

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

POLICY TITLE:	Key People Awareness
CLASSIFICATION:	Membership
POLICY NUMBER:	94-02-C
DEPARTMENT COORDINATOR:	Membership
MOTION:	Steve Selinsky
SECONDED:	Beth Ashmore
DATE SUBMITTED (INITIAL):	November 14, 1989
DATE APPROVED:	May 14, 2007
APPROVED BY:	Board of Trustees
AMENDED:	2004
SUNSET:	2013

PURPOSE: To institute an annual reporting form to communicate the new officers, board members, and key people within each chapter to NAHU and the RVP's.

POLICY: An association form will be used to forward to NAHU, the information of the newly elected officers and key people as soon as it is determined. This form will also be used to communicate changes to state and local chapters.

PROCEDURE(S): NAHU will send to each chapter a form with instructions for completion. A deadline of thirty (30) days will be given for return of the forms. A systematic follow-up program will be utilized to ensure prompt response and participation. Once received by NAHU, the appropriate information will be entered into our database, and made available to the RVP's. Those members will begin to receive NAHU communications following this process.

FINANCIAL IMPACT: None