



NATIONAL ASSOCIATION FOR THE EDUCATION
OF HOMELESS CHILDREN AND YOUTH

Policies and Procedures

**Updated
10/28/2016**



**Policies and Procedures
Updated October 28, 2016**

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NAEH CY
Board of Directors Job Description
Board Approval: October 28, 2016

Position Title: Member of the Board of Directors
Reports To: President of the Board and the Executive Committee
Terms: At-large directors serve two-year terms and are limited to three consecutive terms as an at-large director.
Committee chairs serve a two-year period and are limited to three consecutive terms as chair of the same committee.

Position Purpose: Members of the Board of Directors are stewards of NAEHCY and, as such, are responsible for the leadership, business, programs and affairs of the organization. NAEHCY is a working board, with members actively leading and implementing key organizational and programmatic areas. Members of the Board of Directors advise, govern, oversee policy and direction, and assist with the leadership and general promotion of NAEHCY so as to support the organization's mission and needs.

Board Meetings and Time Commitment:

- Board meetings will be scheduled on a monthly basis via conference call and will last approximately 90 minutes.
- Board meetings are organized by a timed agenda with action items submitted to the President of the board in advance of the meeting. The board agenda will be emailed to board members (including any packet materials) prior to the board meeting.
- An additional board meeting will be held the evening prior to the start of the national conference, usually in October or November of each year.
- A two-day board strategic planning meeting will be held annually, usually held in the conference city hosting the NAEHCY conference that year. Attendance in person at the retreat is required, unless absence is approved due to medical or other extenuating circumstances. The retreat is usually scheduled in January or February.
- Prior to monthly board meetings, each Committee Chair will submit a report on committee activities and progress toward a work plan.
- Committee structure and work will follow the outline listed in the strategic plan, as well as committee work plans developed during the annual board strategic planning meeting and approved by the board.
- Time commitment for committee work varies by committee, yet generally averages at least 6-9 hours a month.

Major Responsibilities:

1. Policy Administration
 - a. Establishes and/or continues the legal and corporate existence of the agency
 - b. Ensures that the agency meets legal requirements for the conduct of the agency business and affairs
 - c. Ensures that the agency operates within its Bylaws
 - d. Adopts policies that determine the purposes, governing principles, functions, activities and courses of action of the agency
2. Planning and Evaluating Agency Programs
 - a. Determines goals of the agency within its mission
 - b. Establishes committee-based work plans and regularly evaluates the effectiveness and applicability of the plans
 - c. Evaluates the agency's operation and standards of performance

3. Personnel
 - a. Employs, contracts, and works with and evaluates all employees, contracted individuals, or entities
4. Finance
 - a. Approves and monitors the finances of the agency
 - b. Authorizes and approves the annual budget
 - c. Understands the financial statement as presented to the board – a board member is responsible for the financial stability of the organization
5. Financial Development
 - a. Sees that sufficient funds are available for the agency to meet its objectives
 - b. Participates in the board financial contribution goal of 100% participation by all board members (there is no minimum or maximum contribution level)
 - c. Helps solicit investments from public and private donors to support the mission and work of the organization

Minimum Qualifications and Expectations:

- Demonstrates a commitment to the organization and its purpose, including understanding of and commitment to youth who experience homelessness
- Supports the organization publicly – the board speaks with one voice outside of board deliberations
- Attends 80% of all board meetings, unless absence is excused
- Reviews board packet and other meeting materials prior to monthly board meetings
- Arrives/connects to meetings on time and is prepared to discuss agenda items
- Actively participates in board meetings including providing input, making motions and voting during meetings
- Responds to online voting requests
- Actively participates in at least one committee of the board, including attending committee meetings and helping to implement approved committee work plans
- Attends the annual board retreat and participates in setting the agency and committee goals, activities and work plans
- Fills out monthly board contribution sheet. The link to these sheets can be found on the bottom of board agendas each month
- Responds to legislative requests for action

All Board Members:

- Will abide by the Bylaws and all board policies and follow the appropriate chain of command in discharging their responsibilities. Any major actions taken on behalf of the organization (including, but not limited to, public statements, approval of contractual obligations owed by or to NAEHCY, and actions that affect NAEHCY's communications) should have appropriate prior approval from the President, the President's designee, or Executive Committee
- Will review and approve operational and fiscal policies for NAEHCY or the Board of Directors
- Will review and affirm and enforce the vision, mission, and philosophy of operation, strategic issues and overall goals and objectives of NAEHCY
- Will commit to providing leadership and, as requested or as is appropriate, to assist all contracted individuals with specific activities in fundraising or in marketing/public relations
- Will assist in the identification and recruitment of prospective board members on an ongoing basis, based on skill sets needed for the overall board

President

By mandate of NAEHCY Bylaws, the term of the President shall be a two-year period.

Unless provided otherwise by a resolution adopted by the Board of Directors, the President shall (a) be the chief executive officer of the corporation, and have general active management of the business of the corporation; (b) preside at all meetings of the board; (c) see that all orders and resolutions of the board are carried into effect; (d) sign and deliver in the name of the corporation any deeds, mortgages, bonds, contracts, or other instruments pertaining to the business of the corporation, except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the articles, the Bylaws or the board to some other officer or agent of the corporation; (e) maintain records of and certify proceedings of the board; and (f) perform such other duties as may from time to time be prescribed by the board.

Immediate Past President

By mandate of NAEHCY Bylaws modified by vote of the full NAEHCY membership on December 3, 2012, the term of the Immediate Past President shall be a one-year period immediately following the term of President.

Unless provided otherwise by a resolution adopted by the Board of Directors, the Past President shall participate in and have a vote on all actionable items of the monthly partners' call and the Executive Committee and full board meetings. The Past President shall provide support to the President, communicate with the board, and represent NAEHCY as needed or upon request of the President. The Past President shall assist the nominations chair to recruit a slate of new officers, and be responsible for new initiatives as directed by the Board of Directors.

Vice-President

By mandate of NAEHCY Bylaws, the term of the Vice-President shall be a two-year period immediately preceding the term of President.

The Vice-President shall have such powers and shall perform such duties as may be specified in the Bylaws or prescribed by the Board of Directors. The Vice-President shall be considered the President-Elect upon ratification by the membership upon ascendance to President. In the event of absence or disability of the President, the Board of Directors may designate the Vice-President to succeed to the power and duties of the President.

Treasurer

By mandate of the NAEHCY Bylaws modified by vote of the full NAEHCY membership on December 3, 2012, the term of Treasurer shall be a two-year period, not to exceed three consecutive terms.

Unless provided otherwise by a resolution adopted by the Board of Directors, the Treasurer shall (a) keep accurate financial records for the corporation; (b) deposit all monies, drafts, and checks in the name of and to the credit of the corporation in such banks and depositories as the Board of Directors shall designate from time to time; (c) endorse for deposit all notes, checks, and drafts received by the corporation as ordered by the board, making proper vouchers; (d) disburse corporate funds and issue checks and drafts in the name of the corporation, as ordered by the board; (e) render to the President and the Board of Directors, whenever requested, an account of all of his or her transactions as Treasurer and of the financial condition of the corporation; and (f) perform such other duties as prescribed by the Board of Directors or the President from time to time. The Treasurer may designate any of these duties to another person upon the approval of the Board of Directors.

Secretary

By mandate of the NAEHCY Bylaws modified by vote of the full NAEHCY membership on December 3, 2012, the term of Secretary shall be a two-year period, not to exceed three consecutive terms.

The Secretary shall, unless otherwise determined by the board, be Secretary of and attend all meetings of the Board of Directors, and record the proceedings of such meetings in the minute book of the corporation and, whenever necessary, certify such proceedings. The Secretary shall give proper notice of meetings to directors and shall perform such other duties as may be prescribed by the Board of Directors or the President from time to time.

