

## **Chapter Officer Incentive Plan (rev final)**

Nov 25, 2019

### **Incentive Program for Chapter officers**

The Executive Committee is proposing the following plan to incentivize WSPE members to become Chapter officers. This program will be offered to all chapters of WSPE.

This plan is to be evaluated on an annual basis by the Executive Committee and can be discontinued or modified at any time. It will be retroactively effective as of July 1, 2019.

#### **Eligibility:**

Up to five officer positions from each chapter can qualify for membership fee reimbursement. However, each chapter must have at least (3) individual members, duly elected as officers on or before March 1 of the current fiscal year to qualify. These (3) officer positions must comprise of President, Treasurer, and one of the following: Vice-President, Secretary or State Director to assure a functioning chapter.

Reimbursements will be made to the member who holds the office according to the following:

President	- 100%
Vice-President	- 50%
Treasurer	- 50%
Secretary	- 50%
State Director	- 50%

Reimbursements will be made at the end of the fiscal year on or around June 30. Reimbursement payments will be based on the most recent member dues payment (receipt required). Funds will be transferred from the State's general fund to the qualifying Chapter accounts. Each Chapter will then have the responsibility to distribute these funds appropriately. Chapter Officers who resign their position prior to serving the full term would forfeit their eligibility for reimbursement unless it is due to extenuating circumstances, in which case the Executive committee will evaluate on a case by case basis.

#### **Conditions of Reimbursement:**

For each Chapter to qualify for their officer dues reimbursement, the Chapter must demonstrate progress toward their established goals. A minimum of (4) Chapter meetings must be held per year with published minutes of those meetings and attendance records being sent to their Executive Committee liaison. Meetings can be either a physical gathering, teleconference or web-based. A minimum of (3) of the Chapter officers must take part in each of these meetings.

#### **Training:**

Training will be provided for those who are elected as Chapter officers.