**POLICY AND PROCEDURE**

**FOR**

**LEADERSHIP**

1. It shall be at the discretion of the State President to hold an Official State Leadership Meeting.
2. The Leadership Chairman may borrow up to five hundred dollars ($500.00) from the Oregon State Council Treasury, funds permitting, if a deposit is required to guarantee reservations for a Conference site. The amount must be requested in writing. The amount of the loan is to be returned to the State Treasury within thirty (30) days following the Leadership Conference date.
3. It is the responsibility of the Leadership Chairman, as instructed by the State President, to assure registration and lodging for the following: State President, IC Representative(s), and Headquarters Representative (if one is attending).
4. The Leadership registration is established at four dollars ($4.00) per member plus the cost of medium priced meals including gratuity. Three dollars ($3.00) per member may be added for speaker(s). An additional amount per member will be added to registration if a “set-up fee” is charged.
5. The deadline for registration is two (2) weeks before Leadership. If this deadline is not met, the member pays an additional five dollar ($5.00) fee. Refunds will be the registration fee minus four dollars ($4.00) operating cost and the three dollars ($3.00) speaker fee, if assessed.
6. **A request for a refund must be in writing and received by the Leadership Chairman by the time a firm meal count is required by the facility. This date deadline shall be published on the registration form.**
7. Any paid speakers must stay within budget amount allowed.
8. A final Leadership report shall be forwarded by November 15th to the State President, the First Vice-President, the Workshop Coordinator, and the State Recording Secretary.
9. A complete Leadership financial statement will be published in the next Grapevine following the event.
10. Any profit from the Leadership conference will be turned over to the Oregon State Council Treasury.
11. Any deficit occurred from the Leadership conference will be covered by the Oregon State Council Treasury.