Planning Committee Members and the conference coordinator transition.

This document and all operations policies and forms related to the IGCPH may be obtained from the Iowa Public Health Association.

Background

The Iowa Environmental Health Association (IEHA) and the Iowa Public Health Association (IPHA) are the lead organizations for the IGCPH. As such, IEHA and IPHA assume the legal, fiscal and committee leadership roles and responsibilities. This partnership was established in 1985 when they merged the IEHA spring conference and the IPHA annual conference to create the Iowa Public Health Conference. The assets of these two conferences were merged into one financial account. IPHA serves as the fiscal agent of this account.

The Iowa Public Health Conference added partners in the interest of decreasing the travel and expense for Iowa's professional communities and to accommodate funder requirements for convening and delivering programmatic training.

In 2009 the Iowa Department of Public Health entered into an MOU with IEHA and IPHA which transferred the assets and name of the Governor's Conference on Public Health (Barn Raising) to IEHA and IPHA. The deliverables of this MOU were successfully met, and the new conference became the Iowa Governor's Conference on Public Health.

In 2015, the boards of directors of IEHA and IPHA moved to formalize the legal, fiscal, and conference leadership by entering into an MOU and formalizing the framework of the conference. This reflects sound business practices and provides for continuity of conference operations despite transition of committee leaders, planning members and contractors.

IGCPH Purpose

To create a forum in which participants receive new information, share resources, and connect with Iowa's environmental and public health professionals, advocates and partners. The conference leaders and planning committee members are committed to producing an event which represents the evolving practice and diversity of disciplines and professional interests of Iowa's environmental and public health community.

IGCPH Conference Structure



Note: The IGCPH Planning Committee may establish ad hoc committees to support the planning of the conference. All ad hoc committees will report to the conference leadership, IEHA and IPHA.

Consideration of Additional IGCPH Planning Committee Organizations

The intent of the IGCPH Planning Committee is to be inclusive rather than exclusive and remain consistent in the process for bringing on new partners. Proposed partners must be invited by IEHA and IPHA and endorsed by consensus of the existing IGCPH Planning Committee Members based on the following criteria:

- Governmental or nonprofit organization whose mission supports environmental and public health in Iowa
- Commitment to a one-time, non-refundable investment of \$500
- Commitment to consistent staffing of two designated IGCPH Planning Committee Members for the conference year
- Annual completion of the Planning Committee Member Annual Participation Commitment Form

Entities who do not meet these established partnership criteria may opt to apply as a conference exhibitor or sponsor.

If IGCPH Planning Committee Members wish to be a sponsor, that is a separate commitment and is addressed through the same process any entity follows to become a conference sponsor.

IGCPH Planning Committee Member Responsibilities*	IEHA/IPHA	Conference Coordinator	Planning Members
Budget/fiscal decisions	X		
Venue review	X		X
Venue selection and contract execution	X		
Fiscal agent (note: IPHA is designated fiscal agent per MOU)	X		
Coordinator contract execution and oversight	X	X	
Planning calendar	X	X	X
Conference theme selection	X		X
Presenter recommendation (plenary, concurrent, poster)	X		X
Call for abstracts (review and selection)	X		X
Sponsor recruitment	X	X	X
Exhibitor recruitment	X	X	X
Advertiser recruitment	X	X	X
Marketing (materials and distribution)	X	X	X
Pre-conference brochure review and distribution	X	X	
Conference program review and distribution	X	X	
Maintain annual participation commitment forms	X		
Coordination of individual organization annual meeting	X		X
Coordination of individual organization annual awards	X		X
Staffing registration	X	X	X
Session moderation	X		X
Conduct conference evaluation		X	
Review and implementation of conference evaluation design and findings	X		X

***Note:** This chart denotes the entity(ies) accountable for the assurance of each responsibility. It is not an exhaustive list of the tasks required for a successful conference. Rather it is a tool to clarify roles. It is expected that specific tasks within each responsibility may be delegated to the Conference Coordinator. Additional detail on the Conference Coordinator responsibilities will be reflected in the annual contract for this position. As the fiscal agent, IPHA will execute the contract for the conference coordinator; however, this contractor will be responsible to IEHA and IPHA as the conference leadership.

