

# **2020 Volunteer Operational Policies**

## **OHFAMA STAFF DIRECTORY 2020**

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In accordance with the APMA Bylaws, OHFAMA, our Delegates, and Alternate Delegates are held to the same regard as the APMA Board of Trustees and Officers. The following information, which will be followed by the OHFAMA Delegation, is a guide for your reference. Although some areas are informational, other items must be followed to conduct ourselves uprightly as representatives of the Ohio Podiatric Medical Association.

### **Authority**

All committees of the Board report to the Board. While specific authority may be given to a committee to act on behalf of the Board, committees are not empowered to make final decisions on any matter that involves a policy decision, requires the expenditure or reallocation of funds, or redirects planning priorities and staff resources. Decisions involving policy, expenditures, and planning priorities are within the imprimatur of the Board. Decisions concerning redirection of staff resources are within the authority of the Executive Director.

### **Composition and Size**

Membership of Board committees may be limited to Board members, or it may include non-Board members, students, and non-DPM members. Utilizing the services of non-Board and non-DPM members on committees enables the Board to expand opportunities and develop future APMA leaders.

All decisions concerning composition (including decisions about committee size and membership credentials) are made by the Board and may or may not be based solely upon a recommendation from the President.

### **Conflict of Interest Statement**

The APMA and OHFAMA strive to avoid conflict of interest or the appearance of conflict of interest in all aspects of its activities. All individuals involved in any aspect of OHFAMA activities are expected to recognize and publicly acknowledge relationships in which they may have a potential conflict of interest and remove themselves from deliberations when such conflicts exist. No committee member or officer may participate in any way in decisions in which he/she has a financial or personal interest (or the appearance of same) or with respect to which, because of present organizational, institutional, or individual association, he/she has divided loyalties or conflicts (or the appearance of same) on the outcome of the decision.

Association decisions and actions must not be based on personal interests or relationships. Relationships, including any ownership interests with suppliers, contractors, or any groups with competing interests with the Ohio Podiatric Medical Association must not influence the independent and sound judgment of an individual who serves the OHFAMA or its component associations. Any situation that is or may be a conflict of interest must be avoided. To avoid a conflict of interest one must disclose any relationship(s) that others might misinterpret. An individual who is in a position to actually or potentially influence decisions has a duty of full disclosure. If in doubt about relationship, it should be disclosed. A conflict of interest may arise through a family relationship. When an immediate family member has a relationship or ownership interest with an entity that may conflict with the OHFAMA, it must be disclosed.

Immediate family includes spouses, significant others, children, siblings, and anyone living with the individual.

Conflicts of interest may be present when one or more of the following situations exist:

1. A podiatrist with an economic interest in an organization that is the subject of consideration.
2. A podiatrist with a position of leadership (i.e., a director, trustee, or officer) in an organization, or an employee of an organization that is the subject of consideration.
3. A podiatrist with a family member who is an owner, director, trustee, or employee of an organization that is the subject of consideration.
4. A podiatrist having a business or personal relationship who is the subject of consideration.
5. A podiatrist having an existing or prior relationship with an individual(s) or organization(s), which precludes the rendering of an impartial consideration.
6. A podiatrist having information that was obtained under an agreement or assumption of confidentiality in an activity or relationship external to the consideration, but regarding or bearing on the subject of consideration.
7. A podiatrist serving on a board of directors of an organization with a competing or conflicting interest to the OHFAMA.
8. Gifts, favors, travel, and entertainment may rise to a level of conflict of interest. Gifts of nominal value, given in the normal course of business are acceptable. Gifts received on a regular or continual basis, gifts of more than nominal value (\$100), or gifts of money or cash equivalents are indications of a potential conflict and must be disclosed.

Even if a conflict does not exist in fact, the appearance of a conflict to others can be damaging to the reputation of the association. Whether or not an interest is conflicting will depend on the particular circumstances of the conflict, including the nature and relative importance of the interest.

