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Welcome to the Board of Directors

Congratulations on your election to the position of Regional Director. It is because of individuals like you volunteering your time and expertise that the National Society for Histotechnology has become a success.

The goal of this handbook is to provide you with a basic outline of the requirements of a Regional Director, not to limit your participation in or your initiation of national, regional or state projects not listed here. This handbook is also to be considered as a companion document to the NSH Policy and Procedure manual and the NSH Bylaws. If at anytime there is a conflict in information between these documents the Bylaws and the Policy and Procedure manual will take precedence.

The majority of your responsibilities for the National society are centered on the annual Symposium/Convention; however as a member of the NSH BOD you represent the society to the state societies with in your region and the individual NSH members throughout the entire year. Please read this handbook carefully and if you have any questions contact the NSH President, Vice President or another Regional Director for assistance.

Welcome to the NSH Board of Directors.
Purpose of a Board of Directors

Large or small, for profit or not for profit, all Board of Directors function the same. The BOD helps management develop business plans, policy objectives and business strategy that will strengthen the support growth of the society. In the case of the National Society for Histotechnology the management team consists of the Executive Director and Meeting Manager, it is therefore key that the BOD work together with the management as a team blending the responsibilities of the paid staff and the volunteer BOD members. This often results in the President asking BOD members to serve on taskforces along with the office staff to research or implement plans that have been approved during a BOD meeting.

The NSH BOD is a cross section of professionals from within the field of Histotechnology which brings together a wide range of skills, experience and diversity that are keys to the success of a BOD. However Board members must remember to set aside any potential conflict between their personal or individual goals to support the well-being of the NSH, this could mean voting the way your state members want you to vote rather than how you personally want to vote.

All meetings for the NSH BOD are considered formal and follow strict parliamentary procedures as outlined in Robert's rules. The main issues to remember are; an agenda for the meeting will be prepared and followed during the meeting, all motions will be submitted in writing and require a second before the motion is open for discussion unless the motion is submitted by a committee, you can not speak to a motion until you are recognized by the President. Motions require a majority vote to be passed. Motions that are passed and result in a change of policy must be presented to the HOD for approval. Remember the BOD can only make recommendations to the HOD via putting forward a motion on the HOD agenda. The HOD by voting on the motion will set the policy which the BOD can then carry out. Finally, the meetings are recorded and a written copy of the minutes will be made available to all members of the society.

It is recommended that all new BOD members review the job description for the Regional Director and also familiarize their selves with the Bylaws and Policies and Procedure manual, especially items that relate directly to the BOD. The following pages will outline the basic responsibilities of the NSH BOD members but is not to be considered complete or final.
Basic Responsibilities of the Board of Directors

- Determine the Organization’s Mission and Purpose
  - The NSH has a Mission statement that articulates the society’s goals, means and the constituents we serve. Each individual board member should fully understand and support the mission statement, as it is the ongoing responsibility of the BOD to periodically review the statement for accuracy and validity.
    - *The National Society for Histotechnology is a non-profit organization, committed to the advancement of histotechnology, its practitioners and quality standards of practice through leadership, education and advocacy.*
  - Annual review of the society’s mission, vision, goals and plans is part of the strategic planning meeting where the short and long term goals of the society are discussed; have we set the right goals, are we meeting the goals, do the methods to reach the goals need to be revised. The strategic planning meeting is open to all stakeholders involved in the NSH.
    - *Attendance at the Strategic planning meeting is mandatory for all BOD members and the Executive Director.*
  - Reviews can also be formal where a specific taskforce has the duty of reviewing the society’s plans and progress and making recommendations to the BOD within a specific time frame.
    - *Taskforces are appointed by the President and consist of a chair and members. Members of the taskforce may not all be members of the BOD, but are selected for their knowledge and experience on the subject to be investigated. Formation of a taskforce requires approval by the BOD. Taskforces are given direction on what to investigate and deadline of when and how to report their findings to the BOD.*

- Select the Executive Director
  - The NSH Executive Director is a pivotal position with in the society and it is the responsibility of the BOD to ensure that the job description for this position is up to date and accurately reflects the scope of the position.
  - The BOD is also responsible for the search and selection of the most qualified person for this position. The search process is usually limited to a smaller taskforce to facilitate the selection, however the full BOD has final vote on the person recommended by the taskforce.
Support the Executive Director and Review Performance

- The Executive Director is the senior paid employee of the NSH and responsible for the day to day operation of the society, including supervision of the paid employees and contract workers. The NSH is a non profit society that relies on the member volunteers on the BOD to plan and set goals for the society but it is the function of the Executive Director to implement and monitor the plans. The Executive Director is often the first contact person for members, non members and staff, and therefore it is important that the Executive Director work in partnership with the BOD. Both the BOD and the Executive Director must fully understand the requirements and the extent of the Executive Director's position, and the BOD should provide moral and professional support for the Executive Director to further the goals of the society.