IGPCH Planning Committee Benefits	IEHA/IPHA	Planning Members
Revenue generation	X	
Allocation of content for two concurrent sessions	X	X
Complementary exhibit	X	X
Organization publicity	X	X
Annual meeting venue	X	X
Awards presentation venue	X	X

IGCPH Planning Committee Commitments	IEHA/IPHA	Planning Members
Conference expense (net revenue, loss, liability)	X	

Committee meeting (2 representatives and 1 vote per organization)	X	X
Initial one-time planning member investment (\$500)	X	X
Approval of new planning member organizations	X	X
Coordination of individual organization's annual meeting	X	X
Coordination of individual organization's annual awards	X	X
Staffing registration	X	X
Session moderation	X	X
Conference marketing and promotion	X	X

Appendix

By Laws of the Iowa Public Health Association Foundation

Revised: 4.11.17

Article I: Name

This organization shall be known as the Iowa Public Health Association Foundation, doing business as the Iowa Public Health Association (IPHA). The principal office of the Iowa Public Health Association, a nonprofit corporation incorporated under the laws of the State of Iowa, shall be in the State of Iowa. IPHA shall have and continuously maintain a registered office in the State of Iowa and the Board of Directors shall appoint and continuously maintain in service a registered agent, having a business office identical with the registered office.

Article II: Vision, Mission, and Purpose

Vision: Advancing public health in Iowa

Mission: IPHA is the voice of public health in Iowa through advocacy, membership services and partnerships.

Purpose: To advocate for public health and support its members by providing networking opportunities, education, training, and leadership opportunities

Article III. Membership

A. Membership Privileges

Membership in IPHA is a privilege and is achieved by compliance with the bylaws.

1. Any member shall be eligible to hold office and committee appointment in IPHA; to vote on all matters in his/her primary section; and in the election of the board of directors.
2. All members may declare his/her affiliation with a Section of IPHA.
3. All members may participate on committees of the Board of Directors.

B. Membership Categories

1. **Individual Membership**
Individual Members shall be persons professionally engaged or with an interest in public health in Iowa.
2. **Student Membership**
Student Members shall be individuals who are students with an interest in public health, enrolled in an institution of higher learning, and be registered as a part-time or full-time student.
3. **Honorary Membership**
Honorary Members shall be individuals who have rendered special services to the cause of public

health. Such members may serve the Association in any manner mutually agreeable to themselves and the Board of Directors. The Nominating Committee submits candidates for membership in this category. The Board of Directors approves the conferring of honorary membership, with no more than two such memberships conferred in any one year.

4. Retired Membership

Retired Members shall be individuals who are retired from active public health practice.

5. Agency Membership

Agency Members are governmental or private, nonprofit organizations providing or promoting population health.

6. Corporate Membership

Corporate Members shall be for-profit businesses interested in supporting the Association.

C. Membership Terms

1. IPHA dues shall provide membership in the Association for a membership term of 365 days.

2. Honorary membership shall be for life.

3. Members or applicants who present a perceived or actual conflict of interest with IPHA's mission will be reviewed at the discretion of the IPHA Board of Directors.

D. Membership Termination

1. Non-payment of dues shall be cause for discontinuance of membership.

2. Any member may be removed by the Board of Directors upon two-thirds (2/3) vote of the entire Board of Directors when it is in the best interest of IPHA. Such member shall be given notice of said meeting at which a decision for removal is to be made, and shall be given an opportunity to be heard prior to the final decision. The Board of Directors may provide for subsequent reinstatement.

Article IV. Meetings

There shall be at least one general membership meeting for general association business annually. The meeting notice will occur at least fifteen days in advance of the meeting. Business sessions of IPHA shall be conducted in accordance with Robert's Rules of Order.

Article V. Fiscal Year

The fiscal year shall be January first through December thirty first.

Article VI. Dues

A. Dues for each fiscal year shall be determined by the Board of Directors and shall be remitted according to their policy.

B. Nonpayment of dues shall be a cause for discontinuance of membership.

C. Honorary members shall be exempt from dues.

Article VII. Officers

The officers of IPHA shall be a President, President-Elect, , Secretary, and Treasurer. The Officers shall have all the powers of the Board of Directors to transact business between Board meetings. All transactions of this Executive Committee shall be reported in full at the next regularly scheduled meeting of the Board of Directors. The Officers will provide staff oversight of any personnel or contract services and other immediate administrative details.

Article VIII. Terms of Office

The terms of the Board of Directors shall begin at the close of the election and shall be defined in IPHA policy per position descriptions.

Article IX. Board of Directors

A. Composition

There shall be a Board of Directors comprise of the President, the President-Elect, the Secretary, the Treasurer, the Affiliate Representative to Governing Council of American Public Health Association (APHA), and Members-at-Large reflecting Iowa’s Congressional districts.