If a conflict of interest arises, the matter is to be brought to the attention of the committee chair. The member shall refrain from consideration or vote on any matter in which such actual or apparent conflict exists.

Should a disagreement exist concerning a perceived conflict of interest, the chair shall refer the matter to the OHFAMA President for review and action.

As part of the confirmation process for committee appointments, each appointee is required to agree to the Conflict of Interest Statement by signing a standardized form.

### **Recusals**

Committee members are expected to recognize potential conflicts and remove themselves from deliberations concerning institutions, organizations, and individuals with which a conflict of interest exists.

A committee member who is affiliated in an official capacity with, or who has financial interest in, or receives compensation from an institution or organization that seeks special consideration

from APMA or OHFAMA must excuse him/herself from all deliberations when the matter of special consideration is being reviewed by the committee.

### **Procedures for Implementing the Conflict of Interest Policy**

1. All officers, Board members, and committee members must complete and sign the Conflict of Interest Policy and Agreement form for each year of their service.
2. Conflicts disclosed on the form shall be reviewed by the President and Executive Director for officers and Board members and by the committee chair and staff liaison for committee members to determine if the conflict, if properly disclosed, is or is not sufficient to allow continued service.
3. When any committee meets, the COI disclosure statements for that group shall be distributed to the group (e.g., in the pre-meeting reading materials) so everyone is aware of any potential conflicts within the group.
4. A preliminary agenda item at each meeting shall be “Review of Conflict of Interest Policy.” The chair shall ask if any member wishes to disclose any new conflicts that may have surfaced since the previous meeting or since the disclosure form was submitted and/or recuse themselves from discussion on any agenda item(s).
5. The chair should strongly suggest that members who recuse themselves from agenda item(s) also leave the room for that agenda item(s).
6. Failure to disclose and/or recuse shall be subject to review by the Internal Audit Committee of the Board of Trustees.

### **Confidentiality Statement**

In the course of duties as a committee member, individuals recognize that they have access to confidential information about OHFAMA’s operations. Committee members agree that during and after their service to OHFAMA concludes they will not disclose any such information to any person or entity, other than the officers, trustees, agents, and employees of OHFAMA as appropriate. Any questions concerning confidential information will be referred to and resolved by the OHFAMA Executive Director.

Deliberations and actions that occur in executive sessions are deemed to be confidential. As part of the confirmation process for committee appointments, each appointee is required to agree to the Confidentiality Statement by signing a standardized form.

### **Executive Sessions**

All committee meetings are viewed to be open meetings. However, at any committee meeting, the chair with consent of the majority present, may declare the meeting (or a portion of the meeting) to be an executive session, at which only committee members and staff may be present except that, with the consent of the majority present, an invitation may be

extended to any persons whose presence may be necessary for the conduct of the business of the committee. Routine business should not be conducted in an executive session.

### **Board Subcommittees, task force, or ad-hoc committees**

At the recommendation of the President and with the approval of the committee, a subcommittee, task force, or ad-hoc committee may be established for the purpose of completing specific committee projects. These special committees shall have assigned areas or projects that are time limited. For assignments that extend beyond a two-year period, the Board of Trustees will consider establishing a fully authorized committee to continue the assigned work. Alternatively, these special committees may also be established to complete the same specified project on an annual basis.

These special committees are appointed by the President with appointments confirmed by the committee. Membership should be limited to members of the committee but may include others from outside the committee and outside the Board. The President is an *ex officio* member of the subcommittee, task force or ad-hoc committee. A subcommittee, task force or ad-hoc committee must be identified as part of the annual operational plan with specific funding approved by the Board.

A subcommittee reports to the committee with which it is aligned.

### **President as Ex Officio**

The President is considered an *ex officio* member without a vote on all committees and subcommittees for which he/she has full appointment authority. Except for the Executive Committee, he/she shall not serve as chair of any committee.