  - The NSH President will complete a probationary and annual performance review of the Executive Director. At any time during the year performance concerns about the Executive Director can be directed to the President for confidential investigation.

  - Problems or concerns with NSH employees should be discussed with the Executive Director who will then address the issues as required. The Executive Director will complete probationary and annual performance reviews on all paid employees. Results of these reviews are shared with the NSH President only, unless action of the BOD is required.

  - Support the Executive Director and the NSH by completing tasks on time. It is the responsibility of every Regional Director to submit specific data when requested by the date indicated on the request letter. Failure to complete these tasks slows down the operation of the society while the Executive Director or Committee Chair sends out reminder notes and waits for responses. Set the example and be prompt.

    - Required information:
      - Semi annual and annual reports
      - Budget review for the position of Regional Director
      - Expense reports
      - Demographic information of state/provincial representatives from states/provinces without constituent societies

    - Additional information:
      - Agenda items for the BOD or HOD meetings
• Ensure Effective Organizational Planning

  o All BOD members must actively participate along with the NSH employees in the society’s overall planning process and assist in the implementation of the plan’s goals. However the BOD members have full power and authority over the administrative affairs of the society. The BOD must work within the Bylaws and Policies and Procedure approved by the society members through the House of Delegates.

  ▪ Every year at the S/C there is a strategic planning meeting. This meeting is open to all members but it is mandatory that all BOD members attend. The meeting is chaired by the Vice President; the meeting structure is informal to allow for open discussion and participation by the entire BOD. The agenda includes review of ongoing projects and the development of new ideas and goals. Plans from this meeting can be written into a motion to be presented at a Board of Directors meeting. Voting to approve the motion allows action to be taken and a goal reached. Or the President can strike a taskforce to investigate the idea further and report back to the BOD.

  ▪ During the year members of the BOD are sent information about future sites for the S/C. Please read the information carefully as you will be expected to listen to a presentation at the BOD meeting by the Convention Chair and Meeting Planner and based on your input a future convention site will be selected.

  ▪ Attendance at the BOD meeting and the post HOD board meeting are mandatory. All return travel plans should be booked to allow for an extended post HOD board meeting. Plan for the worst case scenario. It is at these meetings where issues that are of concern to the NSH members can be presented to the BOD by submission of an agenda item. Agenda items can come from NSH employees, NSH members, State Presidents, NSH Committees or from the HOD via the Speaker. In order to have full discussion of each agenda item the BOD members need to be prepared and have reviewed the agenda item, be aware of the NSH Bylaws or policies that could apply and when possible have discussed the items with their regional members during the Regional Meetings.

  ▪ Attendance at the HOD is also mandatory. It is at the HOD where the BOD Secretary reports on the actions taken by the BOD and puts forward recommendations to the HOD for changes that will directly affect the membership. All policy changes require approval of the HOD. Such as changes to the S/C structure, increases in member fees, changes to member benefits, items that require approval of the members before the change can take effect. BOD members are required to fully understand the rational behind the request for change so that they can explain the background to their region delegates. This does not mean that you cannot speak against the motion.
• Ensure Adequate Resources and Manage Resources Effectively

  o This is one of the biggest responsibilities of the BOD ensuring that there are adequate funds for the society to fulfill our mission. The BOD members must not only look at expenditures but must always be looking at and for new opportunities to generate funds.

  ▪ The annual budget is reviewed and finalized each year at the S/C. Prior to the S/C the Budget and Finance Chair will send you a copy of your proposed budget for approval. The NSH does not ask BOD members to pay for expenses from your personal funds however the NSH does expect you to be fiscally responsible. If you go over the agreed upon budget you will not automatically be given more funding, all overages must be justified. Keep this in mind when you are approving your budget.

