

OFDDA POLICIES

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Policy on Joint Conferences

I. Purpose

The purpose of this policy is to identify the membership and clarify the decision process and authority of the OFDDA and OFCA Joint Conference Committee with respect to the annual Joint Conference.

II. Scope

This policy applies to the co-chairs, committee members and staff of the Joint Conference Committee.

III. General Provisions

- A. It shall be the policy of the OFDDA and the OFCA to appoint co-chairs of the Joint Conference Committee. One co-chair shall be designated as Conference Chair based on alternating between the OFDDA and the OFCA co-chairs on an annual basis.
- B. The co-chairs shall appoint, with the approval of their respective Association presidents, the members of the Joint Conference Committee.
- C. The staff of the Joint Conference Committee shall be the Executive Director(s) of the Associations and other staff as he or she may designate.
- D. Expenditures of funds may be authorized only by either of the co-chairs and the Executive Director. All contracts and other obligations relating to the joint conference and outside vendors or companies and facilities shall be executed only with the approval of the Executive Director.
- E. Joint Conference Committee members shall be reimbursed for out-of-pocket expenses from the revenue of the Joint Conference upon authorization of the Joint Conference Committee and the Executive Director. All other expenses such as mileage, meals or lodging shall be authorized as allowed by the policies of the OFDDA and the OFCA and charged to the expenses of the Joint Conference Committee.

- F. A budget shall be established for each conference and submitted to the Board of Directors of the OFDDA and the OFCA.