

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

POLICY TITLE:	Structure of the Membership and Public Affairs Teams
CLASSIFICATION:	Executive
POLICY NUMBER:	06-03-EX
DEPARTMENT COORDINATOR:	Executive
MOTION:	Russ Childers
SECONDED:	Scott Leavitt
DATE SUBMITTED (INITIAL):	May 16, 2006
DATE APPROVED:	June 12, 2006
APPROVED BY:	Board of Trustees
SUNSET:	2012

PURPOSE: The Membership Affairs Team (MAT) and the Public Affairs Teams (PAT) serve to coordinate the activities and communication of the Committees of the Association.

POLICY: To provide for the MAT and the PAT, their structure and method of operation.

PROCEDURE(S):

Membership Affairs Team:

The Vice President of the Association will serve as Chair during his or her term, with the Secretary of the Association as Vice Chair. The members of the team will be the chairs of the Membership Council and the Awards, Chapter Relations, Education and LPRT Committees. The Chair of each advisory group (or their appointee) will serve as an ex officio member of the Team.

Public Affairs Team:

The President Elect of the Association will serve as Chair during his or her term, with the Treasurer of the Association as Vice Chair. The members of the team will be the chairs of the Legislative Council and the Media Relations, Industry Relations Committees. The Chair of Board of the Health Underwriters Political Action Committee and the NAHU Education Foundation will also serve as members. The Chair of each advisory group (or their appointee) will serve as an ex officio member of the Team.

The teams will meet when deemed necessary by conference call to discuss the activities of the committees.

- Participating in Team meetings.
- Soliciting opinions, comments and suggestions from their committees regarding plans and activities of the Team.
- Facilitating communications between the Team, the committees, and the Board of Trustees to ensure that NAHU actions are effectively communicated and disseminated to all committee members.
- Working to develop relationships between the committees to facilitate the goals and objectives of the Association as a whole.

Staff Liaison:

The Staff Liaisons of the participating committees will work with each team on an ongoing basis. These individuals will facilitate the activities of the committees.

Committee Participation and Voting:

While all individuals, including non-members, staff and other invited parties assigned or appointed to committees, may actively participate in meetings, teleconferences and electronic discussions, only active NAHU members in good standing serving as a team member shall be authorized to vote on decisions made by the team. The chair will actively solicit the views and input of all those participating and they may participate in polls of the team and “straw votes”, provided that these votes are non-binding and are taken to determine the prevailing opinion of the team as a whole.

Notification of Scheduled Meetings and Teleconferences:

Team members will be notified no later than one (1) week prior to the actual meeting or teleconference date by e-mail or verbal communication. This notification will be initiated from the national office by the team Chair.

Minutes:

The teams shall take and maintain minutes as described in Chapter 21 of the Standard Code of Parliamentary Procedures. The Staff Liaison shall distribute these minutes to the BOT and minutes shall be posted on the Board web site.

FINANCIAL IMPACT: No financial impact.