

# PHILIPPINE NURSES ASSOCIATION OF METRO HOUSTON



## POLICY & PROCEDURE

<b>TITLE:</b> Disbursement of Funding to Convention Delegates	<b>POLICY #</b>
<b>EFFECTIVE DATE:</b> June 13, 2020	<b>PREPARED BY:</b> Aleza Espinosa MBA-HCM BSN CVRN-BC Chairperson, Policy & Procedure 2018 -2020
<b>REVIEW DATE:</b> January 2020 REVISED: May 10, 2020	<b>APPROVED BY:</b> Arlita Pang BSN RN President (2020– 2022)

### I. PURPOSE:

To establish criteria in allocating funds to delegates attending the national and or regional convention.

### II. POLICY:

- A. PNAMH members can apply for convention funds using the PNAMH Point system. Minimum points of 25 is required to qualify for funding.
- B. Disbursement of funds as approved in the annual budget will be distributed equally to qualified delegates up to and not exceeding \$400.
- C. The qualified delegates who received funding are mandated to attend the convention's general assembly, and the education and leadership events.
- D. The Executive Board members and Non-executive board members may qualify either the National or Regional conventions.
- E. Retirees are exempted from attending the Education and Leadership event.
- F. PNAMH Foundation will supplement Educational Funding based on the current MOU.
- G. The President and the President Elect are exempted from educational funding since they already have their annual budget.

### III. PROCEDURE:

- A. PNAMH members in good standing will submit the PNAMH Point System Form at least one (1) month prior to the National and Regional convention.
- B. The Executive Board will review, evaluate and approve the delegates representing PNAMH.

- C. The points earned on that year can only be used for 1 national or regional convention of the same year unless the activity involved is a continuous one i. e. Committee Chairs.
- D. Delegates will follow PNAMH Reimbursement policy.
- E. The President or President- Elect will be responsible for submitting the approved delegates to the PNAMHFI for Educational funding at least one month before the convention.