  ▪ To avoid extending the length of the BOD meeting, the budget is reviewed in detail and changes made at the Budget Review meeting held prior to the BOD. You will be given a complete copy of the budget before this mandatory meeting, please review all sections and bring your questions to the meeting. Additional items that arise during the BOD can result in changes to the budget so final approval of the budget is usually voted on at the post HOD board meeting.

  ▪ The Executive Director each year reviews the operation of the NSH office, to include rental of space and equipment, supplies, staffing requirements, and service contracts and makes a presentation to the BOD. The members of the BOD are then required to consider the Executive Director’s recommendations, remembering that with staff wages and benefits we must be guided by legal and contract requirements.

  ▪ If you have an idea that you think the NSH should implement and want to bring forward a BOD agenda item remember to include in the justification and motion the proposed cost. Cost should include both the expenditure and revenue potential. Any idea that could increase revenue to the society will be considered in depth.

  ▪ All expenses and revenue are cleared through the NSH bank account by the Treasurer. To ensure that the long term investments of the society are secure the NSH contracts a financial advisor to manage these funds. In addition an annual audit is completed by an external auditor and becomes part of the Treasure’s report at the BOD meeting.
• Determine and Monitor the Society’s Programs and Services

  o The BOD members must be aware of all programs and services provided to the members and non members and in conjunction with the Executive Director monitor their effectiveness. This type self review is on going and although the formal discussion may take place during the BOD or the Strategic Planning meeting the collection of information for discussion can take place throughout the year.

    ▪ The Journal of Histotechnology is the most tangible service that the NSH provides to the members. It arrives at their door without any direct involvement by the member; this requires a lot of input from the BOD and office staff.
      • The first priority of the BOD is to ensure that the JOH has an Editor in place and that the Editor is aware of the NSH goals and objectives for the JOH.
      • The Managing Editor is a key position in the day to day production of the JOH, the Editor and the BOD must agree on who holds this key role. This position can be external to the NSH office or part of the office staff job duties.
      • As part of the budget the BOD reviews the cost of production of the JOH but it is as we each receive our personal copy of the JOH that we can assess the publisher’s services. Did the JOH arrive on time, did it arrive in one piece, and is the photo quality what was expected. If the standard is not up to what is expected then it is the responsibility of the BOD to direct the Editor Managing editor to investigate.

    ▪ The NSH in Action newsletter is also another visible benefit to the members. The BOD members approve the President’s appointment of an editor. BOD members are encouraged to submit articles to the newsletter.

    ▪ NSH.org the NSH website, every BOD member should be familiar with this site. This is definitely an area where change is continuous and the BOD must work with the Office staff to project an image that reflects the changes within the NSH.

    ▪ New education programs are always something exciting however on a regular basis the BOD along with the Education and Convention Chairs must examine the existing education services being provided. Is the information being provided current, is the format consistent with changing technology, is the price at the correct level and are we providing what our members are asking for, etc. This does not just apply to the continuing education programs (books, teleconferences and online services) but the structure of the S/C.
- NSH has many affiliations with other Health Care Professions. Appointed NSH members represent the general NSH membership at varying levels within these societies. It is the responsibility of the BOD to review reports from the appointees and to direct the appointees on how they should interact and respond on behalf of the NSH.

- HistoQIP is an example of a joint venture between NSH and another Society (CAP) where there is a benefit for the members (external QA program) and for the NSH (non dues revenue). The BOD is responsible for approving contracts for all joint ventures and must also develop guidelines for how NSH is going provide support of the ongoing project.

- Enhance the Organization’s Public Image
  - The BOD has an important role in deciding how the society is viewed not only by the members but other professionals within the healthcare field and the government. This image is critical for gaining acceptance and recognition as the leaders in the field of Histotechnology.

  - The BOD each year approves or reaffirms the appointment of key NSH members to represent the society at the Board of Registry, CLSI, NAACLS, Biological Stain Commission and the Health Professionals Network (HPN). These members act on behalf of NSH bringing forward or responding to issues that can directly affect the training or workplace of individual members. When issues require in-depth information these members act as a conduit passing information to and from the BOD to the other society or association. All of this helps raise the professional stature of the NSH.

