



MEETINGS OF THE BOARD OF DIRECTORS

The Board currently holds 5 scheduled meetings per year; one is teleconference, two are in person at AOHC and two are at the ACOEM headquarters in Elk Grove Village (meeting formats and locations are subject to change). Board members will also be asked to serve on various councils and committees, conference call participation is expected.

- 1. Spring Meeting – In Person, Saturday @ AOHC, BOD Day-1 (full day) ***
 - Approve major strategic goals/objectives of the College for the next calendar year, which incorporates any special initiatives of the Incoming President and leadership team for the coming year.
- 2. Incoming Board of Directors Meeting – In Person Wednesday, @ AOHC, BOD Day-2 (½ day) ***
- 3. Summer Meeting – In Person Meeting @ the ACOEM Headquarters (1.5 days) **Travel Reimbursement applies****
 - Strategic Planning is the main focus of this meeting. As part of its strategic review, the Board, facilitated by the Strategic Planning Committee (SPC), will evaluate any major program recommendations developed by Councils, Committees for next calendar year, including new project plans (i.e., program initiatives with significant financial implication).
- 4. Fall Meeting – In Person Meeting @ the ACOEM Headquarters (1.5 days) **Travel Reimbursement applies****
 - Review and approve the draft budget presented by Finance and Audit Committee, which incorporates new or revised project plans for the coming year.
- 5. Winter Meeting – via Teleconference – (full day)**
 - Receive the report of the Strategic Planning Committee (SPC) which summarizes progress toward achieving ACOEM's strategic goals, mission, and vision, including specific accomplishments of prior year programs. Progress reports will combine subjective and objective evaluations, based on a template provided by the SPC.
- 6. Other Meetings**
 - Special meetings of the Board of Directors may be called by the president or by any five (5) members of the Board of Directors and may be held at any place and at any time designated in the call of the meeting.
 - In addition, attendance at meetings held by the various committee or councils that you are assigned to will be required.

* *Travel Reimbursement does not apply*

ROLES AND RESPONSIBILITIES OF THE BOARD PER ACOEM POLICIES AND PROCEDURES MANUAL

For detailed information, please refer to the ACOEM Policies and Procedures Manual (Section 6.0 Board of Directors)

MEETING ATTENDANCE

TRAVEL REIMBURSEMENT POLICY HIGHLIGHTS

- Travel Reimbursement requests must be submitted within 45 days of completion of travel
- Allowable Expenses are limited to hotel and airfare (or local mileage and parking when no airfare is involved).
- Receipts are expected for all expenses, but are required for all expenses over \$25
- Refer to ACOEM's Policies and Procedures 11.12 to 11.16 for detailed travel reimbursement policy.