Other Officers

Any other officers appointed by the board shall perform such duties and be responsible for such functions as the board may prescribe.

Committee Chairs

By mandate of the NAEHCY Bylaws, the term of Committee Chairs shall be a two-year period and are limited to three consecutive terms as chair of the same committee.

Committee Chairs shall, unless otherwise determined by the board, lead the development and implementation of committee work plans approved by the Board of Directors. Committee Chairs shall convene committee meetings and work groups of their committee as needed to successfully meet the goals and objectives outlined in the committee work plan approved by the board. Committee Chairs shall submit monthly updates on committee activities and accomplishments for the board packet distributed prior to the monthly board meetings. Committee Chairs shall request from the Board of Directors action items needing board approval and shall report to the board items for consideration, as appropriate. Committee Chairs shall submit an agenda request to the President at least a week before the board meeting with requested actions for approval or consideration. Committee Chairs are responsible for maintaining general correspondence and meeting minutes for their committee and forwarding items for extended archiving to the business manager. When a committee chair leaves, correspondence and minutes should be sent to the business manager for appropriate distribution, retention, or destruction.

Elections of Officers, Board of Directors, and Committee Chairs and Vice Chairs

As outlined in the NAEHCY Bylaws, revised on November 16, 2015, the President, Vice-President and Secretary of the corporation shall be elected by the membership of the organization. The Treasurer is appointed by the Board of Directors. The at-large directors are appointed by the Executive Committee and approved by the Board of Directors. At-large directors are appointed in even-numbered years. Terms begin January 1 of the following odd-numbered year and end December 31 of the second calendar year. Committee chairs and vice chairs are Board members and appointed by the Executive Committee and serve at the will of the Board of Directors. If a committee chair resigns or is removed during his or her term, the vice chair becomes the chair for the remainder of that term.

NAEH CY
Conflict of Interest Policy
Board Approval: 2012

This Conflict of Interest Policy is designed to help directors, officers, contractors, and employees (each a “Responsible Person”) of NAEHCY (the “Corporation”) identify situations that present potential conflicts of interest, and to provide the Corporation with a procedure which, if observed, will allow a transaction to be treated as valid and binding even though a Responsible Person has or may have a conflict of interest with respect to the transaction.

Definitions

1. A Responsible Person has a “Conflict of Interest” with respect to any transaction between the Corporation and –
 - a. A Responsible Person or Family Member; or
 - b. A business or organization in which a Responsible Person is a director, officer, agent, partner, trustee, personal representative, receiver, guardian, custodian, conservator or other legal representative
2. A “Family Member” is a spouse, parent, child, son- or daughter-in-law, brother, sister, or brother- or sister-in-law, of a Responsible Person.
3. A “Material Financial Interest” is a financial interest of any kind that is substantial enough to affect a Responsible Person’s judgment with respect to transaction.

Procedure

1. Board action. A transaction involving a Conflict of Interest may be approved by the Board of Directors of the Corporation if the material facts as to the transaction and the Conflict of Interest are fully disclosed or known to the board and the board approves the transaction in good faith by the affirmative vote (without counting the interested director) of a majority of the entire board at a meeting at which there is a quorum present, again without counting the interested director. If it is not possible to obtain a quorum of directors who do not have a Conflict of Interest with respect to the transaction (“Disinterested Directors”), the transaction may be approved by a majority of a committee consisting solely of two or more Disinterested Directors designated for that purpose by a majority of the full board, which may include directors who have Conflicts of Interest. The procedures described in paragraphs 2-5 below apply to such a committee in the same manner as they apply to the board.
2. Prior to board action on a transaction that involves a Conflict of Interest, a Responsible Person who knows he or she has a Conflict of Interest and who is present at the meeting must disclose to the board all facts material to the Conflict of Interest. The disclosure must be reflected in the minutes of the meeting.
3. A Responsible Person who does not plan to attend a meeting at which the board is likely to take action on a transaction involving the Responsible Person’s Conflict of Interest must disclose to the Board President, prior to the meeting, all facts material to the Conflict of Interest. The Board President must report the disclosure at the meeting and the disclosure must be reflected in the minutes of the meeting. If the Responsible Person with the Conflict of Interest is the Board President, then the required disclosure must be made to, and the required report to the board must be made by, the next highest ranking officer.

4. A person who knows he or she has a Conflict of Interest must not participate in the board's discussion of the transaction except to disclose material facts and to respond to questions. The person must not attempt to influence the board's action on the transaction, either at or outside the meeting. Prior to voting, the board must be given opportunity to discuss the transaction without the person who has the Conflict of Interest being present.
5. The person with the Conflict of Interest must not vote on the transaction and must not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. The minutes of the meeting must reflect that the person did not vote.
6. Responsible Persons who are not directors of the Corporation, or who have a Conflict of Interest with respect to a transaction that is not the subject of board action, must disclose to the President any Conflict of Interest that the Responsible Person knows he or she has with respect to the transaction. The disclosure must be made as soon as the Conflict of Interest is known to the Responsible Person. The Responsible Person must refrain from any action that may affect the Corporation's participation in the transaction.
7. If it is not entirely clear whether a Conflict of Interest exists, then the person with the potential conflict must disclose the circumstances to the Board President's designee, who must determine whether there exists a Conflict of Interest that is subject to this Policy.

Gifts and Entertainment

A Responsible Person must not accept gifts, entertainment or other favors from any individual or entity that (i) does or is seeking to do business with the Corporation; or (ii) has received, is receiving or is seeking to receive a grant or loan to secure other financial commitments from the Corporation; under circumstances where it might be inferred that such action was intended to influence or possibly influence the Responsible person in the performance of his or her duties. This does not prohibit the acceptance of items or entertainment of nominal value that are not likely to affect the Responsible Person's independent judgment on behalf of the Corporation.

Confidentiality

Each Responsible Person must exercise care not to disclose confidential information acquired in connection with such status or information the disclosure of which might be adverse to the interests of the Corporation. A Responsible Person must not disclose or use information relating to the business of the Corporation for personal profit or advantage.

Compensation

No voting member of the Board of Directors may receive compensation, directly or indirectly, from the Corporation, other than reimbursement for reasonable expenses as allowed by the Corporation's Bylaws. Should a voting member of the board apply for and be offered a paid position with the Corporation, the member must resign from the voting position on the board prior to accepting the position. The member may be appointed to a non-voting position on the board, if such a position is available and the Board of Directors approves of such appointment.

Protection of the Corporation's Charitable Purpose

Each Responsible Person shall exercise care to ensure the Corporation engages in activities that accomplish one or more of its tax-exempt purposes in order to maintain its federal tax exemption.

Policy Review; Annual Disclosure

1. Promptly after becoming a Responsible Person, and annually thereafter, each Responsible person must review a copy of this Policy and acknowledge in writing that he or she has done so. Any changes to the Policy must be communicated immediately to all Responsible Persons.
2. Each Responsible Person must annually complete the disclosure form attached to this Policy and submit it to the President and any other person designated by the Board President. The Board President and any such designated person must treat the information on the forms as confidential and disclose it only as necessary to implement the Policy.

Conflict of Interest Information Form (2012)

Name: _____ Date: _____

Please describe below any relationships, positions, or circumstances in which you are involved that you believe could contribute to a Conflict of Interest, as defined in the Corporation's Conflict of Interest Policy.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the NAEHCY Conflict of Interest Policy that is currently in effect.

