

**NATIONAL ASSOCIATION OF HEALTH
UNDERWRITERS
POLICY & PROCEDURES**

POLICY TITLE:	Speakers Bureau Speaker Guidelines
CLASSIFICATION:	Professional Development Committee
POLICY NUMBER:	10-01-CMT
DEPARTMENT COORDINATOR:	Professional Development Committee
MOTION:	Linda Erlenbach
SECOND:	Mel Schlesinger
DATE SUBMITTED (INITIAL):	July 23, 2010
DATE APPROVED:	September 20, 2010
APPROVED BY:	Board of Trustees
AMENDED:	
SUNSET:	2013

PURPOSE: To recognize the importance and maintain the quality of a vibrant, up-to-date, and dynamic portfolio of speakers and to be sure that the speakers are well trained on the NAHU rules of being a preferred speaker.

POLICY: The NAHU policy for the Speaker's Bureau is to keep vibrant, up-to-date, and dynamic speakers available to our membership year round and every year. Speakers to provide valuable industry workshops and maintain a "sales-pitch-free" environment.

PROCEDURES:

1. Keep the speaker data gathering form up-to-date by reviewing it annually and making amendments as feedback dictates.
2. Keep the speaker information up-to-date and it should be reviewed semi-annually for amendments.
3. Review the speaker guidelines on an annual basis and be sure the speakers are aware of the guidelines.
4. Complete participant evaluations for each professional development class and supply the speaker with his or her evaluation.
5. Post timely evaluations on the Speakers Bureau web portal.
6. Remove speakers when presentations are sales pitches for the speaker's specific product or service.
7. Assure the Speakers Bureau is independent, impartial and objective; and, not favor any specific sponsor or vendor.

FINANCIAL IMPACT: Staff time.