### **Committee Member Roles and Responsibilities**

To be effective, committee members must attend meetings regularly and respond to mail ballots and participate in conference calls as necessary. They should seek to understand the committee's charge and be prepared to fulfill the charge. Members should participate in the deliberations and discussions and should share the responsibility of maintaining the proper focus and trying to understand and use the ideas of other members. Committee members may submit, with the approval of the committee chair, specific agenda items for discussion at any scheduled meeting of the committee. They should help in reaching committee decisions, in facilitating committee action, and in following the final disposition of its work. Committee members also should evaluate their own contributions to the committee and share the responsibility for evaluating the work of the committee as a whole.

Committee members are required to follow rules associated with the conflict of interest policy and confidentiality policy described earlier in this document.

### **Board Member Roles**

A Board member is expected to help guide the committee, on which he/she has been appointed, in such a way that the activities of the committee are directed by the established

goals, program priorities, and operational plan established by the Board. Board members should accept the responsibility to reach out to non-Board members serving on the committee to help them understand and appreciate the broader work of the organization and develop a sense of shared mission and pride. By mandate of the 2006 OHFAMA HOD, 50% attendance is required and excused absences occur only through the approval of the President.

### **Chairs**

An effective chairperson is one who can work with people, who can stimulate them rather than brow beat them, and who can help the group use all of its abilities and experiences its members possess to work together in pursuit of committee and Board goals.

An effective chair exhibits the following characteristics: has a personal record of being a consistent worker who completes an assignment, is enthusiastic, has a good understanding of the goals and priorities of the Board and their relationship to the committee's functions, is persuasive, shows confidence in other members, and is more concerned about the results of the committee rather than his/her own feeling of personal importance.

### **Representatives from Other Organizations**

Organizations that may be asked to recommend representatives for appointment as members or advisors to committees of the Board are expected to provide a list of names from which the President shall select an appointee for the committee. No fewer than two candidates should be listed for each available position.

If an individual appointed to a committee as a representative of another organization loses his/her affiliation with that organization during the period of appointment, the individual shall no longer be eligible to serve on the committee as a representative of the organization. The individual's appointment to the committee shall be viewed to terminate immediately when his/her affiliation ends. The organization shall be requested to provide a slate of potential candidates for the President to consider in selecting, with approval of the Board, a replacement member of the committee. The President may elect not to appoint a replacement member to a committee. (If an organization's representative cannot attend a meeting, the organization cannot unilaterally replace that member with another representative.)

### **Observer**

Observer status is accorded individuals who wish or are invited (at their own expense) to attend a meeting of a committee. Individuals may attend such meetings (exclusive of any executive or confidential session) to observe the work of the committee. Observers are generally not asked to contribute to or participate in the deliberations of the committee.

"Official" observer status may be granted by the Board of Trustees to representatives of APMA affiliated organizations. "Official" observers will be governed by the same guidelines as other observers.

## **Resource Group**

At the prerogative of the chair of the committee and based upon the consent of the committee, individuals may be asked to serve on a resource group to assist the committee in the completion of specific tasks. Generally, the resource group will be utilized to respond to surveys and offer opinions concerning specific issues being evaluated by the committee. The individuals comprising the resource group may include, but are not limited to, retiring members and advisors of the committee, and individuals who requested appointment to a committee, but who were not appointed. Individuals interested in serving on a resource group will be encouraged to contact committee chairs in order to volunteer their time. Members of resource groups will not normally be asked to attend meetings of the committee; nor will they be provided the background materials or agenda information related to the activities of the committee except when said information relates specifically to a matter for which the opinions of the resource group are needed. No reimbursement of expenses will be provided to members of the resource group.

## **Staff Liaisons**

OHFAMA staff will be assigned as liaisons to committees by the Executive Director if possible. The staff member may be responsible for coordinating the logistics for meetings and conference calls of the committee, preparing reports and correspondence, and assisting the committee in completing assigned work only with the approval of the executive director. Except for a few instances when the Executive Director serves as a voting member of certain committees, staff members do not serve as voting members of committees nor are they empowered to make decisions on behalf of the committee.