Signature: _____

Date: _____

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**NAEHCY
Diversity Policy
Board Approval: February 13, 2012**

- NAEHCY believes that the wide array of perspectives resulting from diversity and inclusion provides us with a greater opportunity to achieve our mission. We believe that diversity encompasses characteristics such as: race, ethnicity, language and culture; age; religion; gender; sexual orientation and gender identity; physical ability; socio-economic background; and parental status.
- NAEHCY is committed to ensuring: the diversity of its board, staff and contractors, contractors, and volunteers; inclusiveness in its projects, programming and messaging; equal access to its scholarships and other funding opportunities; and the preclusion of partnerships of any kind with organizations that discriminate or otherwise obstruct diversity. The board will develop and implement ongoing plans for diversity, including monitoring and reporting tis progress toward these goals annually.
- NAEHCY board members, staff and contractors, contractors, and volunteers shall be talented, engaged and knowledgeable individuals from diverse background who meet needed competencies and are fully committed to using those competencies actively and consistently to benefit NAEHCY. Needed competencies include professional expertise, talents, skills, and personal experiences that enhance NAEHCY's sustainability and capacity to succeed in its work, such as: experience with education systems at state and local levels (early childhood through higher education); experience with service provision to children, youth and families experiencing homelessness; youth development expertise; business expertise; philanthropic and/or development experience; marketing/PR/communications skills; nonprofit management; social science research and evaluation; technology, website and social media skills; legal expertise; community organizing experience (inter-agency and grassroots); experienced lobbying or organizing to support legislation; geographic representation; and housing status.
- NAEHCY also believes that in order to be effective, its programming and planning decisions must be guided by the needs, goals and perspectives of our constituents. Our constituents include: children, youth and parents experiencing homelessness; state coordinators; local liaisons; student services personnel and educators; service providers; advocates; policy makers; donors; organizations or individuals with a professional or personal interest in the education of children and youth experiencing homelessness; and communities overall.
- NAEHCY will create opportunities to hear from its constituents, whose perspectives will guide its work.

NAEH CY
Election of Officers Procedure
Board Approval: October 28, 2016

The Executive Committee of the NAEHCY Board of Directors shall prepare a Notice of Nominations. This notice shall include (at a minimum):

1. The offices for which nominations are being accepted (President, Vice President, and Secretary);
2. A job description, including the term and term limits, for each office;
3. Who is eligible to be nominated;
4. Who is eligible to submit a nomination;
5. How to submit a nomination;
6. A statement that the nomination is due two weeks prior to the beginning of the annual conference, specifying the date and time at which applications will no longer be accepted;
7. The date and time of the election at the annual Membership Meeting;
8. A description of how nominees will be expected to present their qualifications at the Membership Meeting, whether in person or through a representative; and
9. NAEHCY's diversity statement.

This notice will be posted on the NAEHCY website and Facebook page and disseminated to the membership at least one month prior to the date of the election. Officer elections are held during the odd-numbered years, unless there is a vacancy.

According to By-Laws, NAEHCY shall notify its members of the place, date, and time of the annual Membership Meeting no fewer than 30 or more than 60 days before the meeting and shall include a description of any matter or matters that must be approved by the members.

At least a week prior to the annual conference, the President shall prepare the official, written ballots for the election. Each paper ballot shall contain the names of all the candidates who were formally nominated prior to the due date. The ballot shall contain instructions for how it should be marked and how many candidates for a particular office may be voted for. Each ballot shall bear a unique number so that all ballots can be accounted for. The Secretary shall denote in the meeting minutes the number range of ballots distributed and submitted for vote.

The President will recruit two members of the Board of Directors to help count the votes following the election. These members must not be nominated for any of the offices.

The election of officers, excluding the Treasurer who is appointed by the Board of Directors, shall be held at the conclusion of the annual Membership Meeting at the NAEHCY Conference. After the last order of business, it will be announced that the elections will begin. Anyone not interested in participating in the election process will be asked to leave, and the doors will be closed.

Each member in attendance shall be entitled to cast one vote, and the elections shall be decided by the majority vote.

Members of the Executive Committee, who are not nominated for any of the offices, will distribute one ballot per voting member. A member of the Executive Committee who is not nominated for any of the offices will stand at the door to collect the ballot of anyone leaving the room during the election proceedings. Anyone who leaves without casting a vote will be asked to submit their ballot with a large “X” to indicate it is invalid.

Each candidate on the written ballot will have an opportunity to speak to the voting members for up to ten minutes. Candidates will be called upon in order of office and alphabetical order by last name.

Once every candidate has spoken, the President will ask for a volunteer from the general membership to witness the vote-counting process. If more than one person volunteers, the volunteer shall be selected by the President. Voting members will then be asked to cast their votes in writing, fold their ballots, and drop them into a secured box.

The President, two members of the Board of Directors (who are not candidates) and the volunteer witness will move to a private location with the ballots and the ballot box. The ballots will first be arranged in numerical order, and then the results shall be tallied for each office.

The President shall first notify the winning candidates and then those candidates who were not selected before disclosing information to the Board of Directors or general membership. The newly elected members of the NAEHCY Executive Committee shall be announced during the final day of the Conference. Their terms shall begin at the conclusion of the Conference.

NAEHCY
Financial Policies and Procedures
Board Approval: October 28, 2016

Financial Audits/Reviews

Annually the Board of Directors will contract with a Certified Public Accounting firm to conduct an audit in accordance with Generally Accepted Auditing Standards. The director of foundation relations and operations, business manager and the Treasurer will recommend an auditor to the Board of Directors for approval. A copy of the audit shall be provided to the office file, Treasurer and the Board of Directors. At the option of the Board President, an audit committee may be appointed to oversee the process.

Fiscal Year

The fiscal year is January 1 to December 31.

Accounting

An accrual basis of accounting will be used.

**Check Signing and Electronic Funds Transfers and Bill Processing
Checking Account**

Authorized individuals who will have the authority to sign checks and execute electronic funds transfers include the business manager, Treasurer, and President. Given the geographical distance of the board officers, the business manager will sign all checks and initiate all direct deposits, with prior approval from the Treasurer and/or President.

Credit Cards

Designated Board of Directors members, staff and contractors that are given access to a credit card must complete expense forms on a monthly basis, adding the correct budget codes next to each item. Legible electronic scans or photocopies of original receipts must accompany the expense forms and shall be provided to the business manager no later than the tenth of the month following the expense.

Investments

The Executive Committee, in accordance with the Investment Policy and Objectives (see Exhibit 1), will be responsible for determining where and when money will be invested based on current investment advice, degree of financial stability of the association, liquidity demands and available funds. The business manager may make account changes only upon authorization and specific direction of the Executive Committee.

Coding Procedure

Invoices are stamped upon receipt. The stamp ensures collection of all-important information and also cancels the invoice for duplicate payment. Contractors are responsible for accurately coding their submitted invoices. Appropriate codes can be found on the program specific payment request forms. The business manager is responsible for reviewing the invoice, verifying documentation of the expense (including reconciling receipts for any item shown on credit cards), verifying the receipt of the product or services and the invoiced cost of those services. The Treasurer or President verifies the receipt of the product or services and approves invoices. The business manager then assigns a budget account and pays the invoice within ten days of receiving notice of approval.

Invoice Preparation and Payment

Once invoices are approved for payment and coded, the business manager files them for payment by entering them into the computerized accounts payable system. From that system all checks are produced or electronic funds transferred to appropriate accounts. Photocopies of each invoice are produced to accompany the check for signature.

Check-Writing and Electronic Funds Transfer Schedule

Checks or electronic funds transfers for all pending invoices will be executed within ten days of receipt.

Access to Records/Information by Treasurer

The Treasurer has access to the books and records of the association through an online system. The Treasurer has a designated sign-in that will allow him/her to view all accounts online, with the exception of the Certificate of Deposit. The Treasurer also has electronic access to the QuickBooks accounting software.