B. Functions of the Board of Directors

1. Meet to conduct the business of IPHA at least quarterly
2. Exercise the corporate responsibility and fiduciary duties of IPHA consistent with applicable provisions of law
3. Provide for implementation of action and directives taken at annual or special meetings of the membership within prescribed responsibilities
4. Provide for the adoption of financial policies, adoption of the budget for IPHA which incorporates program plans of structural units, and oversight of IPHA funds
5. Establish administrative policies governing the affairs of IPHA
6. Establish committees and other work groups, delineate their function, and dissolve as appropriate
7. Decide upon the date and place of the annual meeting
8. Present recommendations regarding matters of policy and procedures; strategic planning, and advocacy
9. Additional duties may be specified in position descriptions as adopted by the Board of Directors

Article X. Committees

All committees serve at the pleasure of the Board of Directors and are subject to any directives, policies or procedures imposed by the Board of Directors.

Committees may be standing (e.g., Nominating, Membership, Advocacy, Finance, Education/Programming, Development and Marketing) or other ad hoc committees formed as needed.

Article XI. Quorums

A quorum of the Board of Directors shall consist of a majority of the board. A quorum of the Executive Committee shall consist of a majority of the Officers.

Article XII. Sections of the Association

A. Purpose

Sections provide an opportunity for members to pursue specific professional interests within the large, multi-disciplinary structure of the Association. They develop the technical and scientific foundations for Association activities; colleagues work together in these groups to develop policy statements, advise on publications and reports, and help develop the content and structure of the annual educational conference.

B. Status

1. A minimum of ten (10) interested members is required for the establishment of a new section.
2. A Section can only be established with approval of the Board of Directors.
3. A Section may be disestablished automatically when its membership drops below 10 members as recorded at the end of the fiscal year.
4. The Board of Directors may disestablish a Section for reasons other than low membership. When the Board of Directors is considering disestablishment of a Section, that Section will be provided the opportunity for a hearing to present information regarding why the Section should not be disestablished.
5. Membership in a Section is voluntary, but only those members who have declared an affiliation with a Section are allowed to vote on matters of the Section.
6. Individual members may attend any Section meeting as a non-voting member.

C. Duties

Sections shall develop a description of the purpose of the Section, provide for an annual election of a non-voting Section Chair, and provide for an annual meeting for members of the Section. Section responsibilities:

1. Establish and submit an action plan to the Board of Directors for approval each year.
2. Provide an annual report of Section activities to the Board of Directors of the Association.

D. Budget

Sections may establish a budget for each fiscal year. Each Section is accountable to the Association for Section funds and may request funds from the Association. Sections may sponsor events with the approval of the Board of Directors. IPHA will be provided a negotiated percentage of the revenue from those events.

Article XIII. By Laws Amendments

These by laws may be amended by a two-thirds vote of the members present at an annual meeting, providing that notice of the proposed amendment has been given in writing to the membership at least fifteen days before

the annual meeting. By laws may also be amended electronically throughout the year if at least 50% of the membership responds to the request and 2/3 of responses received approve the proposed changes.

Article XIV. Elections

- A. The Board of Directors of the Association shall be elected by majority vote annually. Voting shall be conducted by electronic ballot. Notice of nominations by the Nominating Committee shall be provided to the membership by December 15. Write-in candidates will be allowed in the event that there are an insufficient number of candidates to fill open Board of Directors positions. Elections shall occur during the month of January.
- B. Results of the election shall be announced to the membership within 10 business days following the close of the election. The Board of Directors shall elect Officers during its meeting immediately following annual elections.
- C. Nominees must be a member of the Association for at least one year to be eligible for office.
- D. A vacancy in the office of President shall be automatically filled by the President-Elect, who shall complete the unexpired term of President. Any vacancy on the Board of Directors shall be filled through appointment by the President and approval of the Board of Directors.

Article XV. Publications and Properties

Any publications of IPHA shall be issued under the direction of the Board of Directors. The Board of Directors shall act as trustees of the properties of IPHA.

Iowa Public Health Association Committee Report to Board of Directors



Committee Name:

Committee Chair (Co-Chairs):

IPHA Board Liaison:

Committee Members:

Date Submitted:

Report to be submitted to IPHA Executive Director (iowapha@gmail.com) quarterly as follows:

Q1 (Jan. – Mar.): April 15th | Q2 (Apr. – Jun.): July 15th | Q3 (Jul. – Sep.): October 15th | Q4 (Oct. – Dec.): January 15th

Summary of Committee Work for the Quarter. Insert additional rows as needed		
Activity	Outcome	Identify Linkage to IPHA Goals (see attached figure)
		<input type="checkbox"/> Goal 1: Organizational Capacity Building <input type="checkbox"/> Goal 2: Education and Advocacy <input type="checkbox"/> Goal 3: Member Services
		<input type="checkbox"/> Goal 1: Organizational Capacity Building <input type="checkbox"/> Goal 2: Education and Advocacy <input type="checkbox"/> Goal 3: Member Services
		<input type="checkbox"/> Goal 1: Organizational Capacity Building <input type="checkbox"/> Goal 2: Education and Advocacy <input type="checkbox"/> Goal 3: Member Services