## **Consultants**

Committees may, from time-to-time, recommend that consultants be appointed to assist in the completion of specific assignments or to provide expertise that is not otherwise available within OHFAMA. The Board will consider appointing consultants based upon need and budgetary impact and after consulting the executive director.

## **Orientation**

The initial meeting of a newly appointed committee shall begin with an overview of the charge of the committee and a brief review of the goals, priorities, and strategic and operational planning objectives of the Board that relate specifically to the committee. Although the chair of the committee should lead this discussion, the staff liaison and other continuing members of the committee should be allowed to have a significant role in this orientation process.

## **Committee Meetings**

Logistical arrangements for all committee meetings will be determined by staff with the approval of the executive director. The executive director and staff will determine such arrangements in light of budgetary allocations.

Food, beverages, and other catering costs related to OHFAMA committee meetings shall be kept to a minimum. Water only will be offered at meetings of duration of less than three (3) hours. For early morning meetings, continental breakfasts may be authorized. Lunch and dinner meetings are at the discretion of the executive director.

For the purposes of quantifying what constitutes meeting attendance, especially regarding the House of Delegates, at least 51% of the meeting time is required for attendance.

Meetings of committees will be scheduled to occur at times that facilitate reporting to the Board and to ensure cost-effectiveness. Committee meetings will be scheduled around the time of the meetings of the Board and/or the House of Delegates in order to minimize and/or eliminate expenses to OHFAMA. The staff liaisons for each committee will notify the members of their respective committees directly of any meeting scheduled.

The dress code for the meeting will be determined by the chair and disseminated to committee members.

### **Quorum**

A majority of voting members of a committee shall constitute a quorum. A quorum must be established and maintained in order for business to be transacted by the Committee.

### **Reporting and Communication Protocol**

Committees shall report in writing to the Board on an annual basis during the business year at the meetings of the Board. Subcommittees shall report to the committee with which they are aligned at times designated by the committee chair.

Committee chairs shall be responsible for presenting reports (both orally and in writing) to the Board and representing the committee's issues and concerns. In the case of a chair being unable to attend a meeting of the Board, the report may be presented by another member of the committee who has been so designated by the committee chair.

A committee member shall not initiate any official correspondence or other communication independent of the committee to staff, consultants, or external parties, as committees have no apparent authority. He/she neither acts nor speaks on behalf of the committee or OHFAMA nor shall he/she make any commitments nor enter into any agreement on behalf of the committee or OHFAMA. Any correspondence or communication of an official nature directed to a committee member must be forwarded immediately to the committee chair and the OHFAMA executive director.

### **Removal of a Committee Member**

The Board may consider the removal of individuals, who serve on Board committees but who are not members of the Board, from committees prior to the completion of a term of office. Such removal shall be based upon the individual's failure to fulfill his/her commitments and responsibilities or violate rules of protocol. The grounds for dismissal shall



be considered by the Board. Reasonable opportunity shall be allowed for explanation and response to allegations by the individual being considered for dismissal.

### **Mail Ballots**

Between meetings of a committee, a mail/e-mail ballot may be initiated by the chair or staff liaison. For issues of substance, discussion should be held until the next scheduled meeting of the committee or a conference call should be arranged.

The mail ballot will state the proposition and should be accompanied by any necessary explanatory material. Committee members will have the opportunity to vote for or against the proposition, or indicate that they wish the matter to be deferred until additional information can be secured and provided by staff or held over until the next scheduled meeting. If important substantive issues are presented by less than a majority of committee members, staff will consult with the chair to determine if the proposition should be deferred and when and how it should be reconsidered. A simple majority of affirmative votes (of all committee members) is required for approval of a mail ballot proposition by the committee. Committee members may transmit their votes on mail ballot issues by e-mail, telephone, FAX, or regular mail. If a telephone vote is provided, a completed written ballot must be submitted to validate records.