Financial Statement Schedule

The business manager will complete bank account and credit cards reconciliation as the bank and credit card statements are received around the first of the month. Once the reconciliation is complete, the business manager will complete the financial statement. The financial statement along with the bank and credit card reconciliation must be sent to the Treasurer and/or President at least one week prior to the board and/or executive committee meeting.

Reading Financial Statements

The financial statements are made of two parts: the Statement of Financial Position (Balance Sheet), and the Statement of Activities (Profit/Loss).

Statement of Financial Position (Balance Sheet)

This statement gives the balances of the asset accounts and liabilities on a specific date. The Treasurer will review the cash balances monthly looking for significant changes.

Statement of Activities (Profit/Loss)

This is a report of the money received and spent for the current month and for the fiscal period as compared to the budget. The top half shows revenues. The Treasurer will review the variances and determine if revenues are coming in as expected and alert the board to any corrective action that may be necessary. The bottom half, or second page, details the expenses for the association. The Treasurer will analyze variances to make sure money is not being overspent in a particular line item.

Procurement of Goods and Services

Any good or service, regardless of funding source, to be procured with a cost in excess of \$5,000 must receive three bid proposals for board consideration.

Grant Receipts, Restriction Releases and Allocation

The business manager with assistance from the Treasurer has responsibility for seeing that revenue received is allocated in accordance with any restrictions placed on its use by the grantor or contributor. Generally, grant funds are accompanied by a letter or other documentation from the grantor which outlines any stipulations on use of the funding. This documentation, along with the proposal and budget sent as application for the grant, are used to guide the allocation of the grant revenue to various projects. These funds will be booked as temporarily restricted assets.

Document Retention

The business office maintains space at the building as well as a long-term storage facility. The facility is secured with a password entry system. The current document retention record was recommended and adopted by the board as policy. It is attached (Exhibit 3).

Insurance Coverage (Descriptions in Exhibit 2)

Directors and Officers Insurance (D&O)

The business manager will negotiate and recommend Directors and Officers Insurance to the executive committee for approval. This coverage should protect the Board of Directors from liability and legal defense costs associated with the decisions of the Board of Directors.

As of May 2015, D&O Insurance is provided by Aon Association Services, a Division of Affinity Insurance Services, Inc.

1120 20th St. NW, Washington, DC 20036

Phone: 800-432-7465 Fax: 202-857-0143

Policy # NOA1311742 Renewable annually in April

Contractors Liability Insurance

Contractors are responsible for the purchase of liability insurance should they choose.

Policy on Income

The activities in which the association and its committees engage to generate income shall further the association's objectives and functions, and shall not be in conflict with the association's Bylaws, policies, mission or vision statements. Non-dues income shall not add risk to the organization.

Budgeting

The Treasurer develops and prepares, in conjunction with the Board of Directors, business manager, and contractors, an annual operating budget to be presented to the Board of Directors. The Board of Directors then accepts and/or amends the budget. The Treasurer will start this process about 90 days prior to the start of the new fiscal year, and will provide the Board with a copy of this budget for review at least one week prior to the meeting at which the Board will be asked to accept and/or amend the budget. The Board of Directors may amend the budget during the fiscal year with a majority Board vote.

Unbudgeted Expenditures

Unbudgeted expenditures less than \$2,500 may be made by the President and/or Treasurer without the approval of the Board of Directors. The President and/or Treasurer shall notify the Board of such expenditures at the next regularly-scheduled meeting after the expenditure is made. The Board of Directors must approve any unbudgeted expense higher than \$2,500. The President and Treasurer must be notified as soon as possible about any significant unbudgeted expenditure.

Membership Report – Annual Meeting

It is the responsibility of the Treasurer to annually publish a financial report, which shall include a breakdown of revenues and expenses. These figures shall be published annually in the NAEHCY Annual Report. The last year-end financial statement is available to members upon request.

Public Records

If anyone requests a copy of the organization's Form 990 Federal Information Return, the President and Treasurer shall be notified. All such requests should be in writing and accompanied by a \$50 reproduction and handling charge. The IRS requires that the last three years of federal tax returns, the IRS letter of determination and the IRS application for tax-exempt status be made available to any person making the request. Members of the board receiving an inquiry must advise business manager of the request on the same day the inquiry is received.

Reserves

It is the policy of the organization to maintain a minimum reserve equal to 50 percent of the annual operating budget (i.e. 50% of the current budgeted income). The long-term goal is to have an amount equal to 100 percent of the operating budget set aside in reserve. Reserves shall be invested in accordance with the policy on "Investments and Objectives." Under the current (50%) policy, the funds may not be withdrawn without approval of the executive committee.

Exhibit 1

Investment Policy and Objectives

The objective of the investment program is to obtain the maximum possible return on organization funds while assuring adequate protection of invested assets. Because the organization is a non-profit organization, investments should not be designed for speculation. It must be recognized, however, that all investments carry with them some degree of risk, not only as to the safety of the principal itself, but also with regard to the inflationary erosion which occurs from failure to achieve an adequate return on invested assets.

The Investment Policy segregates funds into three categories: Operating Fund, Reserve Fund, and Cash and Investment Categories.

The Operating Fund

- Purpose: To provide sufficient cash flow to meet the financial obligations
- Objectives: Liquidity, preservation of capital
- Dollar Range: 10-15% of annual revenue (not included the annual meeting revenue)
- Maturity: Limited to one year or less
- Allowable Investments: Checking accounts in federally insured banks and Savings & Loans; money market funds, which invest in government backed securities; Federally insured certificates of deposit

The Reserve Fund

- Purpose: To improve the return on funds held for expenditure over the next one to five years, while managing investment risk.
- Objectives: Preservation of capital; liquidity; optimize investment return within a one to five year time frame.
- Dollar Range: Amount necessary to overcome any unexpected cash flow deficiencies for the next three years as well as an amount to cover an unexpected association need.
- Maturity: From one to three years.
- Allowable Investments: FDIC insured money market accounts; money market funds, which invest Government back securities; Federally-insured certificates of deposit; direct obligations of the U.S. Government.
- Prohibited Investments: Corporate notes with a minimum rating of investment grade by one rating service; corporate securities; private placements; letter stock; derivatives; securities from issuers which have filed for bankruptcy; commodities or commodity contracts; short sales; margin transactions; option trading; and speculative investment activities.

Exhibit 2

Insurance Coverages – Descriptions

Directors and Officers Liability Coverage

The key distinction with directors and officer's liability is that it is intended to cover wrongful acts that are "intentional" as opposed to "negligent." This is because directors and officers insurance is designed to cover actions and decisions of the Board of Directors. These actions may be in error and wrong, but they are, nonetheless, "intentional" acts. Most other types of insurance do not cover "intentional" acts. Among the items a good directors and officers' policy should include is broad coverage for all types of employment related actions, including wrongful termination, harassment, discrimination, failure to hire, etc. It should also pay defense costs as they are incurred, not on a reimbursement basis.

Meeting Liability Coverage

This is often required by a meeting facility, i.e. convention center, which would cover any incidents, i.e. "slip and fall" of attendees in the facility. Certificate of Insurance would include the facility and the association.

*Of note, the previous policy included a "Debit Card Form." That form has been replaced by the newly approved program specific "Payment Request Forms" that are now being utilized.

Exhibit 3

Board Approved Records Retention Policy

NAEHCY Document Retention Policy (Board Approval: March 11, 2008)

NAEHCY has a written, mandatory document retention and periodic destruction policy. This policy will eliminate accidental or innocent destruction of documents. In addition, it is important for all board members and contracted associates to know the length of time records should be retained to be in compliance with all applicable legal requirements.