  - Public does not always mean the average person on the street but groups that the NSH interacts with and are require to work with to meet the society’s goals. One of the most critical groups is the Vendors. It is essential that each BOD member remember how essential the Vendors are to the National and Regional/State societies. Without their financial support through advertising fees, displays at educational meetings and donations, the NSH would not be as successful as it is. BOD members should be aware that they must put personal and work relationships aside and represent the society in a professional manner when interacting with the Vendors.

  - Marketing and the NSH image is something that is continually under review and can appear as BOD agenda items or as discussion at the General membership meeting.
• Serve as a Court of Appeal
  o The Executive Director has direct responsibility for the hiring and firing of NSH employees however the guidelines by which the Executive Director can function are approved by the BOD.
    ▪ As in any business when an employee may have a personal conflict with their supervisor there has to be an alternate person for the employee to appeal to. In the NSH the BOD serves as this person, the employee can bring forward an issue or concern to any BOD member. The BOD member is required to contact an executive officer (President, Vice President, Secretary, Treasurer, Past President, and Speaker of the House) who will instigate an investigation. Members of the society can file a complaint to the Judicial committee, which will then start an investigation and if required will report to the HOD.

• Assess the Board of Director Performance
  o By evaluating the BOD performance in fulfilling its responsibilities, the board can recognize its achievements and reach consensus on which areas need to be improved.
    ▪ Think of this as completing a performance appraisal on your self.
    ▪ There are certain goals and objectives that can be easily quantified such as membership, is it going up or going down? Budget, are the incoming funds exceeding the expenses? Have four JOH issues been published on time? This type of issue can be evaluated and if not succeeding be addressed and changes made with new goals set, as part of the Strategic planning process.
    ▪ It is the soft issues that are harder to assess. Is the web site providing what the members want? Is the S/C format what is required for the job entry level histologist? These issues are evaluated by surveys of the membership. BOD members may be asked to participate on taskforces to develop the survey, analyze the results and present a report or recommendation to the remainder of the BOD. If the findings directly affect the members the taskforce chair will be required to present the information the delegates of the HOD.
Responsibilities of a Regional Director

- Attend and participate in all the following meetings during the Symposium/Convention:

  1. Regional Directors/ Presidents council
  2. BOD Budget Meeting
  3. Region Meeting
  4. Strategic Planning Workshop
  5. Board of Directors Meeting
  6. General Membership Meeting
  7. House of Delegates Meeting
  8. Post House of Delegates Board of Directors Meeting

- Each Regional Director should make an effort to know, understand and support the mission and goals of the NSH. This is why to be eligible for election a nominee must have been a member in good standing for two (2) years. In addition when there is change over of Regional Directors the new Regional Director is invited to attend the meetings just prior to their assuming their new position.

- The Secretary of the BOD and the Secretary of the HOD will send meeting agendas along with any supporting documentation out to the Regional Directors 30 days prior to the meetings. Sending the agenda early allows enough time for each Regional Director to review the items and contact State presidents or members within their region to discuss the agenda items and collect input on how their region wants the Regional Director to vote. There can be additions or changes made to the agenda which can affect the order in which the issues are addressed or the length of the meeting. All BOD members are funded by the NSH to attend the S/C. All BOD members must make their travels arrangements for the longest possible time and be prepared to stay for the entire meeting, forgoing all personal or educational commitments.

- Region meetings held at the S/C are an opportunity for so many things;
  i. Greeting old friends
  ii. Meeting new members
  iii. Reviewing NSH Agenda issues

  1. BOD agenda items should be discussed with the region members, with the Regional Director presenting the issue in a non-biased manner and solicit member input. The regional members may direct the Regional Director to vote against the motion before the BOD. The Regional Director needs to walk the line between representing the society and their regional members needs
iv. This is an ideal time to implement NSH recruitment plans when you award the regional membership award. Keeping the existing members is as important as enrolling new members.
v. Planning state or region meetings.

9. First Time Attendee Breakfast
10. Culling & International Lectures
11. NSH Awards Banquet

o The S/C is not all work and no play, although these are official functions that you are required to attend, it is also a time that you can mix with the members and enjoy the social side of the NSH duties.

• Communication is the key role of the Regional Director. The flow of information has to be bi-directional, to and from the NSH office to the Regional Director and to and from the Regional Director to the State Presidents and region members. At any time a member must be able to direct questions, concerns and even compliments directly to any member of the BOD.

o Required Communication:

  ▪ Annual and Semi annual reports to the President
  ▪ Submission of changes to the budget
  ▪ Notification of inability to attend the S/C
    If you are unable to attend the S/C it is critical that you notify the President in writing as soon as possible. You must indicate the circumstances as to why you are unable to attend and a recommendation of a qualified replacement. You must also submit the name of the replacement as an alternate for the Regional Director’s position to the Credentials Chairperson.

