

PROTOCOL COMMITTEE

CHARTER – 2003

The Protocol Committee will be composed of individuals who have either been appointed or those who have volunteered to serve on this Committee. The Committee will establish and maintain proper and consistent procedures and parameters for expenditures regarding retiree's gift; speaker's gift, guest lunches, and guest hotel accommodations, as well as birthdays, illnesses and deaths.

Whenever questions arise regarding protocol, this committee will have the responsibility to evaluate the issue and render a recommendation to the Executive Board.

At least once per annum, this committee will conduct a review of the established dollar amounts and consider economic increases/decreases.

Should a vacancy arise on the committee, the current members will bring this to the attention of the Board. The committee will assist the Chair by preparing a list of potential replacements or the Council will be addressed seeking volunteers.

Protocol committee: Pat Huber – Chairperson, Jana Tull – Member, Sherry Rose – Member.

The Committee will establish and maintain proper and consistent procedures and parameters for expenditures regarding retiree gifts; speakers gifts, guest lunches, hotel accommodations; as well as birthdays, illnesses and deaths.

Special recognition of individuals who have served well, can be nominated

by any council member. The nomination shall be reviewed and recommended by the Protocol Committee, (hereby referred to as the PC) and approved by the Board. If the PC deems special recognition should be highlighted, the recommendation shall be forwarded to the Board and voted upon.

The following information should be addressed when considering special recognition:

Who, why (describe efforts), form of special recognition, i.e. letter of appreciation/thanks, verbal recognition in front of peers/council, etc.

In keeping with yearly economic increases, the following parameters shall be reviewed on a yearly basis:

- a. Retiree gifts - \$25.00 - \$40.00
- b. Speakers gifts - \$10.00 - \$25.00 or standard framed thank you letter, to be assisted by Education Comm.
- c. Speakers luncheon - \$15.00 - \$20.00
- d. Speakers accommodations - Council **cannot** assist
- e. Council member birthday - \$0.00 (however another Council member may wish to purchase cake on their own)
- f. Member Death - 1 year to 5 year member - dollar value up to \$5.00 for a card to family; 5 years and beyond – same, plus flowers to spouse/family up to \$55.00
- g. Family Member Death - up to \$55.00
- h. Long Illness of member - card up to \$5.00
- i. Cakes - Dollar amount as deemed appropriate for the occasion (or members may donate what they wish).