Schedule

Department	Record Type	Record	Retention Period	Method
Finance (Business Manager & Treasurer)	Accounts Payable	System Reports	7 Years	Shred
		Vendor/Contractor Invoices	7 Years	Shred
		Member Correspondence	2 Years	Shred
	Accounts Receivable	System Reports	7 Years	Shred
		Customer Invoices	7 Years	Shred
		Conference Fees And Membership		
	Cash Receipts	System Reports	7 Years	Shred
		Deposit Support	7 Years	Shred
	Bank	Statements, Cancelled Checks, Bank Reconciliations	10 Years 10 Years 7 Years	Shred Shred Shred
		Checks For Important Payments And Purchases	Permanent	N/A
	Audit	Audit Reports	Permanent	N/A
		Internal Audit Reports	3 Years	Shred
	Financial Statements Internal	Monthly Fiscal Reports To Board	Permanent	N/A
	Tax Returns	File Copies	Permanent	N/A
		Internal Work Papers	Permanent	N/A
	Contracts & Agreements	Signed Contracts/Agreements	7 Years After End	Shred

Department	Record Type	Record	Retention Period	Method
	Insurance	Claims	7 Years	Shred
		Policies	Permanent	N/A
		Expired Policies	3 Years	Shred
Operations (Business Manager & Secretary)	Administration	Board Minutes	Permanent	N/A
		Bylaws, Charter, Articles of Incorporation	Permanent	N/A
		Legal And Important Matters	Permanent	N/A
	Committees (Chairs)	General Correspondence	2 Years	Shred
		Committee Meeting Minutes	2 Years	Shred
		Email		
		Voicemail		
		Reports Forwarded to Business Manager for Important Matters		
Development (Business Manager, Conference & NAECHY Scholar Chairs, Grant/Development Contractor)	Events	Donations	7 Years	Shred
		Application	7 Years	Shred
		Sponsors	7 Years	Shred
		Conference Programs	7 Years	Shred
	Donor Files	General	Permanent	N/A
		In-Kind	Permanent	N/A
		Grant Requests	Permanent	N/A

Committee Chairs are responsible for maintaining general correspondence and meeting minutes for their committee and forwarding items for extended archiving to the business manager. When a Committee Chair leaves, correspondence and minutes should be sent to the business manager for appropriate distribution, retention, or destruction.

SPONSORSHIP POLICY

Board Approval: January 11, 2016

Definition

A sponsorship is a mutually beneficial exchange whereby NAEHCY provides the sponsor organization with recognition in exchange for money, products, or services.

Policy

NAEHCY actively solicits and encourages business, community, service, and other organizations to become sponsors of NAEHCY events, programs, and services. NAEHCY enters into sponsorship agreements with sponsors it deems appropriate. Sponsorship agreements may vary by sponsor.

NAEHCY will not solicit or accept gifts from individuals or entities whose practices, policies, or operations violate any of NAEHCY's policies or are deemed unacceptable or contrary to the values explicit or implicit in NAEHCY's mission.

Sponsor Solicitation

The NAEHCY President, persons designated by the President, and members of the board of directors may solicit sponsorships, gifts, or contributions on NAEHCY's behalf.

1. No NAEHCY director or member may agree to thank any sponsor publically at a NAEHCY event or on NAEHCY's behalf, whether in print, a public presentation or any other media, without prior specific approval from the Executive Committee.
2. The NAEHCY Executive Committee and legal counsel shall be notified in a timely fashion prior to approval of all potential sponsorship contributions in excess of \$1,000 that have been negotiated by NAEHCY Board members or volunteers. If at least two (2) Executive Committee members submit a request for further consideration of any sponsorship arrangement to the President before NAEHCY has finalized the arrangement, such sponsorship shall be subject to review and approval by the NAEHCY Board of Directors (excluding those who must abstain due to a conflict of interest). Contributions and donations that are secured on behalf of NAEHCY in amounts less than \$1,000 will not be subject to full board review, unless: (1) the donor requests special considerations or recognition that goes above and beyond what is typically given by NAEHCY to donors at this level; or (2) the contribution originates from an organization listed under the Organizations of Particular Concern as follows.
3. Organizations of Particular Concern: Potential sponsorships from the following industry and organizational types are subject to pre-review and approval by the NAEHCY Board of Directors (excluding those who must abstain due to a conflict of interest):
 - a. police-regulated businesses;
 - b. faith-based and political organizations; and
 - c. companies, corporations, organizations or foundations whose revenue is substantially derived from the manufacture, distribution, or sale of alcohol, tobacco, firearms, or adult-content materials.

4. Criteria for Decisions

In determining whether to pursue or accept a sponsorship, the Board shall be guided by the following:

- a. Compliance with NAEHCY policy: Does the prospective sponsor have policies or practices that violate any of NAEHCY's policies, paying particular attention to NAEHCY's diversity policy?
- b. Social responsibility: Is the prospective sponsor associated with socially responsible activities and causes?
- c. Other causes or organizations sponsored by the prospective sponsor: Is the sponsor already associated with worthy causes or nonprofits?
- d. The means or degree of sponsorship recognition: Is the prospective sponsor requesting or receiving an inappropriate level of recognition?
- e. Corporate complexity. In cases where a corporation encompasses multiple enterprises, does the totality of the enterprise overcome the negative impression associated with the entity in question?
- f. Other criteria: additional considerations deemed appropriate as indicated by the nature and activities of the sponsor under review.

Conditions of Sponsorships

Use of NAEHCY's name or logo is strictly controlled. Any use of NAEHCY's name or logo by community or business partners requires prior approval in writing from the NAEHCY Executive Committee.

NAEHCY will not endorse the policies or views of its funders or donors.

Sponsor Recognition

Sponsors will be provided with a level of recognition commensurate with their contribution. Recognition shall be in conjunction with, but not limited to, the programs or services that are supported by the sponsor.

Sponsor Agreements

All sponsor relationships must be acknowledged in writing and signed by authorized parties. Prototype agreements will be approved by the NAEHCY President.

In the case of small gifts, e.g., silent auction items, a prototype acknowledgement letter may be used.

Copies of agreements and acknowledgement letters shall be filed with the Business Office.

Financial Accounting

Because corporate sponsorships are charitable contributions by IRS definition and must therefore be appropriately accounted for, NAEHCY committees, personnel, and members must report all gifts to NAEHCY or to NAEHCY activities to the NAEHCY Business Office.

Charitable receipts may not be issued for sponsorships where the sponsor receives a commensurate benefit, such as advertising or promotion, in return for the donation. However, NAEHCY will issue an appropriate numbered receipt to its business partners for tax purposes.

NOTE: The IRS regulates sponsorship relationships and separates them from taxable business activities, such as advertising. To avoid taxable income, sponsorship payments should not provide a substantial benefit to the company, but recognition is allowed. An organization can avoid taxable income and still acknowledge sponsors by citing the sponsor's name, logo, phone number, and address; using value-neutral descriptions of products and services; and linking to the sponsor's Web site's home page.

I have read and agree to abide by this policy.

