

## **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 members for 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. Speech and Hearing BC Area Representatives (Area Reps) will notify all members in February and send a reminder in May about the availability of Area funds. They will do so by posting a Call for Requests for Use of Area Funds in Vibrations and/or the Speech and Hearing BC website, and by sending out a broadcast email to members in their regions.
2. Applicants will submit proposals by May 31 to the Area Rep in their regions. All proposals made prior to May 31 will be held and reviewed together. Submissions must be reviewed by at least 4 Area Representatives or at least 60% of filled Area Rep positions (e.g. 3 Area Reps if there are 1-2 vacant positions).
3. Area regions with remaining unallocated funding will put out a second Call for Requests. These regions can accept and approve applications on a rolling basis (first come/first served) and do not need to be held until September 30.

4. After September 30<sup>th</sup>, remaining Area 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 in which they are received by the Area Rep. Area Reps may choose to announce a further Call for Requests at the annual Speech and Hearing BC Conference.

5. Area Reps will notify applicants of approved events in their regions

6. Area Reps will evaluate the proposals with the following criteria:

- Event open to a large number of Speech and Hearing BC members.
- Event solely dedicated to Speech and Hearing BC members
- Event has a significant cost difference between members and non-members, or a significant charge for non-members if the event is free for members.
- Event held before September 15 and after Nov 30 (Speech and Hearing Annual Conference)

## REGULATIONS

1. Only members of Speech and Hearing BC can initiate a request for use of Area funds.
2. Applicants must include a specific estimate of expenses to be claimed.
3. At least three 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.
4. Applicants must provide a discounted fee for Speech and Hearing BC members.
5. The Area Rep will forward approved requests to the Speech and Hearing BC Treasurer for budget allocation.
6. The individual who submitted the request for an approved event will send the invoice(s) for the event to the designated Area Rep, who will then forward them to the Speech and Hearing BC for payment to the appropriate recipient.
7. The approved event organizer will publicly acknowledge Speech and Hearing BC's financial support for the event to attendees.
8. The approved event organizer 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 Speech and Hearing BC for designation as Area funding.
9. All monies must be spent by May 31.
10. 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.
11. The approved event organizer is responsible for following the requirements regarding proof of attendance for Continuing Education Credits.

12. The Treasurer (Director of Area Reps) will report to Provincial Council on the status of Area Funds.
13. 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.

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