

## **Speech and Hearing BC Policy Statement & Procedures**

### **V.3.A**

#### **AREA: Finance**

#### **SUBJECT: Use of Area Funds**

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##### **POLICY:**

Area funds, as made available by Provincial Council annually, are to be used for continuing education events and special projects for Speech and Hearing BC members throughout the province. Continuing education opportunities (e.g. conferences, workshops, videos, books, loan materials) must benefit as many members in the Area as possible. Area funds are not intended for reimbursement of travel-related costs (eg. travel, accommodations, meals).

Speech and Hearing BC will divide funds equally among the regions each year. The reasoning for equal distribution of funds is that some regions have a larger percentage of members while other regions experience higher continuing education expenses due to increased travel costs as a result of being outside of metropolitan areas. Regions may combine their funds if they want to participate in the same event.

Proposals that could conflict with the Speech and Hearing BC annual conference might not be approved. Speech and Hearing BC advises requesters to schedule events and speakers so as not to conflict with the Speech and Hearing BC conference.

##### **PROCEDURES:**

1. Area representatives will inform all members in February with a reminder in May of the availability of Area funds by posting a Call for Requests for Use of Area Funds through Vibrations and/or the Speech and Hearing BC website, and by sending out a broadcast email to members in their regions
2. Funding may be divided among two or more requests
3. Area Reps will collect and hold requests until May 31 and then review them together. Regions with funds remaining after that date will post a second Call for Requests with proposals due by September 30. Following this date, remaining funds will be pooled, and will be accessible to members from any region. Any funding requests received after September 30 will be considered in the order that they are received by the Speech and Hearing BC Area Rep in consultation with the other Area Reps.
4. All funding requests will be considered in accordance with the following criteria:
  - Area Reps will give priority to continuing education events that are open to all Speech and Hearing BC members.

- The request must include a specific estimate of expenses to be claimed.
  - The person who is requesting must have followed a consultation process that is consistent with Speech and Hearing BC's policy on Project/Task Consultation Process prior to submitting the funding request.
  - At least four S-LPs or two Audiologists, in accordance with the target audience for the event, must endorse the event or project in signature. Should signatures be impractical, the event supporters may forward endorsements to the Area Rep by email.
  - Only members of Speech and Hearing BC can initiate a request for use of Area funds.
  - If a fee is being charged for the event, the organizer(s) will provide a discounted fee for Speech and Hearing BC members; if no fee is being charged for the event, priority registration will be given to Speech and Hearing BC members for a specified period of time.
5. Requesters will submit proposals to the Area Rep in their regions for review and decision regarding funding, in consultation with the Area Committee
  6. If submitting a multi-regional proposal, the requester(s) will send a proposal to each region where area funds are being requested. The proposal must indicate which regions are involved in the joint request. The Area Reps from each region affected will consider and decide on multi-regional proposals for their own individual regions. At their discretion, the Area Reps may also coordinate with each other regarding multi-regional requests.
  7. The Area Rep will forward approved requests to the Speech and Hearing BC Treasurer for budget allocation
  8. The person who submitted the request will submit invoice(s) for the event to the appropriate Area Rep who will forward them to the Speech and Hearing BC for payment to the appropriate person.
  9. The Treasurer will report to Provincial Council on the status of Area Funds
  10. Area Funds are not available to support costs related to continuing education or special projects for an individual member or to subsidize travel-related expenses of members.
  11. The event organizer(s) will use any surplus revenues (from registration fees, rental fees, etc.) from the event to repay Area funding provided by Speech and Hearing BC. The organizer will forward surplus revenues to the Speech and Hearing BC Treasurer for designation as Area Funding.
  12. Area reps will notify members of approved events in their regions.
  13. The event organizer will publicly acknowledge Speech and Hearing BC's financial support for the event to event attendees
  14. The fiscal year for Area Funds is June 1 – May 31. Monies must be spent by May 31. All receipts must be submitted to the Speech and Hearing BC office no later than June 15. Speech and Hearing BC will not carry unused funds into the next fiscal year.
  15. Speech and Hearing BC will track events and recipients funded from year to year and publish this information to be available to members.

Refer to the following Speech and Hearing BC policies for further related information:

Finance: Support for Continuing Education Activities (other than the Speech and Hearing BC Annual Conference or Area Events)

Governance: Committee Structures and Terms of Reference for Committees not chaired by a Provincial Council Member

Governance: Project/Task Consultation Process