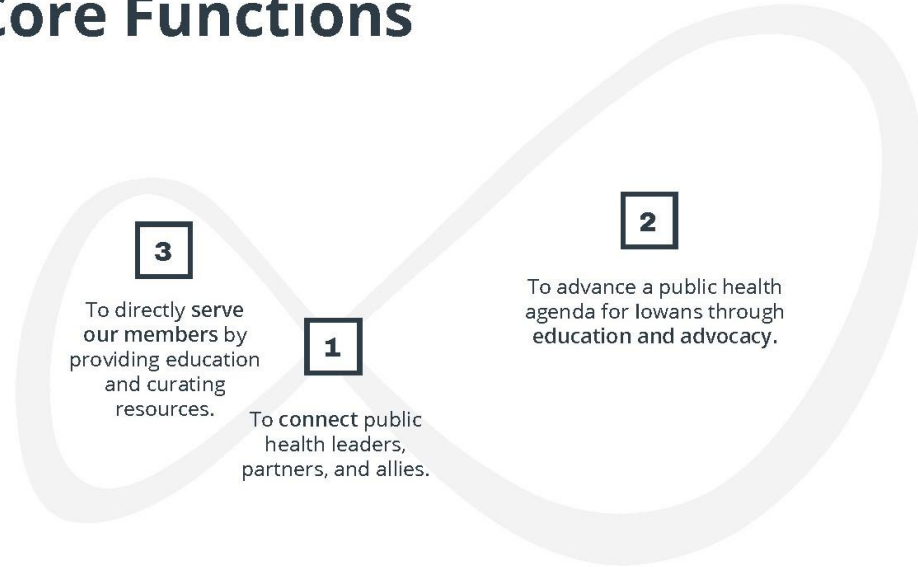
Committee Recommendations/Requests to the BOD

--

Attachments Submitted in Support of Committee Report

--

Core Functions



Goals for Core Functions

- 1 Organizational Capacity Building**
To increase resources in our organization so that we can be stronger, more aggressive and sustainable. Build a disciplined “not now” muscle to focus our resources. Increase our effectiveness as a network node/hub.
- 2 Education and Advocacy**
To advance public health in Iowa by: focusing our network on core public health issues; optimizing timely issues; and proactively pushing ahead important core public health issues over time. Act as a supporter, in limited yet strategic ways, on topical issues that have momentum. Refrain from using energy on issues that have no momentum, leadership, or are not core to public health.
- 3 Member Services**
To directly serve our members by providing education and curating resources. Integrate new focus into member services. Add/eliminate programming that is not financially successful.

Iowa Governor's Conference on Public Health Planning Committee Member Annual Participation Commitment

Adopted: 5.28.15

Revised:

Background

It is the expectation of the Iowa Environmental Health Association (IEHA) and the Iowa Public Health Association (IPHA), the leaders of the Iowa Governor's Conference on Public Health (IGCPH), that all IGCPH Planning Committee Members volunteer to serve in this capacity out of a commitment to collaboratively create a successful and productive conference which represents the evolving practice and diversity of disciplines and professional interests of Iowa's environmental and public health community. However, sometimes good intentions may fall by the wayside as we pursue every day job-related activities. In addition, conflicts of interest may arise for IGCPH Planning Committee Members between their professional affiliations, their employers' interests and the organizations they represent in this role. Therefore, it is important to clearly state the following IGCPH Planning Committee Member expectations. Additional detail of roles and responsibilities is stated in the *IGCPH Planning Committee Operations Policy*.

- IGCPH Planning Committee Members are expected to attend all conference planning committee meetings, both in person and by conference call. IGCPH Planning Committee Members who cannot attend a meeting are expected to notify the conference coordinator (email is acceptable) at least two (2) days in advance of a meeting. For continuity of planning and communication, if an IGCPH Planning Committee Member cannot attend a meeting, s/he may not appoint a proxy to represent him/her or vote during the meeting. Each participating organization provides two IGCPH Planning Committee Members to serve an annual term on the committee for this reason.
- While it is acknowledged that IGCPH Planning Committee Members might be employed by or members of other organizations on the IGCPH Planning Committee, IGCPH Planning Committee

Members may only represent the organization designated on this form. In order to avoid any conflict of interest, they will not be expected nor allowed to represent other organizations.