  ▪ Resignation from position
    As soon as you are able you must notify the President and the Executive Director. This will allow the President to notify the Nominations and Elections Chair to start the election process if required. Don’t forget to notify your State Presidents and members since it is always best to hear the news directly from the Regional Director.

  ▪ Dissemination of NSH information to members within region.
    This can take any form or style the Regional Director is comfortable with. However it is recommended that verbal communication is followed up with a confirmation in writing to help avoid a misunderstanding. It is a responsibility of the Regional Director to ensure that any NSH information that is shared by them to the members is as current and accurate as possible. During the S/C you can meet one to one with the members of your region at the scheduled region meeting. Memos (email or snail mail) to the State Presidents is always a good way to give a quick up date.
Submit a regular article in the State newsletters in your region. Not only will this share the information with the members it will provide the editors with articles to create a great newsletter to submit for the newsletter award.
Support a regional website or contribute to the state websites.

- Additional Communication:
  - Changes to your contact information.
    *The National Office needs to know when this data changes, so that the website can be updated.*
  - Updates and changes of State information.
    *Often when State officials (State President or representative and newsletter editor) change they forget to send the information to the national office, especially when State President is not an NSH member. It is better to have it sent in twice than not at all.*
  - Submit a list of State representatives without constituent societies to the Credentials Committee Chair.
    *In States without a society the members are still entitled to representation in the House of Delegates. You may know a member from a state without a society that would be willing to participate in the shaping of the future of the NSH.*
  - Agenda item submission for the BOD or HOD meetings.
    *This the formal procedure of having a specific issue addressed by the members of the BOD or the HOD. When possible it is preferred to have them submitted prior to the start of the meeting so that the item can be added to the agenda and supporting information circulated to the BOD or HOD members for review. Items submitted can be for discussion only or for action. Each item must include the proposal; a concise statement of the issue, an estimated cost if relevant, a justification; and in depth explanation of the issue to include support documents. If action is required a specific motion should be included. See samples.*
  - When appointed to a taskforce your input and opinion are important. Make sure your voice is heard, complete the required research and or review of information and submit to the chair by the deadline.
  - Specific Region or State communication.
    *Each region or state is different in how it is structured and the Regional Director should become familiar with each State within their region. Review current Bylaws and Policy and Procedure manuals, and review old files forwarded by the previous Regional Director. Remember that region members have the right to view minutes of region meetings and regional finance records so keeping these records up to date and organized is essential.*
• Assist in establishing constituent state societies.
  o The Regional Director acts as a liaison with the State Presidents but can also work directly with members that wish to start or reactivate State societies. Remember the NSH only recognizes one constituent society per state/area. Often all the members need is some guidance until they can get started and hold their first elections and start working on their bylaws.

• Assist with the coordination of activities related to educational meetings.
  o When NSH S/C is held in your region you can give assistance with some planning projects but keep in mind that during the S/C your attendance will be required at the society’s business meetings and you will not have a lot of free time to follow up on day to day issues. Where you can help is by recommending key people for committee members and encouraging new members to become actively involved.
  o Region or State meetings are important to many members who can not travel to the S/C. It is so important that the Regional Director try to attend these meetings and meet the members that the NSH provides $500.00 per region towards the Regional Director’s travel expenses.
  o Make yourself and the Society known. When you attend the Regional or State meetings make a point of personally thanking the sponsors, tell them how much NSH and specifically the Region appreciates their continued support. Don’t for get to thank the organizers, you want them to know what they have accomplished is important; you want them to be willing to help again.

• Assist with the development of the Society.
  o Each Regional Director should be encouraging members within their region to be come involved in the NSH. Members can start small becoming an ambassadors or committee member and work their way up to convention assistants or convention committee coordinators and committee chairs. If you know someone that you think would be suitable for an appointed position bring their name forward to the President.
  o There will come a time when you will be giving up your position as Regional Director hopefully to move on to another position with in the Society. It is the Regional Director’s job to ensure that the Society will continue to function and stay strong; therefore each Regional Director should be working to recruit possible replacements.