Staff members will record the actions concerning the mail ballot and will report final actions to the committee. Mail ballot actions of committees are confirmed at the next meeting in order that the actions may become part of the official record.

### **Conference Calls**

When issues of great urgency arise between committee meetings and when the substance of these issues is not appropriate for a mail ballot, a conference call may be conducted. A conference call of a committee may be initiated by the chair, staff liaison, President, or Executive Director.

The precise method and services used in arranging and facilitating conference calls will be determined by the Executive Director.

Except when extraordinary circumstances exist, no conference call will be scheduled to begin after 9:00 pm (EST/EDT).

### **Travel and Reimbursement Policies**

The OHFAMA expects that each committee member takes seriously his/her responsibility to conserve Association resources and to adhere to these policies. The following policies are established to promote safe, comfortable, cost effective, and time efficient travel.

## **Preauthorization of Travel**

All travel to be completed on behalf of OHFAMA must be preauthorized. Preauthorization is obtained either directly from the OHFAMA President as part of travel necessary to complete specific assignments as a member of the committee, or from the Executive Director in consultation with the OHFAMA President for travel for activities not previously assigned.

Preauthorization should be formulated either at a meeting of the Board as part of an action taken by or decree from the President, or in writing, including electronic mail communication. Official appointments to committees constitute the requisite preauthorization for committee member travel to all meetings included in the Board's annual operational plan.

## **Arrangements**

Committee members are expected to make their own travel arrangements, including airline and hotel reservations at the lowest possible fares. These travel arrangements shall be made as early as possible in order to secure the lowest possible rates. Each individual committee member will be responsible for making their own reservations. Staff will notify committee members concerning hotel accommodations in advance of the meeting if a master account rooming account is used. All reimbursements must be made by using an OHFAMA expense report form and remitted no later than 10 days following check-out.

## **Airfares**

Fares shall be the lowest available within a reasonable time of required arrival. Advanced booking is the most cost saving technique available. Reservations should be booked as soon as practical. See also "Saturday Stay-Overs." Appropriate original receipts are required for reimbursement. All reimbursements must be made by using an OHFAMA expense report form and remitted no later than 10 days following return.

## **Automobiles (Personal)**

Use of personal automobiles is at the discretion of the traveler. The total reimbursement available for use of personal automobiles must be equal to or less than other forms of travel. All reimbursements must be made by using an OHFAMA expense report form and remitted no later than 10 days following return.

The Association reimburses auto travel at the federal government rate adjusted annually on June 1 for transportation to and from public stations (i.e., airports, train, or bus stations), and to and from the site of the OHFAMA meeting or activity. Should the traveler elect the use of personal automobile instead of the use of airline, reimbursement shall not exceed the lowest appropriate air fare available, irrespective of miles driven.

Because the use of personal automobiles is at the discretion of the traveler, the traveler assumes all responsibility for safety, maintenance, repairs, insurance, compliance with all applicable laws, insurance, fines, and other similar matters.

## **Automobiles (Rental)**

Reimbursement for automobile rentals must be approved in advance by the executive director. Reimbursement is possible only when the use of automobile rentals is more cost effective than public transportation. The choice of a car should be the smallest which can fulfill the needs of the trip. Individual travelers normally should choose compact cars with basic features. To avoid premium charges for rental company refueling, automobile rental users should plan to refuel before returning the rental. Drop-off charges also should be avoided. Additional insurance should be avoided if rental is secured with an appropriate credit card.

Non-reimbursable rentals or upgrades are the responsibility of the individual committee member. Appropriate original receipts are required for reimbursement. All reimbursements must be made by using an OHFAMA expense report form and remitted no later than 10 days following return.

## **Automobile Parking**

The OHFAMA will reimburse for parking with receipts under the circumstances:

1. Personal automobile parking to attend business meetings.
2. Hotel parking for personal or rental cars on authorized business trips.
3. Reasonable airport parking for personal automobiles during business trips.

