

ASID Chapter Operational Guidelines

Attendance and Quorum

1. Board members are subject to a performance review after more than two (2) accrued unexcused absences at chapter board meetings.
2. When quorum is required, quorum may be achieved with in-person attendance or by calling in, provided the remote board member(s) have access, in real time, to the same materials and visuals as the main group, except as Society Bylaws required face-to-face quorum including, but not limited to, Operational Plan and Annual Budget approval.

Chapter Expenses

All expenses for approved travel will be reimbursed in accordance with the ASID policies, with exception to/in addition to:

1. Board member (or other volunteer) who travel to and from board meetings will be reimbursed for travel over fifty (50) miles
2. Chapter Administrator travel to and from board meetings or other chapter meetings or events will be reimbursed for travel over fifty (50) miles
3. Volunteer travel to and from chapter meetings or events will be reimbursed for travel over fifty (50) miles
4. Hotel occupancy will be double whenever possible.
5. Per Diem rates, to cover expenses for meals and incidental costs, for chapter-approved travel shall be based upon annually published GSA Per Diem Rates for conference/event destination. Airfare, lodging and transfers to and from the airport shall be covered at cost. Travel and lodging arrangements shall be made in advance to take advantage of discounted rates and at economy rates whenever available.
6. Expenses shall be reported to the chapter Finance Director and President using provided travel and general expense reporting forms within 30 days of travel or purchase.

Investments (Reserves)

1. The chapter will maintain reserves of at least 200% of operating budget.
 - a. For the Alaska Chapter, the primary purpose of the chapter reserves is to ensure the chapter is poised to provide programs for members without any fundraising income in the event of significant chapter, local, state or national emergency. It is anticipated that recovery from such an event would require a 2-3 year period of operations without significant revenue.
 - b. Use of the reserves requires action by the board, including quorum and a vote, recorded in board meeting minutes.
 - c. For the purpose of determining target reserves, the annual operating budget shall comprise the projected expenses to provide all networking, professional development, emerging practitioner, industry partner appreciation and awards/honors programs, but omitting costs associated with fundraising events that would not be held in a period of economic recovery.
2. The investments will be held at/managed by First National Bank Alaska.
3. The chapter's investment committee will meet one time per year.
4. The investment committee consists of:
 - a. Finance Director
 - b. President-Elect
 - c. Two general members in good standing who have served on the chapter board within the past ten (10) years.

Chapter Legal and Accounting Support

1. The chapter maintains a relationship with the following Firms/offices:
 - a. Holmes Weddle and Barcott – David Freeman, Attorney
 - i. This firm is not on retainer. Rather, services will be procured on an as-needed basis with an engagement letter and fee agreement.
 - b. Rogers & Company, CPA, P.C. – Lisa Rogers, CPA
 - c. Judy Moore, Bookkeeper
 - i. Judy provides services on a time and materials basis at a current hourly rate of \$55/month. For budget purposes, we assume 3 hours per month, recognizing that most months are very simple, but that the months surrounding our bi-annual fundraising event the tracking of account activity is complicated with our merchant account activity.
 - ii. Our ongoing relationship with Judy must be reviewed and her billing rate confirmed annually.

Banking and Disbursements

1. The chapter maintains banking relationships with the following institutions:
 - a. Checking, First National Bank Alaska
 - b. Savings, First National Bank Alaska
 - c. CD, First National Bank Alaska
2. The chapter's authorized check signers are:
 - a. Casey Kee Farrell
 - b. Tiffany Ghan
 - c. Melissa Pribyl
3. In accordance with Society policies, all checks require 2 signatures including either the Finance Director or President-Elect or Chapter Administrator, and one other authorized check signer or President-Elect.
 - a. Due to ongoing e-mail security breaches, the Finance Director will require two forms of verification for reimbursements and/or payments prior to executing payment. One form of verification shall be written (secondary e-mail account, text, etc.), the second form of verification shall be verbal (in-person, phone, voicemail, etc.).
4. Checks will be sent out one (1) time per month, unless notice is given to the chapter board of directors.
5. Reimbursements can be split to cover upfront-costs of travel expenses for board-required travel.
6. Event expenditures shall be covered upfront by the committee / committee members for events, except for those related to contracts, which will be covered by the Chapter. Reimbursement checks shall be disbursed within (1) week post-event, after completed reimbursement forms with receipts have been received by the Finance Director.
 - a. All contracts need to be reviewed and approved by Chapter President even if under \$250 threshold.
 - b. All contracts related to alcohol consumption must be reviewed and approved by Chapter Board and Nationals.
 - c. Under no circumstances are changes permitted to contracts approved by Nationals.
7. The procedures for use of the electronic payment are
 - a. Users are limited to the President, President-Elect, and Finance Director.
 - b. Should the chapter obtain a chapter credit or debit account,
 - Users will be limited to the President, President-Elect, Chapter Administrator and Finance Director.

