

WOEMA Policies & Procedures

(These are WOEMA's working policies, and can be changed by a simple vote of the Board.)

1. Expense & Disclosure Policies

WOHC/Webinars (Educational Activities)

- a. Speakers who are WOEMA members are to pay for their own expenses when invited to speak at WOHC; they should pay a registration fee if they wish to be given CME credits. Non-WOEMA speakers are offered reimbursement as follows: out of town speakers are provided one-night hotel (two nights if presenting two days), airfare and local travel expenses (with set limits as stated on WOHC Expense form, and included in Speaker packet). Local speakers are permitted reimbursement for local travel (as noted on WOHC Expense form).
- b. All WOHC speakers and Planning Committee members, WOEMA webinar presenters and Education Committee members, must review, sign and return conflict of interest/disclosure forms. Failure to return forms, or disclose relevant financial relationships will result in inability to speak/present or serve on Education and/or WOHC Planning committee.
- c. WOEMA does not pay honoraria for any WOHC speakers or webinar presenters.
- d. Social events or meals at CME events cannot compete with or take precedence over educational events.
- e. The President is given a free room at WOHC (at least two nights but no more than three) but he/she is expected to pay the registration fee. All Board members are to pay their registration fees as well.
- f. ACOEM pays for their president or other designated officer to fly in to WOHC; WOEMA pays for the rest of his/her expenses.

WOEMA

- a. Committee chairs do not receive reimbursement for expenses incurred attending Board meetings or other meetings.
- b. WOEMA's delegates to the CMA (including the Young Physician Delegate) have a budget for reimbursement of mileage, airfare and hotel for members who participate in legislative activities that are pre-approved by the chair, with any single item more than \$500 to be approved by the treasurer. The person requesting reimbursement must submit what s/he learned in order to receive reimbursement.
- c. WOEMA's delegates to ACOEM do not receive reimbursement for their expenses.

- d. For those Board Members who request reimbursement, at the January and June Board Meeting, WOEMA will reimburse him or her for mileage or lowest available coach fare, up to \$200 for members coming from California, up to \$500 for members coming from Hawaii and up to \$300 for members coming from any other state. Expenses for Committee chairs attending the Board meeting are not reimbursed.
- e. Board members, officers (including the President) and Committee chairs' expenses for phone calls, copying, postage, etc., shall not be reimbursed unless they are for a special project that has been pre-approved. (Material may be sent to the WOEMA office for duplication and mailing).

2. Scheduling

- a. Board meetings are generally held in January, June, and during WOHC.
- b. WOHC is usually held September or October. Past Presidents are to have an event such as a continental breakfast or a cocktail reception.
- c. The President-Elect selects the program chair for the WOHC of the year of their presidency.
- d. The Board suggests nominees to ACOEM at its January meeting.

3. Awards/Honors

- a. WOEMA may present two awards annually; they are nominated by the Awards Committee and ratified by the Board.
 - 1) The Jean Spencer Felton Award for Excellence in Scientific Writing (receives a plaque)
 - 2) The Rutherford P. Johnstone Award for outstanding service in occupational medicine (receives a check for \$500 and is expected to make a presentation at WOHC)
- b. The President receives a plaque at the Annual Meeting and the Chairman of the Board receives a gift at the Annual Meeting.

4. Terms

- a. WOEMA's CMA delegate and alternate are elected every three years by the Board at its meeting held during WOHC. The delegate and alternate shall each serve for three calendar years before being elected again. If either chooses not to serve, the President shall nominate a successor, to be ratified by the Board.
- b. Delegates to ACOEM are included on the slate prepared by the Nominating Committee and are elected at the Annual Meeting (or by mail ballot) to begin their term the following January along with the rest of the Board. (See Bylaws for details).

5. Budget

The Treasurer and Executive Director draft the annual budget which is adopted by the Board at its Winter meeting.

6. Exhibitor and Editorial Policy

Exhibitors and advertisers shall be in a business related to the practice of occupational medicine.

7. WOEMA Sponsorship of Educational Conferences

WOEMA will consider sponsorship of an educational conference/event when it meets the following criteria:

1. When an elected leader of WOEMA has been involved in the planning of the conference/event and when the sponsorship will serve WOEMA's mission and vision and be a benefit to its members.
2. When sponsorship of the conference meets with the approval of the WOEMA Executive Committee as being of high quality and relevant;
3. When the benefit to WOEMA outweighs any potential or perceived risk to WOEMA or its members;
4. When sponsorship of the conference does not conflict with or detract from a WOEMA program/event;
5. When there is no implied endorsement of any product or company and the principal goal of the activity is educational, not commercial
6. When notice can be sent sufficiently in advance of the conference/event so that it doesn't appear that WOEMA sent late notification of the conference/event;

8. Promotion of Educational Conferences

WOEMA will broadcast fax or e-mail a notice of the conference when the conference/event meets the criteria listed above. If there is a cost involved in the broadcast, the conference's organizer must agree to reimburse WOEMA for that cost (not to exceed \$200). WOEMA may also post notice (for free) of the conference/event in the "Calendar of Events" in its newsletter and on its website. With the approval of the Educational Committee Chair, WOEMA may also post notices of conferences that may be of benefit to its members when a member has been involved in its planning and the event meets criteria 3-6 above. An appropriate disclaimer will indicate that WOEMA is not officially endorsing the event.

9. WOEMA Database

Under no conditions will WOEMA release its member's e-mail addresses to an outside organization. Any broadcasting of notices must come from the WOEMA office. The WOEMA mailing list may be sold (without e-mail addresses) for \$250 and the WOHC attendee mailing list may be provided to exhibitors/sponsors at a fee or for free.