Appropriate original receipts are required for reimbursement, except when using meters. All reimbursements must be made by using an OHFAMA expense report form and remitted no later than 10 days following return.

## **Cash Advances**

Cash advances of the per diem or for other planned expenses are not authorized; however exceptions will be made at the discretion of the Executive Director regarding OHFAMA covering flight reservations and hotel accommodations on the OHFAMA credit card.

## **Class of Service**

Coach or economy class is the authorized class of service for OHFAMA travel. First class and business class services are not authorized, unless they result from upgrades that do not cost the Association.

## **Direct Expenses**

The use of the term “direct expenses” refers to meals, transportation, and hotel expenses.

## **Electronic Rentals**

The OHFAMA does not reimburse for rental of electronic devices (i.e., telephones, computers, pagers, PDA's) while on travel status. Any special needs should be discussed with the Executive Director prior to any arrangements being made.

## **Entertainment**

Entertainment expenses are the responsibility of the individual traveler, not OHFAMA.

## **Flight Insurance**

Flight insurance or travel insurance, is not a reimbursable item.

## **Frequent Traveler Benefits**

Free travel and amenity coupons issued to an individual resulting from Association travel are considered to be the property of the traveler. Abuse of travel discretion for the purpose of maximizing frequent traveler benefits will not be tolerated.

## **Gratuities**

Gratuities are included within the per diem allowance and not reimbursed.

## **Hotel Accommodations**

Convention and organized meetings are usually placed in designated lodging, which is to be the first choice of travelers. Good judgment is expected in choosing reasonable, cost effective, lodging in all other circumstances. Appropriate original receipts are required for reimbursement. All reimbursements must be made by using an OHFAMA expense report form and remitted no later than 10 days following return.

Room amenities including long distance phone calls, service bar, and movie rentals are not reimbursable. Room charges not specifically related to OHFAMA business or an official pre-approved OHFAMA social function will be deducted from the per diem.

## **International Travel**

International travel is not authorized.

## **Meals**

Meals expenses are covered within the per diem reimbursement.

Receipts for group meals should be submitted to OHFAMA for reimbursement by the individual who paid for the meal with the permission of the Executive Director. A list of persons attending the dinner should be recorded and submitted with the reimbursement request. Committee members in the group will be charged a pro-rated amount against their per diem when they submit their respective travel reimbursement forms.

The OHFAMA will reimburse for working meals, as authorized by the President, the chair of a committee, or the Executive Director. The staff, chair or authorizing person is responsible for ensuring that such working meals are included within the budget to cover these costs. Working meals are understood to concern genuinely productive work sessions, not convenient social occasions. VIPs and guests joining committee members during working meals should be approved by the President, committee chair, or Executive Director. Working meals should not include spouses or other family members. The individual paying for a working dinner is responsible for providing OHFAMA with original receipts of the dinner, and names of the individuals involved and the business purpose of the meal. Appropriate original receipts are required for reimbursement. All reimbursements must be made by using an OHFAMA expense report form and remitted no later than 10 days following return.

## **Non-Reimbursable Expenses**

Along with those items covered by a specific policy, reimbursement also is not available for the following types of expenses:

- Animal care
- Babysitting
- Convertible automobile rentals
- Haircuts
- In-room service-bar charges
- Insurance for personal automobiles
- Laundry or dry cleaning charges
- Limousine (unauthorized)
- Manicures
- Massages
- Personal alcoholic beverages
- Personal entertainment
- Movie rentals
- Personal reading materials
- Personal life insurance
- Personal travel insurance
- Short-term airport parking expense when used for long-term travel
- Special equipment on automobile rentals
- Unusual food costs
- Valet parking

## **Penalty Fares**

Travelers are expected to use non-refundable (penalty) fares whenever practical. An occasional payment of a penalty when necessary is more cost-effective than paying higher fares. Travelers are expected to meet penalty fare restrictions unless it is impossible. Appropriate original receipts are required for reimbursement. All reimbursements must be made by using an OHFAMA expense report form and remitted no later than 10 days following return.