• Region specific duties
  o Each region functions differently and it is the responsibility of the Regional Director to familiarize their self with the idiosyncrasies of their region.

   - Regions may have bank accounts to which each state contributes.
     - Who manages the bank account?
     - Who has signing authority?
     - What are funds to be used for?
- Are there policies and procedures in place for the handling of these funds at the end of the Regional Director’s term, or if the term ends early.

- Regions may have their own Bylaws. This can result in the Regional Director having to follow the correct set of Bylaws (national, regional or state) depending on the situation. Obtain a copy of Bylaws from each state.

- States with in the Region have different expectations of the Regional Director; familiarize your self with what is required before the problem occurs.
  - Does the Regional Director have a position on the State BOD? If yes is it with or without voice?
  - Is the Regional Director expected to act as an advisor on problems other than issues directly related to the National Society?

- Where to get Information and Help
  - The previous Regional Director should turn over all files relating to the position within 30 days of completion of their term. This should include information from a National and Regional level that is still relevant (7 years for financial records) or still pending issues.
  - Many NSH documents are “living” documents that undergo quality management review and changes are being made as required. Therefore the copy of the document being used by the previous Regional Director may not be the latest version. To ensure that you have the most up to date version check the NSH website or contact the Executive Director for a copy.
  - The President, Vice President, Executive Director and office staff are always available by email or phone to answer any questions or discuss issues, however do not forget the wealth of information available from other BOD members.
Agenda Items

- Prior to the S/C, the BOD and HOD Secretaries send out a request for agenda items for society meetings.

- Submission of an agenda item is not limited to BOD members or HOD delegates. Every NSH member can submit items to be addressed at the BOD or HOD, as long as the agenda items are submitted before the acceptance deadline.

- In addition to completing the official agenda submission form the submitter should attach a copy of any pertinent documents that will assist the BOD members or HOD delegates in discussing the issue.

- The submitter of the agenda item should be present at the meeting to be able to answer any questions about the item. If they are unable to attend the submitter should discuss the item ahead of time with a BOD member or another HOD delegate, who can present the item for the submitter.

- Not all agenda submissions require a motion. An item can be added to the agenda for discussion only. An agenda item that is for discussion only is usually just to provide the BOD members or HOD delegates with new information. If during the course of the discussion an action is required to resolve the issue a motion can be put forward by completing a motion form.
National Society for Histotechnology
Agenda Form

Date: enter the date

Agenda Item No: assigned by secretary

Subject: a short general description of the item.

Agenda item submissions.

Submitted by: print your name

Lorna Wilson

Discussion Only: placing an X here will make this item for discussion only

Proposal: This where the submitter writes basic proposal for the agenda item.

All agenda items need to be submitted by email.

Justification: This is where the submitter explains why they submitted the agenda item.

Submitting the agenda form by email will ensure that the secretary can receive submission right up to the deadline date. The other advantage is that the forms will not be handwritten and the secretary will not have to transcribe the agenda items from handwritten forms.

Motion: no motion required if item is for discussion only.
Date: enter the date  

Agenda Item No: assigned by secretary

National Society for Histotechnology  
Agenda Form

Subject: a short general description of the item.  
Travel Money for the Vice President

Submitted by: print your name  
Lorna Wilson

Discussion Only:  
Motion: placing an X here will indicate an action is required and motion must be included with the submission.

Cost: estimate the cost of the project if approved.  
$20,000 per year

Proposal: This where the submitter writes basic proposal for the agenda item.  
The Vice President should be given $20,000 per year to spend on travel to regional and state meetings.

Justification: This is where the submitter explains why they submitted the agenda item.  
Part of the Vice President’s job description is to maintain communication with the State Presidents. Face to face communication is the best way to maintain this working relationship, therefore funding is required for the Vice President to travel to the state meetings.

Motion: I move that the Vice President’s budget be increased by $20,000 to allow travel to each state meeting. The funds will only be reimbursed after submission of a receipt. The Vice President will be required to prepare a report about each State meeting for the BOD.
Completing a Motion Form

• Motion forms are used during the Board of Directors meeting, House of Delegates and the post HOD Board meeting. They provide an accurate record of the actions of the BOD which allows the Secretary to complete the meeting minutes.

• Not all motions are submitted in advance of the meeting. Often during the course of discussion on a topic the BOD or HOD make the decision to take action and this requires a motion to be written, seconded, discussed and finally voted on.

