

Proposed, June 2018

New Mexico Potters and Clay Artists

Reimbursement and Honorarium Policy

Modified June 11, 2018

Intent

To establish a fair and equitable reimbursement and incentive to volunteers who have agreed to take on significant obligations in programs or services to our members.

Mileage Reimbursement

Board and committee members are eligible for reimbursement for their travel at the rate of \$.25 per mile for any travel more than 50 miles to attend a board or committee meeting. Reimbursement is requested by submitting proper reimbursement form to the Treasurer.

Other Reimbursement

Board and committee members will be reimbursed for money necessary for volunteers to carry out their responsibilities, e.g. software, reimbursement for out-of-pocket expenses, etc. If provision for these expenses are included in membership or event budget, then recompense is requested by submitting reimbursement form to the Treasurer. If not included in a budget, the expenditures need Board approval by email or at a regularly scheduled meeting.

Workshop Fee Stipend

Recognizing that certain positions require extraordinary expenditure of time and expertise, the NMPCA wants to give an incentive to people willing to take on these extra duties. A free registration at the NMPCA annual workshop is provided to the following positions.

Webmaster

E-News Coordinator

Slip-Trail Editor

Ghost Ranch Workshop Coordinators (2)

Other positions may be granted a one-year workshop registration as reward for extraordinary service as nominated and voted on by the Board of Directors

Provisions of workshop registration.

1. Registration cost up to a maximum of \$150 at an NMPCA sponsored workshop.
2. Workshop must be attended in the year in which continuous 12 month services were completed.
3. Registration is only provided free if the paid workshop registrations meet or exceed the minimum number required to pay expenses of the workshop.
4. Registrant pays own accommodation and meal costs.
5. This benefit cannot be transferred to another person.
6. Registrants contact the workshop registrar or webmaster to enroll.