Signature

Date

Printed Name

Travel Reimbursement Policy and Procedures
Board Approval: October 28, 2016

Prior to submitting the NAEHCY Reimbursement Voucher Form, please note the following:

- All reimbursed travel must be pre-approved by the Executive Committee. Complete the NAEHCY Reimbursement Voucher Form prior to travel with estimated costs of travel. Travel exceeding amounts approved in the current fiscal year budget must be approved by the Board of Directors.
- Lodging costs will be reimbursed at the published rate for the event attended or according to the GSA Federal travel allowance guidelines, whichever is a lower rate. Contractor lodging for the NAEHCY annual conference will be billed to the NAEHCY Master Account. Contractors should contact the NAEHCY business manager to make these arrangements.
- Receipts are not required for meals. Daily meal costs exceeding \$35.00 will not be paid. Actual gratuity up to 15% over meal cost will be allowed as “other” costs.
- Airline costs require receipts. (NAEHCY will only reimburse for airfare and similar expenses that are consistent with the least expensive option reasonably available for the time of travel.)
- If the hotel does not offer complimentary airport shuttle, transportation costs (taxi/bus/shuttle/train) will be allowed to/from the area airports. Car rental will not be reimbursed. Transportation costs require receipts if they exceed \$10.00.
- Private automobile travel may be reimbursed by reporting actual mileage for the most direct route to and from the meeting site. Mileage will be reimbursed for round trip at the standard prevailing IRS allowable rate at the time the expense was incurred. (Available online at <https://www.irs.gov/tax-professionals/standard-mileage-rates/>.)
- Please complete a W-9 Form (available online at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>).
- After travel, submit completed NAEHCY Reimbursement voucher with receipts to:

Business Manager - NAEHCY
P.O. Box 26274
Minneapolis, MN 55426
Phone: 612-430-6995
Fax: 763/545-9499
Toll Free # 866-862-2562

**NAECHY Reimbursement Voucher
Incident to Official Travel**

Social Security #	
Name	
Address	
City, State Zip	
Event/Meeting Name	
Begin Travel Date and Time	
End Travel Date and Time	

Personnel Service Contract – Travel Accounted – (not reported on 1099). This includes contract personnel’s travel when accounted for by use of an invoice, travel voucher, or documents that identify travel expenses such as meals, lodging, mileage, or commercial transportation.

Allowable Expenditure	Amount Requested			NAECHY Verified	
Airfare					
Lodging					
Ground Transport					
Meals (not to exceed \$35 per day)					
Other: Hotel Parking					
Other: Private Auto Travel @ prevailing IRS rate					
Other: Gratuities					
Other: Tolls					
Other:					
Total					

Subject to differences determined by verification, I certify that the above amount claimed by me for travel expenses for the period indicated is true and accurate in all respects, and that payment for any part has not been received/claimed by another party.

Signature of Payee:		
Date:		
Verified By:		
Title:		
Date:		
Approved for Payment:	Yes	No

Revised October 2016

NAEHCY Whistleblower Policy Board Approval: October 28, 2016

Introduction

This Whistleblower Policy applies to the contractors, employees, and volunteers (henceforth referred to as “staff”) of all programs and divisions of NAEHCY.

General

NAEHCY’s Code of Ethics and Conduct (“Code”) requires directors, officers, and staff to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As staff and representatives of NAEHCY, all involved must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers, and staff to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer, or staff who in good faith reports a violation of the Code shall suffer harassment, retaliation, or adverse employment consequence. Any director, officer, or staff who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or membership in the Organization. This Whistleblower Policy is intended to encourage and enable staff and others to raise serious concerns within NAEHCY prior to seeking resolution outside the Organization.

Reporting Violations

The Code addresses NAEHCY’s open door policy and suggests that staff share their questions, concerns, suggestions, or complaints with someone who can address them properly. In most cases, a supervisor is in the best position to address an area of concern. However, if staff members are not comfortable speaking with their supervisor or are not satisfied with their supervisor’s response, they are encouraged to speak with someone in management. Staff are required to report suspected violations of the Code of Conduct to the NAEHCY Board President, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when staff are not satisfied or are uncomfortable with following NAEHCY open door policy, individuals should contact NAEHCY Board President directly.

Board President

NAEHCY Board President is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at his or her discretion, shall advise the Executive Committee. The Board President has direct access to all Committees of the Board of Directors and is required to report to the full Board at least annually on compliance activity.

Accounting and Auditing Matters

The Operations Committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls, or auditing. The Board President shall immediately notify the Operations Committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Board President shall notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Code of Ethics for Board Members

Goal: To establish a set of principles and practices of the NAEHCY Board of Directors that will set parameters and provide guidance and direction for board conduct and decision-making.

Code: Members of the Board of Directors of NAEHCY are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the Board of Directors of NAEHCY. Board members pledge to accept this code as a minimal guideline for ethical conduct and shall:

Accountability

1. Faithfully abide by the Articles of Incorporation, Bylaws, and policies of NAEHCY.
2. Exercise reasonable care, good faith, and due diligence in organizational affairs.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
4. Fully disclose, at the earliest opportunity, information of fact that would have significance in board decision-making.
5. Remain accountable for prudent fiscal management to members, the board, and nonprofit sector, and where applicable, to government and funding bodies.

Professional Excellence

1. Maintain a professional level of courtesy, respect, and objectivity in all NAEHCY activities and interactions.
2. Strive to uphold those practices and assist other NAEHCY members of the Board of Directors in upholding the highest standards of conduct.

Personal Gain

1. Exercise the powers invested for the good of all members of the organization rather than for his or her personal benefit, or that of a for-profit or nonprofit organization they may represent.

Equal Opportunity

1. Ensure the right of all members to appropriate and effective services without discrimination on the basis of geography, political, religious, or socio-economic characteristics of the state or region represented.
2. Ensure the right of all members and service recipients of the organization to appropriate and effective services without discrimination on the basis of gender, sexual orientation or gender identity, ethnicity or culture, socio-economic background, race, religion, age, political affiliation, parental status or disability, in accordance with all applicable legal and regulatory requirements.

Confidential Information

1. Respect the confidentiality of sensitive information known due to board service.

Collaboration and Cooperation

1. Respect the diversity of opinions as expressed or acted upon by the NAECHY board, committees and membership, and formally register dissent as appropriate.
2. Promote collaboration, cooperation, and partnership among association members.

Code of Ethics for Staff

Goal: To establish a set of principles and practices of NAEHCY staff (includes employees, contractors, and volunteers) that will set parameters and provide guidance and direction for staff conduct and decision-making.

Code: Staff members of NAEHCY are committed to observing and promoting the highest standards of ethical conduct in the performance of their responsibilities on the staff of NAEHCY. Staff members pledge to accept this code as a minimal guideline for ethical conduct and shall:

Accountability

1. Faithfully abide by the Articles of Incorporation, Bylaws, and policies of NAEHCY.
2. Exercise reasonable care, good faith, and due diligence in organizational affairs.
3. Fully disclose, at the earliest opportunity, information that may result in a perceived or actual conflict of interest.
4. Fully disclose, at the earliest opportunity, information of fact that would have significance in decision-making.
5. Remain accountable for prudent fiscal management to members, the board, and nonprofit sector, and where applicable, to government and funding bodies.

Professional Excellence

1. Maintain a professional level of courtesy, respect, and objectivity in all NAEHCY activities.
2. Strive to uphold those practices and assist other NAEHCY staff members in upholding the highest standards of conduct.

Personal Gain

1. Exercise the powers invested for the good of all members of the organization rather than for his or her personal benefit, or that of a for-profit or nonprofit organization they may represent.

Equal Opportunity

1. Ensure the right of all service recipients to appropriate and effective services without discrimination on the basis of geography, political, religious, or socio-economic characteristics of the state or region represented.
2. Ensure the right of all service recipients to appropriate and effective services without discrimination on the basis of the organization's volunteer or staff make-up in respect to gender, sexual orientation or gender identity, ethnicity or culture, socio-economic background, race, religion, age, political affiliation, parental status disability, in accordance with all applicable legal and regulatory requirements.

Confidential Information

1. Respect the confidentiality of sensitive information known due to staff service.

Collaboration and Cooperation

1. Respect the diversity of opinions as expressed or acted upon by the NAEHCY staff, board, committees and membership, and formally register dissent as appropriate.
2. Promote collaboration, cooperation, and partnership among members and service recipients of the organization.

