

**POLICY NO. 10-100**

**REVISION DATE: September 28, 2004**

**SUBJECT: PROCEDURE FOR BOARD ATTENDANCE AT SCHOOLS AND MEETINGS**

**I. PURPOSE**

To provide Directors with specific guidance on authorization for and attendance at schools and meetings and compensation for such attendance.

**II. POLICY CONTENT**

**Reasons for attending schools and meetings:**

All Directors have a responsibility to the members of the Cooperative to obtain the knowledge necessary to make informed decisions. Attendance at schools and meetings is an integral part of this educational process. Both the content of the programs presented at the schools and meetings and the interactions with the others attending the meeting provide the knowledge and ideas necessary to fulfill the responsibilities of a Director.

In addition, it is often necessary to attend meetings to promote member interests to other entities such as legislators, government agencies, power suppliers and other utility groups. In some cases, Directors serve on the board of affiliated organizations and must attend meetings of those organizations.

**Guidance for attending schools and meetings:**

Directors should strive to attend those meetings and schools that will enhance their ability to fulfill the duties described in Policy No. 10-050. Factors to consider when determining which meetings and schools for which to request authorizations include:

- 1) The benefit to the members of attendance,
- 2) Cost of attendance including alternative and less expensive ways to get the same information,
- 3) Member perception of attendance,

4) Equal opportunity for all Directors to travel, etc.

When practical, Directors attending meetings and schools should provide reports to the board. This will facilitate Director education and keep costs of multiple attendances at a minimum.

Essentially, Directors should only attend schools and meetings, which provide specific and clearly demonstrable benefits to the membership at the lowest possible cost, and all Directors should have an equal opportunity to attend.

**Authorization for attendance at meetings:**

Directors shall get pre-authorization to attend all meetings from the President of the Board.

An attempt will be made to equalize the participation among Directors to allow each the same opportunity for growth and development as a Director.

**Compensation for attendance at meetings:**

Compensation for meetings authorized by this procedure or meetings for which the President has approved attendance in advance will be provided as outlined in Policy No. 10-070.

Directors may attend other meetings on behalf of the Cooperative when they believe that such attendance will enhance their ability to act as a Director for the Cooperative or will provide benefits to the members of the Cooperative. Reimbursement of mileage traveled to these meetings and costs of meals may be made if approved by the President. However, no meeting fee will be paid.

**III. RESPONSIBILITY**

The President of the Board is responsible for the authorization of attendance of Directors at all meetings.

**ATTESTING:**

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date