• During the discussion phase minor changes can be made to the motion with the consent of the motion writer, this is called a friendly amendment. The change can be written on the original motion form or can be re-written on a new form.

National Society for Histotechnology
Motion Form

Agenda Item No: enter the number in the format used on the agenda

Motion: (I Move) enter the information that you want to have action taken on by the BOD or HOD. Be specific; include what is to be done, by whom and by when.

Signature: sign you name

Agenda Item No: NB #4a

Motion: (I Move) that a taskforce be formed by President. The task force will investigate the feasibility of changing the format of the motion form and report in writing to the BOD within 30 days.

Signature: Lorna Wilson
Symposium Convention Registration

- Each Regional Director will receive (hard copy or email) a registration form for the Symposium Convention. You MUST complete the registration form to ensure that your registration package is prepared for you.

- The S/C registration fee is waived for Regional Directors. Regional Directors are required to attend the International and Culling lectures and may not have time to attend any other educational lectures due to the required attendance at NSH business meetings.

- Double check the NSH business meeting schedule BEFORE you register for any educational lectures. All workshop fees are to be paid by the Regional Director and may not be refundable if you double book.

- Regional Directors are provided a banquet ticket free of charge. Regional Directors will be seated at the head table during the banquet and awards presentation.
Expenses

The NSH expects you to stay within your allotted budget. During the annual budget review each Regional Director has an opportunity to request a change in their budget. Additions or increases to the budget must be justified. When possible the NSH encourages you to find alternate funding for any costs incurred as Regional Director.

Expenses that are covered by the NSH are:

1. **Postage and Delivery** – This funding can be used to cover costs of mailing and or shipping documents to the NSH office, other BOD members, or to State Presidents.

2. **Printing and Reproduction** – This funding can be used to cover the cost of printing NSH information that you are required to share with members within your region.

3. **Telephone or Fax** - This funding can be used to cover costs of phoning or faxing documents to the NSH office, other BOD members, or to State Presidents.

4. **Regional Travel** – This funding is to be used to offset travel costs to attend Region or State meetings within the Regional Director’s region.

5. **S/C Expenses** – An advance can be requested to cover costs.
   a. **Travel** – airfare (economy class) or car mileage (at the current rate) which ever is the lesser amount. If you use the NSH travel service the cost of the airfare can be billed directly to the NSH account.
   b. **Room** – the cost of a room for seven days.
   c. **Per Diem** – funding at the current rate to cover the cost of food.
   d. **Miscellaneous expense** – this can include taxis or shuttle bus to and from airports.

6. **Regional Website** – Each region is allotted $375.00 annually to assist with the maintenance costs of the regional website. This funding can be applied towards license fees, web designer or webmaster fees. Funding will be transferred to the Regional Director after submission of an expense form and receipts.
Expense Claims:

1. NON S/C expenses- receipts along with a completed expense form (available on the web at [http://www.nsh.org/PDF/expenseformcommitteeboard.doc](http://www.nsh.org/PDF/expenseformcommitteeboard.doc)) are to be submitted to the Executive Director before December 31st of the year the expense is incurred. See completed sample.

2. S/C expenses – In your S/C registration package you will receive an expense form which must be completed and submitted along with receipts within 30 days of the completion of the S/C. Forms are also available on the web at [http://www.nsh.org/PDF/TravelExpenseReport.doc](http://www.nsh.org/PDF/TravelExpenseReport.doc) See completed samples.

3. All expenses will be reviewed and a check will be issued by Treasurer.
# Travel Expense Form – sample one

**NATIONAL SOCIETY FOR HISTOTECHNOLOGY**  
4201 Northview Drive, Bowie, Maryland 20716-2604  
Phone (301) 262-6221 Fax (301) 262-9188 email: histo@nsh.org

## EXPENSE REPORT

**Date:** October 1, 2006  
**Name:** Lorna Wilson  
**Phone:** (514) 123-4567  
**Home Address:** 67356 Nelson Rd., Somewhere, CA 86389  
**Purpose of Trip:** Symposium Convention