## **Per Diem**

A \$125 a day per diem allowance is authorized for delegate members. Per Diem is provided for any portion of a day in which travel or business is conducted, provided the traveler leaves his/her home before 7:00 pm and returns after 7:00 am of a subsequent day.

No per diem will be provided for activities that constitute less than three hours in duration. This per diem allowance is expected to cover all incidentals, including, but not limited to, meals, tips, and ground transportation to and from social activities.

The Executive Director in consultation with the President may establish in advance of travel, a maximum number of per diem days allowed for specific meetings or reductions to the daily per diem rate based upon hotel package (i.e., meals included) arrangements.

The total amount of per diem paid to committee members for the calendar year will be reported as income on a 1099 Tax Form without exception. All per diem reimbursements must be made by using an OHFAMA expense report form and remitted no later than 10 days following return.

## **Rail Service**

Reimbursements are made using the same policies as airfares.

## **Receipts**

Original receipts are required for all reimbursement expenses.

## **Saturday Stay Overs**

OHFAMA will approve lodging and per diem for additional nights in order to enable a Saturday night stay over, only when substantial savings are made on airfares. Saturday night stay overs must be authorized by the Executive Director.

## **Spouse Travel**

Reimbursement for spouses of committee members is not authorized.

### **Taxi, Uber or Lyft**

Reasonable taxi expenses are reimbursed for transportation to and from home, airports, and hotels when associated with official OHFAMA business activities. Reimbursement for taxi fares is not reimbursed for transportation to and from social activities (including meal functions). Appropriate **original receipts are required** for reimbursement. All reimbursements must be made by using an OHFAMA expense report form and remitted **no later than 10 days following return**.

### **Telephone**

OHFAMA appreciates members utilizing their cell phones in lieu of hotel or pay phones whenever possible. Telephone expenses directly related to OHFAMA activities are reimbursed with receipts. Other calls while on OHFAMA business that are of a personal or practice nature are not reimbursed. Long distance phone calls are not reimbursed.

### **Tolls**

Reimbursement is authorized for tolls incurred during business travel. Appropriate original receipts are required for reimbursement. All reimbursements must be made by using an OHFAMA expense report form and remitted no later than 10 days following return.

### **Unused Tickets**

Any unused tickets/coupons paid by OHFAMA should be returned to the Executive Director within 10 days of receipt.

### **Violations of Law**

No reimbursement is authorized for payment of traffic or parking tickets or other fines imposed on the traveler as a result of a violation of applicable laws.

### **Limitations on Request for Reimbursement**

All requests for reimbursement must be submitted on an official OHFAMA reimbursement form and received at OHFAMA within **ten (10) days** from the last date of travel. Requests for reimbursement received after that time shall be reimbursed only with the permission of the Executive Director. Reimbursements must be cashed within one business month of issue.

### **Exceptions**

Exceptions or waivers of these policies may be granted by the Executive Director or President. No exceptions may be assumed by the traveler.

## Sexual Harassment Policy

The Ohio Podiatric Medical Association is committed to maintaining a work environment where all individuals are treated with respect and dignity. OHFAMA promotes equal opportunities and prohibits discriminatory practices, including sexual harassment, whether verbal, physical, or arising out of the work environment, is unacceptable and will not be tolerated. This policy (along with making available information and providing training) is designed as a specific effort to prevent sexual harassment from occurring. Sexual harassment is illegal, as it violates Title VII of the Civil Rights Act of 1964 and many state laws. OHFAMA members will comply with all laws and regulations regarding sexual harassment while on OHFAMA property and when representing OHFAMA on travel.

To review the complete text of the sexual harassment policy, please review the APMA's guidelines or contact the OHFAMA Executive Director.

## Organization structure chart

