

*Case Management Society of New England*

*74 Buckboard Rd., Duxbury, MA 02332*

*Tel.: 603-329-7481*

*Email: [CMSNE@comcast.net](mailto:CMSNE@comcast.net) Website: [www.CMSNE.org](http://www.CMSNE.org)*

**Policy#: 2 – 94**

**Date: March 8, 2017 - Revised**

**Policy: Sponsorship of CMSNE Board Members to the annual CMSA National Conference**

1. CMSNE will sponsor two members of the Board of Directors to attend the annual CMSA National conference.
2. One sponsorship will be for either Incumbent President or the President Elect's attendance at the annual CMSA National conference on alternating years. The President will attend on the even years, the President-Elect on the odd years.
3. If either the Incumbent President or the President Elect is unable to attend in their designated year, an alternate active eligible member of the Board of Directors may attend in his/her place. Identification of eligible member is defined in #4.
4. The second sponsorship will be for an active eligible CMSNE Board of Director member. Active is to be defined as an individual that fulfills all activities outlined in the job description associated with their elected position. Including attendance at CMSNE board meetings, local chapter events, responding to chapter related business in a timely manner and active participant to a CMSNE committee/ad hoc committee as a Board Liaison. To be eligible for consideration the individual must have served at least one full year on the Board of Directors and must commit to serving an additional term either on the board or in a committee leadership role.
5. The second sponsorship will be awarded by raffle of eligible interested members. Once a sponsorship has been received, that individual will not be eligible for another sponsorship for 3 years. Should the occasion arise that no eligible board member is desirous of attending, it will be up to the Board of Director's discretion to send a Board Member that may have not fulfilled the 3 year waiting period. The sponsorship will always be one of a CMSNE Board Member.
6. Covered expenses include conference registration, travel, hotel and meals up to a maximum total reimbursement of \$1800. Expenses in excess of this amount must be approved by the Board of Directors.
  - meal reimbursement not to exceed \$50/day, coverage is for approved CMSNE member only.
  - Alcoholic beverages will not be reimbursed.
  - Travel must utilize the most economical means, i.e. economy coach airfare, shuttle service from airport to meeting site, car rental is not considered reimbursable unless proven to be the most economical means.
7. Expenses must be submitted in writing, using a Reimbursement Request form, to CMSNE for review by the Chapter Treasurer. Appropriate proof of expenditure, e.g., receipt(s) of payment, and statement regarding submission for reimbursement to other payor source(s) must accompany the request.
8. A written summary of the event shall be forwarded to the Board of Directors for inclusion in the minutes of the next scheduled board meeting. Conference materials will be made available to other chapter members upon request.

9. The individual will represent CMSNE at CMSA-sponsored events.
10. Expectations for CMSNE providing support for attending the CMSA conference
  - Contact at least 2 exhibitors and obtain their contact information as potential exhibitors for the CMSNE conference
  - Obtain information on at least 1 potential presentation/program and/or poster presentation for the CMSNE conference
  - Submit 1 article related to attendance at the CMSA conference
  - Commit to serve an additional year supporting CMSNE on the BOD or as an active committee member
11. Reimbursement for attendance at CMSA-related meetings is contingent upon availability of sufficient treasury funds. The maximum reimbursable amount, per individual, is reviewed annually. The Chapters budget will include an estimated line item based on historical utilization and anticipated number of representatives.
12. CMSNE is the “payor of last resort”. This means that individuals must submit expenses to their employer (if this benefit exists) or other payor source prior to accessing CMSNE funding.

*Jenny Quigley-Stickney RN MSN MPH CCM CPANP*

Signed off: \_\_\_\_\_ Date: 3/8/17  
Jenny Quigley-Stickney, CMSNE President 2015-2017

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