

# **SOUTHERN COLORADO ASSOCIATION OF HEALTH UNDERWRITERS**

## **POLICY & PROCEDURES**

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**POLICY TITLE:**    **Composition, Duties and Responsibilities of SCAHU Sponsored Conference Attendees**

**POLICY NUMBER:**       **07-10**

**DATE SUBMITTED:**       **May 1, 2008**

**DATE APPROVED:**

**APPROVED BY:**         **SCAHU BOD**

**SUNSET:**               **July 1, 2010**

**PURPOSE:**   **To define the composition, duties and responsibilities of SCAHU sponsored conference attendees.**

**POLICY:**     **SCAHU members attending NAHU events shall adhere to these guidelines.**

### **PROCEDURE(S):**

#### **1. NAHU Events:**

- A) NAHU Capitol Conference.
- B) NAHU Annual Convention.
- C) NAHU Region VII Conference.

#### **2. Duties/Responsibilities for SCAHU sponsored attendees to Capitol Conference:**

- A) Attendees shall attend and participate in scheduled events.
- B) Attendees will determine one or two members who will act as coordinators (coordinator may be State Legislative Chair). These coordinators will schedule Congressional Meetings for the Day on the Hill. Coordinators will develop appropriate teams of all Colorado attendees and notify them of their scheduled appointments. It is the attendees responsibility to be aware of their scheduled appointment time with the legislator.
- C) Coordinators are responsible for supplying Congressional Teams with Colorado specific talking points. (see item B, item could fall to State Legislative Chair)
- D) Attendees are responsible for obtaining NAHU Talking Points and becoming familiar with National and Colorado specific legislative issues.

- E) Attendees are responsible to know where the meeting is taking place, acquiring their own transportation and arriving 5 minutes prior to the appointment time.
- F) Congressional Teams will determine a group spokesperson who will guide the meeting. The Congressional team will also determine if individual team members will be responsible for speaking on a specific Talking Point. One member of the Congressional Team will complete the NAHU Congressional Meeting Notes and return these notes to NAHU.
- G) Congressional Team members will dress in business attire when meeting with members of Congress or their staff.
- H) SCAHU President, or their appointee, shall prepare and submit a summary of the events and information received at the NAHU Capitol Conference in an electronic format for distribution in the subsequent SCAHU Newsletter.

**3. Duties/Responsibilities for SCAHU sponsored attendees to the Annual Convention:**

- A) Attendees shall attend and participate in scheduled events.
- B) Attendees who are serving as State Voting Delegates:
  - Complete the Delegate Credentialing process.
  - Attend the House of Delegates meeting.
  - If unable to attend the House of Delegates, delegate shall notify the SCAHU president in a timely fashion so that an alternate may be substituted.
  - For voting matters brought before the House of Delegates, SCAHU Delegates shall vote for what the Delegate believes is in the best interest of the Association.
- C) SCAHU President, or their appointee, shall prepare and submit a summary of the events and information received at the NAHU Annual Convention in an electronic format for distribution in the subsequent SCAHU Newsletter.

**4. Duties/Responsibilities for SCAHU sponsored attendees to the Region VII Conference:**

- A) Attendees shall attend and participate in scheduled events.
- B) SCAHU President, or their appointee, shall prepare and submit a summary of the events and information received at the Region VII Conference in an electronic format for distribution in the subsequent SCAHU Newsletter.