NAEHCY Committee Members' Compliance with NAEHCY Policies Board Approved on April 14, 2014

NAEHCY adopts the following procedure to ensure that everyone acting on NAEHCY's behalf and participating in NAEHCY business acts in compliance with NAEHCY policy. We adopt this procedure in lieu of requiring all committee members to read and sign all NAEHCY policies, in an effort to ease the burden on Committee Chairs and members.

1. Any committee member soliciting any type of sponsorship for NAEHCY (financial or otherwise) must read and sign the Sponsorship Policy and Diversity Policy.
2. Any committee member speaking in public on behalf of NAEHCY must read and sign the Diversity Policy.
3. Anyone having direct contact with youth in their role as a NAEHCY committee member must read and sign the "LeTendre Policy, Appropriate Interactions with Scholars Policy" now renamed "Appropriate Interactions with Young People Policy."
(For example, if a committee member picks up a scholar or other youth person affiliated with NAEHCY and takes him/her to a meeting, he needs to read and sign the policy if he is representing himself at the meeting as a NAEHCY committee member, or NAEHCY was involved in setting up a meeting, or suggesting the young person participate, or if it could be construed that NAEHCY is part of or benefitting from the meeting.)
4. Each Committee Chair shall ensure that committee members sign any and all policies if the work of the committee member makes the policy(s) applicable and relevant. In particular, Committee Chairs should consider whether members' actions on behalf of NAEHCY warrant signing the Conflict of Interest policy. Committee Chairs assume the responsibility of ensuring committee members comply with all NAEHCY policies, whether or not the committee member has signed the policy.
5. In case of any doubt, question or concern about these responsibilities, this procedure, or the conduct of any committee member, the Committee Chair shall contact NAEHCY's Legal Counsel and current NAEHCY President immediately for clarification and instructions.

Volunteer, Board Member and Consultant Grievance Policy Board Approved August 11, 2014

Purpose: The purpose of this policy is to define a process for addressing volunteer, board member or consultant grievances. NAEHCY Consultants are Independent Contractors whose employment is fully and completely governed by their contract with NAEHCY.

Complaints from volunteers, board members or consultants will be handled in the following steps:

1. Volunteers, board members or consultants who have a concern about NAEHCY's services, staff and contractors, or policies are encouraged to resolve the concern directly with the individual involved.
2. If direct resolution proves unsatisfactory, if the volunteer, board member or consultant determines that direct resolution would jeopardize his/her relationship with this individual, or if the volunteer, board member or contractor is concerned for his/her personal safety, the consultant should contact the NAEHCY President. If the concern involves the NAEHCY President, the volunteer, board member or consultant should contact the NAEHCY Vice-President. If the concern involved both the NAEHCY President and Vice-President, the volunteer, board member or consultant should contact another member of NAEHCY's Executive Committee.
3. With input from the volunteer, board member or consultant, the NAEHCY President (or other Executive Committee member) will promptly and appropriately investigate and address the concern. The NAEHCY President will then prepare a written summary of the presenting concern and the agreed-upon plan of resolution. This summary will be presented to the volunteer, board member or consultant involved within two weeks of the grievance being reported to the NAEHCY President.
4. A copy of the written report will be kept in NAEHCY's archives and, if complaint involves a consultant, in the consultant's file.
5. Nothing in this policy limits a volunteer's, board member's or consultant's ability to pursue available administrative or legal remedies related to his/her concern.

NAEH CY Employee Policy

NAEH CY does not currently have any employees. In the event NAEHCY chooses to hire employees in the future, NAEHCY reserves the right to amend this section to create separate policies applicable to those individuals, separate and distinct from the policies applicable to consultants who are independent contractors.

Social Media Policy **Board Approved on August 11, 2014**

Purpose: The purpose of this policy is to establish procedures and limitations of the use of NAEHCY's name, logo, or other graphic images in social media by consultants or board members. "Social Media" includes, but is not limited to, Facebook, Twitter, LinkedIn, YouTube, Instagram, blogging sites, chat rooms, or personal websites.

Committee Chairs, the Executive Committee and consultants are authorized to use social media to promote NAEHCY. Administrative rights for NAEHCY's Facebook page, YouTube page, and Twitter feed are restricted to those Board members, volunteers and consultants who have been assigned the responsibility to maintain them. These individuals may assign administrative rights to others only on a temporary basis, and only as necessary. Any other board member or consultant wishing to use social media must receive advance approval from the Executive Committee by completing and submitting a "Social Media Request Form."

Anyone using social media on NAEHCY's behalf should keep in mind the purposes and goals of social media for NAEHCY:

1. To inspire action, such as people contacting their elected officials at the federal and/or state level to support our policy agenda, contacting local agencies to get involved in helping families and youth experiencing homelessness locally, etc.
2. To advertise our conference.
3. To raise awareness and increase goodwill about homelessness generally.
4. To strengthen the NAEHCY "brand," highlight our work and successes, etc.
5. To disseminate technical assistance and relevant information to the field, including our members and young people.
6. To build our professional partnerships with other organizations.

Guidelines: Volunteers, board members or consultants using social media must adhere to the following:

1. Remember that what you write is public and will be for a long time.
2. Do not post or display comments about NAEHCY, or NAEHCY members that are vulgar, obscene, threatening, intimidating, or harassing.
3. Never post statements or links that are partisan, inflammatory, disrespectful, or discriminatory. Remember that NAEHCY is non-partisan, professional organization.
4. Follow the following rules on use of language in all posts and public communications on behalf of NAEHCY:
 - a. Never use the word "homeless" as a noun. For example, don't say "We help the homeless" or "Most of our homeless are children."
 - b. As much as feasible, use people-first language. For example, say children/youth/families/people "experiencing homelessness," or "in homeless situations," or even "who are homeless."
 - c. When needed for ease of reading, use homeless as an adjective before the particular group of people you are referencing. For example, say homeless students, homeless youth, homeless families, etc.
 - d. Do not use "old-school" words and phrases like hobo, bag lady, bum, street person, etc.
 - e. Don't say "kids." Instead, say children, youth, young people, or students, depending on the group you're referencing.

5. Do not create social media sites that purport to be those of NAECHY or make statements purporting to speak on behalf of NAECHY. In discussing NAECHY on your own or someone else's social media site, identify your role with NAECHY and disclaim that the views expressed are exclusively your own; example, "The views expressed here are my own and do not represent those of NAECHY."
6. Respect all copyright, fair use, and financial disclosure laws. Follows the Terms of Use, rules and policies for the website being used. When referencing someone else's work, give the proper credit to the author/artist.
7. Please think carefully about who you "friend" or connect with via social media. Consider adjusting privacy settings on social media sites to control who sees the information you share online.
8. Immediately disclose any real or perceived conflicts of interest to the Executive Committee; alternatively, if you were given administrative rights by an authorized individual, disclose to that person.
9. When in doubt seek approval. When seeking approval to link the NAEHCY website to a social media post, if not initially encouraged by NAEHCY authorized persons to do so, please fill out a "NAEHCY Social Media Request Form" and submit it to the related Committee Chair, Director, or Executive Committee.

Social Media Request Form
Board Approved on August 11, 2014

Previously Approved Usage: Date of previous usage:
Proposed date of renewed usage:
Any changes from previous approval? No Yes
If yes, describe changes, otherwise leave blank:
Name of individual requesting use and role:
Social Media websites for proposed link:
Purpose of request:
Proposed date of posting:
Approved by NAEHCY: Yes No Date Approved:
NAEHCY Representative's Signature:
NAEHCY Representative's Name:
NAEHCY Representative's Title:

Revised October 2016

NAEHCY Communications Policy **Board Approved on October 28, 2016**

Purpose: The purpose of this policy is to establish a procedure for volunteers, part-time consultants, and board members to use NAEHCY's logo, letterhead and other graphic images. NAEHCY recognizes that as it grows the NAEHCY brand, it must protect against improper use of its logo by unauthorized individuals by upholding strict standards on how its name and identity is being used and graphically represented.

