

- I. **PURPOSE:** To establish policy, procedures and responsibility for the funding of WSTRA representatives to local and national professional meetings.
- II. **POLICY:**
- A. Every effort will be made to send a WSTRA representative to each ATRA Annual and Midyear Meeting and Conference with the purpose of representing the needs to WSTRA and its members to the ATRA Chapter Affiliate Council and the ATRA Board of Directors. The conference fee, at the ATRA member early registration level, will be paid for the attending representative. Every effort will be made to also pay transportation, lodging, and a per diem for food and incidentals.
  - B. Every effort will be made to send a BOD representative to each WSTRA Annual Meeting and Conference and each Mid-Year Conference without cost to that representative.
- III. **PROCEDURE:**
- A. The representative will be the WSTRA President. In the event the President cannot attend, the order of representation is:
    - 1. President-Elect
    - 2. Immediate Past President
    - 3. Secretary
    - 4. Treasurer
    - 5. East Representative/West Representative
  - B. In the event none of the above can attend the ATRA Annual or Midyear Meeting and Conference, the BOD shall solicit a representative from among the membership. Solicitation will occur no later than the newsletter published at least one month prior to the Meeting.
    - 1. Solicitation shall occur by written application (see Appendix A) submitted to the BOD at least one month prior to the Meeting. The BOD shall elect the representative from among the applicants and based on merit. The elected applicant will be notified at least 25 days prior to the Meeting.
    - 2. The representative will attend all ATRA Chapter Affiliate sessions and all other sessions at which WSTRA representation is appropriate. The representative is representing all WSTRA membership and will conduct him/herself in an appropriate and professional manner at all times during the meeting.
    - 3. The representative will be reimbursed for expenses no later than 60 days following the Meeting as follows:
      - a. The conference fee at the ATRA member early registration level.
      - b. When the treasury allows, any portion of expenses involved in transportation and lodging and up to a \$30 per diem for official travel. Transportation and lodging receipts must be submitted to the WSTRA Treasurer within 30 days following the meeting to initiate the request for this portion of the reimbursement.
  - C. The representative to the WSTRA Annual Meeting and Conference and each Mid-Year Conference will not be charged the conference fee. S/he will direct the Annual Meeting, attend all appropriate Conference sessions and conduct him/herself in an appropriate and professional manner at all times. When the treasury allows, any portion of expenses, within 60 days following the Meeting, involved in transportation

and lodging and up to a \$20 per diem will be reimbursed for official travel.

Transportation and lodging receipts must be submitted to the WSTRA Treasurer within 30 days following the Meeting to initiate this request.

- D. No one board member can receive reimbursement for attendance at more than one meeting/conference in any given year unless there are no other candidates, including no representation from the membership.

**IV. RESPONSIBILITY:**

A. Board of Directors

1. Attend ATRA Annual or Midyear Meeting and Conference or the WSTRA Annual Meeting and Conference when available and called upon.
2. When no Director is available to attend an ATRA Meeting, solicit representation from the membership.
3. Elect and notify a representative.
4. Reimburse the representative as needed.

B. Newsletter Editor: Publish representative solicitation in the newsletter as needed.

C. Members: Submit representative application.

D. Representative

1. Perform representative duties as required.
2. Attend all appropriate sessions.
3. Conduct self in the appropriate and professional manner at all times. Dress in a professional or casual professional manner when representing WSTRA.
4. Submit receipts as needed.

**V. REFERENCES:** None

**VI. RESCIND:** Local and National Professional Meetings, expiration September, 2004.

**VII. EXPIRATION DATE:** November, 2008. Reviewed biannually or as determined by the BOD.

**VIII. FOLLOW-UP RESPONSIBILITY:** WSTRA President

Chrystal Smith, CTRS/R  
President, WSTRA, April 2004 – April 2005