- Do not tie card to someone’s personal identity (Security Questions)
 - Any such card will reside in secure storage with the designated cardholder. Advanced notice must be provided when credit card payment will be required to ensure access at the time of purchase/payment.
 - Daily spending limit will be set to a maximum of \$500.00.
 - The Finance Director may arrange a period of variance with a temporarily increased daily spending limit prior to an expected expenditure with Board pre-approval.
 - Any payment over \$250.00 must be pre-approved by the Board. Consensus via email is acceptable.
 - All electronic payments must be reported to the Finance Director with original receipts. Reporting must be completed within five (5) business days.
 - Electronic payment methods (credit or debit accounts) may not be utilized for payment of recurring bills.
- c. Electronic funds transfer (EFT) may be utilized for payment of recurring bills with Board pre-approval.

Design Communities

The chapter has no Design communities.

Committees

The chapter has the following committees, which report to the Board of Directors:

Name	Director (Chair(s))	Duties/Tasks
Biennial Fundraiser	Finance & Appointee	Manage planning and execution of biennial fundraiser event.
Biennial IP Event	Finance & Appointee	Manage planning and execution of biennial IP event.
Awards	Communications & Membership	Manages chapter Awards and Honors program. Coordinates nominations for national honors.
Communications	Communications	Manages chapter communications and media presence including website content; e-blasts and newsletters; Instagram, Facebook and LinkedIn accounts; and any press releases.
Government Affairs	Government Affairs Chair - Appointee	Represents chapter, with a President selected professional member at large, on the Alaska Professional Design Council and at ASID Legislative Symposium.
Operational Planning & Work Planning	President-Elect & Finance Director	Two committees, Operational Planning and Work Planning, to review and update chapter strategic plan, annual budget, operating guidelines and work plans for year of presidency. Submits package to National following vote of approval by Board of Directors.
Nominating	Immediate Past President & Past Presidents Council	Identifies and vets nominees for the slate of officers which will go to vote. Manages election activities and certifies results to the Board of Directors and National.
Membership	Membership	Plans networking and social events, with a focus on Emerging Practitioners and Industry Partners.
Professional Development	Professional Development	Plans and executes a minimum of 4 professional development opportunities as defined by Society Policies. Communicates to membership CEU requirements and other local, national and web-based opportunities for meeting CEU requirements.

Outreach	Membership & At-Large	Plans and executes student outreach programs including, but not limited to, partnership with Pacific NW universities and Alaska school districts for presentations about the profession and the Society. Coordinates chapter participation in community events that provide an opportunity to educate the general public about the profession and the Society.
Emerging Practitioner	Professional Development & Membership	Plans and executes professional development programs and networking opportunities specifically targeting the chapter's Emerging Practitioner members and encouraging NCIDQ preparation and professional advancement.

Reports of committee activities will be submitted to the chapter board monthly for inclusion in the Board Meeting Agenda, unless increased frequency is warranted and directed by the President.

Chapter Administrator: The primary responsibility of the Chapter Administrator is to provide assistance to the finance director and other chapter officers.

The chapter does not employ a Chapter Administrator. The duties of Chapter Administrator are distributed as follows:

1. Acting Chapter Administrator (Melissa Pribyl, former Finance Director, At Large Director, Professional Development Director, Communications Director and Past President): Limited duties as follows:
 - a. Manages Chapter Administrator email account, forwarding pertinent communications to the Board of Directors
 - b. Participates in administrator training webinars as required to ensure Alaska Chapter has access to all information issued by Headquarters.
 - c. Manages Associations Anonymous chapter membership database under direction of Membership Director
2. President
 - a. Contract development including facilitating review by Headquarters, and execution of contracts
 - b. Implementation of annual sponsorship program
 - c. Agenda preparation and minute taker (parliamentarian)
 - d. Review Profit & Loss reports and statements, monthly and for quarterly submission to Headquarters.
 - e. Annual review of staff/service provider contracts with Finance Director.
3. President-Elect
 - a. Maintain chapter records including board of directors, committees and volunteers, chapter programs, chapter sponsors, awards and honors
 - b. Update the Chapter Operating Guidelines, annually, in tandem with development of the Strategic Plan
4. Finance Director: Overall financial management including oversight of:
 - a. Tax preparation by contracted CPA
 - b. Monthly bookkeeping and account reconciliation (all checking, savings, and merchant accounts), and monthly and quarterly reporting by contracted bookkeeping service
 - c. Submit quarterly Profit and Loss reports and statements to Headquarters
 - d. Contract development with President
 - e. Accounts receivable and accounts payable (accepting and depositing payments, and distributing payments)
 - f. Merchant account management, including PCI compliance and annual review of transaction fee rates
 - g. Bank and Investment Account management (primary signer on all accounts, ensures transition of check signers at board transition)
5. Communications Director: Overall management and oversight of all public relations and communications
 - a. Volunteer committees support the work of the Communications Director
 - b. Management of social media platforms including content development and publishing
 - i. Contracted social media manager reports to the Communications Director and supports this effort
 - c. Website content management
 - i. The Chapter may engage a contract content manager to assist the Communications Director with development and management of website design, navigation and content.