<table>
<thead>
<tr>
<th>Date</th>
<th>Sunday 09/10</th>
<th>Monday 09/11</th>
<th>Tuesday 09/12</th>
<th>Wednesday 09/13</th>
<th>Thursday 09/14</th>
<th>Friday 09/08</th>
<th>Saturday 09/09</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals</td>
<td>15.00</td>
<td>8.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>41.75</td>
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<tr>
<td>Lodging</td>
<td>175.00</td>
<td>175.00</td>
<td>175.00</td>
<td>175.00</td>
<td>175.00</td>
<td>175.00</td>
<td>175.00</td>
<td>1,225.00</td>
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<td></td>
<td></td>
<td></td>
<td>532.00</td>
</tr>
<tr>
<td>Taxi/Bus/Limo</td>
<td>20.00</td>
<td>20.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>40.00</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking/Tolls</td>
<td></td>
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</tr>
</tbody>
</table>

**Total Expenses:** 1838.75  
**Less Travel Advance:** 532.00  
**Balance Due Traveler:** 1306.75  
**Balance Due NSH:** 0

<table>
<thead>
<tr>
<th>Date</th>
<th>Mileage Breakdown</th>
<th>Amount</th>
<th>Date</th>
<th>Miscellaneous Expense Description</th>
<th>Amount</th>
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</tbody>
</table>

**FOR NSH USE ONLY**

Airfare NSH Acct:  

Expenses:  

Total:
Travel Expense Form – sample two

NATIONAL SOCIETY FOR HISTOTECHNOLOGY
4201 Northview Drive, Bowie, Maryland 20716-2604
Phone (301) 262-6221   Fax (301) 262-9188   email: histo@nsh.org

EXPENSE REPORT

Date: October 1, 2006
Name: Lorna Wilson   Phone: (514) 123-4567
Home Address: 67356 Nelson Rd., Somewhere, CA 86389
Purpose of Trip: Symposium Convention

<table>
<thead>
<tr>
<th>Date</th>
<th>Sunday 09/10</th>
<th>Monday 09/11</th>
<th>Tuesday 09/12</th>
<th>Wednesday 09/13</th>
<th>Thursday 09/14</th>
<th>Friday 09/08</th>
<th>Saturday 09/09</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals</td>
<td>15.00</td>
<td></td>
<td>8.00</td>
<td></td>
<td></td>
<td></td>
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<td>Airfare billed directly to NSH</td>
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</tr>
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<td>Taxi/Bus/Limo</td>
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<td></td>
<td>20.00</td>
<td>20.00</td>
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<td>40.00</td>
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</tbody>
</table>

**Total Expenses**: 135.42

Less Travel Advance: 0.0
Balance Due Traveler: 135.42
Balance Due NSH: 0

<table>
<thead>
<tr>
<th>Date</th>
<th>Mileage Breakdown</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Date</th>
<th>Miscellaneous Expense Description</th>
<th>Amount</th>
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<tr>
<td>09/11</td>
<td>Photocopy charges</td>
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</tbody>
</table>

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Airfare NSH Acct:  

Expenses:  

Total:  

National Society for Histotechnology Regional Director’s Handbook 24

Sept, 2006 v1.0
### EXPENSE REPORT

**Name/Address:** Lorna Wilson  
67356 Nelson Road  
Somewhere, CA  86289  

**Office/Committee:** Education Committee Chair  

**Social Security No:** 123567879  

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<table>
<thead>
<tr>
<th>TYPE OF EXPENSE</th>
<th>DATE</th>
<th>AMOUNT</th>
<th>ACCOUNT (OFFICE USE)</th>
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</thead>
<tbody>
<tr>
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<td>March 12, 2006</td>
<td>$36.85</td>
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<tr>
<td>Telephone</td>
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<td>$15.00</td>
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**TOTAL:** $51.85

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Signature: Lorna Wilson  

Approval for Secretarial Assistance  
Mail/Fax report with receipts to:  
National Society for Histotechnology  
4201 Northview Drive, Suite 502  
Bowie, Maryland 20716-2604

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Leaving the Position of Regional Director

- The term of office for a Regional Director is two years. There is NO limit in the number of times a person can run for the office of Regional Director.

- At completion of your term as Regional Director or if you should be required to leave before completion of the term you must:
  - Forward all records and or property belong to the NSH to the incoming Regional Director within the time limit outlined in the NSH Bylaws.
  - Provide a running log of and references for:
    - Issues or actions that have occurred and their resolutions
    - Issues that continue to occur
    - Issues that are not completed and require input or action
  - Submit a final expense form to the Executive Director