

## **Kansas Geographic Alliance Policy Manual**

### 1) Purpose

- a) The purpose of this document is to supplement the KGA bylaws by defining specific KGA policies and serving as a record of policy decisions taken by the Executive Committee.

### 2) Financial

#### a) Reimbursements

- i) KGA members who pay out-of-pocket expenses to support KGA activities shall be reimbursed for such expenses upon submission of a written invoice or receipt. Legitimate expenses will include purchase of materials, photocopying and purchase of food and beverages for meetings. Reimbursement will not be made if the function is one that could have been performed by the KGA staff.
- ii) Expenses must be approved by the KGA coordinator in advance.
- iii) When voting Executive Committee members must drive at least 200 miles each way to an Executive Committee meeting, such members are entitled to lodging. Where possible, lodging will be on a shared basis, with two members to a room. Voting Executive Committee members who stay, but not with other members, will receive a lodging allowance equal to that provided to the other EC members.
- iv) Voting Executive Committee members shall be entitled to be reimbursed for personal vehicle mileage when attending Executive Committee meetings at the rate of \$0.30 per mile. The KGA liaison to the Kansas Council for Social Studies (KCSS) shall be entitled to personal vehicle mileage for attending KCSS meetings.

#### b) Stipends

- i) The KGA Coordinator shall receive a stipend of \$3000 per year.
- ii) The KGA Co-coordinator, if one is serving, shall receive a stipend of \$2000 per year.
- iii) The KGA Publications director shall receive a stipend of \$1000 per year.
- iv) The Chair of the Executive Committee shall receive a stipend of \$500 per year.
- v) For the purposes of payment of stipends, the terms for the above shall run from September 1 through August 31. Payment of stipends shall take place immediately after the completion of a term.
- vi) If an officer of the KGA does not complete a term, a pro-rated stipend shall be paid for the portion served.

#### c) Pay rates for KGA employees:

- i) KGA members working on approved tasks shall be compensated at the rate of \$25.00 per hour worked.
- ii) The Resource Center Manager shall be paid at a rate of \$10.00 per hour.
- iii) Student Assistants shall be paid at the standard FHSU student labor rate. Raises and/or bonuses for deserving student assistants may be requested by the Coordinator or Resource Center Manager.

### 3) Responsibilities

- a) Coordinator
  - i) Maintains financial accounts
  - ii) Produces annual program plan
  - iii) Produces annual report
  - iv) Serves as primary external contact for the KGA
  - v) Serves on the Professional Development Committee
- b) Co-Coordinator:
  - i) Takes lead role in implementing plans for professional development activities, including summer training institutes, workshops, and the fall conference
  - ii) Serves on the Professional Development Committee
- c) Publications director:
  - i) Edits and produces the KGA newsletter
  - ii) Serves on the Communications Committee
- d) Executive Committee Chair:
  - i) Calls Executive Committee meetings and develops the meeting agenda with input from other Executive Committee members
  - ii) Chairs Executive Committee meetings
  - iii) Sends out notices and minutes of Executive Committee meetings
  - iv) Reminds Executive Committee members of tasks to be performed
  - v) Maintains lists of members of standing committees
  - vi) Reminds committee chairs of tasks to be performed
- e) Executive Committee Secretary
  - i) Takes minutes at Executive Committee meetings
  - ii) Sends minutes to the Executive Committee Chair, coordinator and web site manager
- f) Resource Center Manager
  - i) Handles distribution of materials to members
  - ii) Maintains archives of Alliance records, photographs, and publications
  - iii) Maintains mailing lists of TCs and KGA members
  - iv) Maintains the KGA website
  - v) Manages the materials in the Resource Center

### 4) Meetings

- a) The Executive Committee shall have four regular meetings each calendar year. At the first Executive Committee meeting of the year, the Executive Committee shall plan dates for all regular Executive Committee meetings for the year.
- b) Meetings of the Executive Committee shall be limited to 3 hours in duration (exclusive of time for meals).
- c) Standing Committees shall meet when needed, but at least once per year.

- d) The summer Executive Committee meeting shall occur concurrently with the annual Executive Committee retreat.
- 5) Committees
- a) The mission of the Executive Committee is to provide a venue for the members of the KGA to participate in the governance of the organization.
  - b) The following standing committees have been created by the Executive Committee:
    - i) Professional Development
      - (1) The mission of the Professional Development Committee is to develop, implement and promote professional development activities including, but not limited to, the Summer Geography Institute.
      - (2) The Chair of the Professional Development Committee shall attend all major professional development events, including Summer Geography Institutes and the Fall Conference.
    - ii) Public Relations
      - (1) The mission of the Public Relations/Fundraising Committee is to promote the activities and resources of the KGA to the education community and to the general public. The Public Relations/Fundraising Committee solicits funds from private and corporate donors to support the ongoing programs of the KGA.
    - iii) Communications
      - (1) The mission of the Communications Committee is to inform the KGA membership through assorted media.
    - iv) Membership
      - (1) The mission of the Membership Committee is TBD
    - v) Outreach
      - (1) The mission of the Outreach Committee is to provide geographic education both directly and through intermediary institutions such as service centers.
  - c) Chairs of the standing committees must be members of the Executive Committee.
- 6) Alterations
- a) Adoption of and changes to the policy manual shall be made with a majority vote of the Executive Committee, and the policies therein shall be in effect immediately upon approval.

*Approved by the KGA Executive Committee January 17, 2004*