NAEHCY's employees, full-time consultants¹ and the Executive Committee must have easy and quick access to utilization of the logo, letterhead and other graphic images; as such, employees, full-time consultants and members of the Executive Committee are exempt from the following procedure. All other committees, volunteers, board members and part-time consultants must follow this procedure when seeking use of the NAEHCY name and brand:

1. Volunteers, board members and/or part-time consultants requesting use of the NAEHCY name, logo, letterhead, or other graphic images must fill out a "Communications Request Form" specifying the aspect of the NAEHCY brand they propose to use, the purpose for which it will be used, the time frame for usage, and where the usage will be published. Additionally, a draft of the proposed use shall be attached to the request.
2. The "Communications Request Form" must be submitted via email to the Executive Committee at least one week prior to the proposed usage date. If the proposed use is related to the activities of a particular NAEHCY committee(s), the Communications Request Form also simultaneously must be submitted to the chair of the relevant committee(s). In addition, a consultant completing a Communications Request Form simultaneously must submit the Form to his/her supervisor.
3. The Executive Committee shall contact the individual requesting usage, review the usage proposal and ask any clarifying questions at least four days prior to the proposed usage date. If a committee chair or supervisor has concerns about the proposed usage, he/she must inform the Executive Committee of those concerns at least five days prior to the proposed usage date.
4. The individual requesting usage shall respond to the Executive Committee's request for clarification within two days. The Executive Committee will then respond to the individual's request with a written approval or denial at least 24 hours prior to the proposed usage date.
5. The Executive Committee's approval may include limitations and will be kept on file.
6. If an individual seeks to use a previously approved use outside of the usage period originally specified, they must fill out another "Communications Request Form" referencing the previous approval and specifying a new usage period.
7. A new "Communications Request Form" must be completed for each new purpose and forum or medium of usage.

¹ As of August 11, 2014, NAEHCY's four full-time consultant positions are: Director of Policy and Programs; Directors of State Projects and Legal Affairs; Director of Higher Education Initiatives; and Director of Foundation Relations and Operations.

8. Anyone using the NAEHCY name, logo, letterhead, or other graphic images shall adhere to the following guidelines:
 - a. Do not make statements about NAEHCY, or NAEHCY members that are vulgar, obscene, threatening, intimidating, or harassing.
 - b. Do not make statements that are partisan, inflammatory, disrespectful, or discriminatory. Remember that NAEHCY is non-partisan, professional organization.
 - c. Never use the word “homeless” as a noun. For example, don’t say “We help the homeless” or “Most of our homeless are children.”
 - d. As much as feasible, use people-first language. For example, say children/youth/families/people “experiencing homelessness,” or “in homeless situations,” or even “who are homeless.”
 - e. When needed for ease of reading, use homeless as an adjective before the particular group of people you are referencing. For example, say homeless students, homeless youth, homeless families, etc.
 - f. Do not use “old-school” words and phrases like hobo, bag lady, bum, street person, etc.
 - g. Don’t say “kids.” Instead, say children, youth, young people, or students, depending on the group you’re referencing.
 - h. NAEHCY marketing materials, such as brochures, annual report or other public materials that will be distributed widely, must be approved by the Executive Committee prior to finalizing.

**Communications Request Form
 Board Approved on August 11, 2014**

Previously Approved Usage: Date of previous usage:
Proposed date of renewed usage:
Any changes from previous approval? No Yes
If yes, describe changes, otherwise leave blank:
Name of individual requesting use and role:
Type of Usage Requested: 1. Logo 2. Letterhead 3. Graphic images (please specify below) 4. Other (please specify below)
Purpose of request:
Time Frame of usage
Where will usage be published?
Draft attached to request? Yes No
Approved by NAEHCY: Yes No Date Approved:
NAEHCY Representative's Signature:
NAEHCY Representative's Name:
NAEHCY Representative's Title:

Revised October 2016

Appropriate Interactions with NAEHCY Scholars and Other Young People Board Approval: September 14, 2015

Anyone having direct contact with youth in their role as a NAEHCY board member, employee, contractor or volunteer must consult the guidelines outlined by the National Association of Social Workers (NASW) Code of Ethics² and the NASW Standards for the Practice of Social Work with Adolescents. These codes and standards are the cornerstone of ethical practice with youth in any capacity in which NAEHCY representatives conduct business, advocate, interact with, or provide direct services for scholars, past or present. All board members, employees, contractors and volunteers having direct contact with youth shall abide by the values, principles and standards set forth in these documents.

In general, the NASW standards should be observed in their entirety as a framework for both individual and agency interactions; however, because of the unique interactions NAEHCY representatives have with youth, the following guidelines should be observed as specific examples of ethical behavior when working with scholars.

1. NAEHCY board members, employees, contractors and volunteers should exercise sound professional judgment when acting as a chaperone at youth attended events. For example:
 - a. Board members, employees, contractors and volunteers should consult with the Scholar Specialist or Scholarship committee chair before escorting a youth to any location that is not prearranged by the committee. Board members, employees, contractors and volunteers who are authorized to transport youth will be predetermined by the committee.
 - b. Board members, employees, contractors and volunteers must not consume alcohol while in the presence of youth, nor should they be in a position to interact with youth while under the influence of alcohol.
 - c. Board members, employees, contractors and volunteers must not engage in illegal activities with youth. If it is discovered that youth have engaged in illegal activities, the Scholar Specialist or committee chair should be notified immediately.
 - d. The Scholar Specialist and committee chair are responsible for overseeing the supervision of youth at NAEHCY events. Other board members, employees, contractors and volunteers must not intervene with youth for behavior in any way. If any NAEHCY board member, contractor or volunteer has any concern about a youth's behavior, the NAEHCY representative should inform the Scholar Specialist or committee chair, who will respond appropriately under state law, the NASW Code of Ethics and the NASW Standards for the Practice of Social Work with Adolescents.

² While NAEHCY representatives shall abide by the entire NASW Code of Ethics, they should pay particular attention to Section 1: Social Workers' Ethical Responsibility to Clients. The Code of Ethics is available at <https://www.socialworkers.org/pubs/code/code.asp>.

- e. Board members, employees, contractors and volunteers must not engage in inappropriate relationships with youth, and interactions should be held to the highest professional standard. For example, board members, contractors and volunteers must not engage in any kind of sexual relationship with youth. Adults must maintain professional boundaries, and limit self-disclosure to appropriate limits. For example, board members, contractors and volunteers must not share information about personal problems, including intimate relationship, family, or financial issues.
 - f. Board members, employees, contractors and volunteers should debrief situations with other adults assigned to the scholars; however, confidentiality should be of upmost priority. Scholar information must not be shared with any person or agency outside of the assigned group unless the scholar has provided written consent.
2. If a scholar discloses information to any board member, employee, contractor or volunteer that causes that NAEHCY representative to fear the possibility of serious, foreseeable, and imminent harm to the scholar or other identifiable person, the NAEHCY representative shall contact the Scholar Specialist or committee chair immediately. The Scholar Specialist or committee chair shall follow up immediately with the scholar and respond appropriately under state law, the NASW Code of Ethics and the NASW Standards for the Practice of Social Work with Adolescents.
3. Any board member, employee, contractor or volunteer who is uncertain about how to interact with a scholar, respond to information the scholar has disclosed, or address any issue or question that has arisen regarding a scholar shall consult immediately with the Scholar Specialist or committee chair.

I have read and agree to abide by this policy.

Signature

Date

Printed Name