- Non-performance of IGCPH Planning Committee Member duties, including lack of meeting attendance, can be a reason to ask an IGCPH Planning Committee Member to resign. This should be done only after a series of steps have been taken by the IEHA and IPHA Conference Co-Chairs to remediate the situation. In instances in which an IGCPH Planning Committee Member resigns or is removed, the organization which the IGCPH Planning Committee Member represents may appoint a replacement to complete the term.
- This form shall be reviewed and updated periodically by IEHA and IPHA as the conference leaders.

IGCPH Planning Committee Member Annual Commitment

I agree to serve as an IGCPH Planning Committee Member for the 2016 IGCPH representing:

Conference Partner Organization: _____

As an IGCPH Planning Committee Member, I agree to:

1. Abide by the established IGCPH Planning Committee Member policy and roles and responsibilities.
2. Attend scheduled planning committee meetings per the IGCPH Planning Committee Operations policy.

Signature

Date

Signature

Date

Iowa Public Health Association Performance Evaluation

Executive Director	Last name	First name
President	Last name	First name
Date Completed		

I: Performance Goal Review

It is the intent of the IPHA Board that the Executive Director should have performance goals. This document is intended to be a self-analysis provided by the employee with input provided by each member of the Board to the President. This shall be completed by December 31st of each year.

Performance Goal Rating Scale:

- 1: Significantly below the expectation.
- 2: Below the expectation.
- 3: Meets or occasionally exceeds the expectations.
- 4: Consistently exceeds expectations.
- 5: Significantly higher than expected or required.

Performance Goal One

These would come from the workplan.

Performance Goal Targets & Measures

#REF!

Employee Self-Rating:

Board Rating:

Combined Average Rating:

0

Employee's Comments:

Board Comments:

Performance Goal Two		
	#REF!	
Performance Goal Targets & Measures		
	#REF!	
	Employee Self-Rating:	
	Board Rating:	
	Combined Average Rating:	0
Employee's Comments:		
Leader's Comments:		

Performance Goal Three		
	#REF!	
Performance Goal Targets & Measures		
	#REF!	
	Employee Self-Rating:	
	Board Rating:	
	Combined Average Rating:	0
Employee's Comments:		
Board Comments:		

Performance Goal Four	
#REF!	
Performance Goal Targets & Measures	
#REF!	
Employee Self-Rating:	
Board Rating:	
Combined Average Rating:	0
Employee's Comments:	
Board Comments:	

Performance Goal Five	
#REF!	
Performance Goal Targets & Measures	
#REF!	
Employee Self-Rating:	
Board Rating:	
Combined Average Rating:	0
Employee's Comments:	
Board Comments:	

II: Competency Review

Competencies are knowledge, skills, & abilities that are crucial for the Executive Director. The Executive Director should be rated on each of the Competencies listed in this section. Like the Performance Goals, Competencies are rated on a 5-point scale. The leader should type these scores and any corresponding comments for each Competency in this section.

Competency Rating

Scale:

- 1: Significantly below the expectation.
- 2: Below the expectation.
- 3: Meets or occasionally exceeds the expectation.
- 4: Consistently exceeds expectations.
- 5: Significantly higher than expected or required.

Communication, Marketing, and Public Relations

We can work on the competencies and description as I would see them aligning to job description.

Employee Self-Rating:

Board Rating:

Combined Average Rating:

0

Employee's Comments:

Board Comments:

Financial Resource Development and Management		
Description		
		Employee Self-Rating: <input type="text"/>
		Board Rating: <input type="text"/>
		Combined Average Rating: <input type="text" value="0"/>
Employee's Comments:		
Board Comments:		

Members Services and Program Development		
Description		
		Employee Self-Rating: <input type="text"/>
		Board Rating: <input type="text"/>
		Combined Average Rating: <input type="text" value="0"/>
Employee's Comments:		
Board Comments:		

Governance, Leadership and Advocacy	
Description	
	Employee Self-Rating:
	Board Rating:
	Combined Average Rating: 0
Employee's Comments:	
Board Comments:	

Overall Appraisal Comments
Employee's Comments:
Board Comments:

Signatures
Employee signs above
President signs above

IV: Opportunities For Growth

Identify training or professional development opportunities that will help the individual perform more effectively in their current role or help prepare them for additional responsibilities in the future.

Employee's Comments:

Board Comments:

V: 2018 Goals

Performance Goal One

Performance Goal Targets & Measures

Performance Goal Two

Performance Goal Targets & Measures

Performance Goal Three

Performance Goal Targets & Measures

Performance Goal Four	
Performance Goal Targets & Measures	

Performance Goal Five	
Performance Goal Targets & Measures	