- d. Graphic design for all digital and printed materials
- e. Manage Design Excellence Awards program, Chapter Honors and ASID Honors nominations with Membership Director
- f. Brand Central Compliance
6. Membership Director
 - a. Central point of contact for chapter membership and public, including customer service
 - b. Member recruitment and retention
 - c. Associations Anonymous chapter membership database administered by acting Chapter Administrator under direction of Membership Director
 - i. Supplemental membership reports
 - ii. Maintain Board of Directors roster
 - iii. Input chapter committee chairs, volunteers and program information
7. Professional Development Director
 - a. Implementation of chapter's programs and coordinating engagement of chapter members/volunteers
8. At-Large Director
 - a. Supports the work of Communication Director and Professional Development Director as determined by the Board of Directors.

Chapter Operational Calendar (Fiscal Year Cycle)

October

10/1 – FY2023 begins
10/31 – Q4 financials due to ASID Headquarters
In-coming Board retreat / training (replaces monthly BOD meeting, this month only)
Monthly CST/President's Call

November

11/29 Monthly BOD meeting (combined with Oct due to Oktoberfest)
Monthly CST/President's Call - Canceled

December

12/2 Chapter Honors nomination program announced
12/2 First Friday??
12/5 Monthly CST/President's Call
12/14 Monthly BOD meeting

January 2023

Bimonthly CEU
1/4 Monthly BOD meeting
Monthly CST/President's Call
1/6 First Friday
1/13 Chapter Honors submissions due/send to outside chapter volunteers for judging
1/15 Chapter Ballots out to eligible voters
1/25 Chapter Elections completed
1/31 – Q1 financials due to ASID Headquarters

February

Design Excellence Awards committee meets to determine winners
Annual Dinner save-the-date via communications
2/1 Monthly BOD meeting
Monthly CST/President's Call
2/22 Awards ordered
2/3 First Friday -EP -
2/15 Finance: Taxes Due to IRS
Juror period 3-17

March

3/1 Monthly BOD meeting
Monthly CST/President's Call
3/3 First Friday – EP
Building Tour 1

April

4/5 Monthly BOD meeting
4/6 Annual Meeting Happy Hour; Design Excellence Awards Dinner
4/7 First Friday – EP
4/30 – Q2 Financials due to ASID Headquarters
Monthly CST/President's Call

May

5/3 Monthly BOD meeting

Monthly CST/President's Call

5/5 First Friday – EP

5/11 Mini General Fundraising Event (Proceeds Benefit GAC)**

**This event will be rescheduled, new date coming soon!

June

Monthly BOD meeting

Monthly CST/President's Call

6/2 First Friday – EP

Building Tour 2

Finance to coordinate overwater reimbursement to Nationals

July

IP Event save-the-date

7/31 – Q3 Financials due to ASID Headquarters

7/12 Monthly BOD meeting

Monthly CST/President's Call

7/7 First Friday – EP

August

8/2 Monthly BOD meeting

8/9 (placeholder) Inform CEU Conference

8/10-13 Design Week

8/13-15 Gather Conference in LA

Monthly CST/President's Call

8/31 – FY2024 Budget & Operational Plan due to ASID Headquarters (President-Elect)

September

IP Event – Date TBD

9/6 Monthly BOD meeting – Introduce new board, open to all members to sit in

Monthly CST/President's Call

9/8 First Friday – EP

Building Tour 3 TBD

These Chapter Operational Guidelines have been approved by the FY2023 ASID Alaska Chapter Board of Directors.

Ashley Killian, Allied ASID, AK Chapter President

Date