



NHGFOA

NEW HAMPSHIRE GOVERNMENT FINANCE OFFICERS ASSOCIATION ADMINISTRATIVE POLICY

SUBJECT: NETWORKING MEETING ATTENDANCE POLICY

- I. **STATEMENT** - This procedure covers the guidelines for establishing an Attendance Policy for who is eligible to attend the NHGFOA Networking meetings and the priority order for accepting registrations.

II. **DEFINITIONS**

- A. *Networking Meeting* – Continuing education meetings held periodically throughout each year for the members of NHGFOA.
- B. *Regular Members* – Of the NHGFOA shall consist of all individuals engaged by the State of New Hampshire or any political subdivision thereof in the field of finance, accounting, or other related fiscal management who have paid dues. Regular members may include but not be limited to such titles as treasurer, comptroller, auditor, budget officer, director of finance, accountant, school business administrators and municipal administrative assistants.
- C. *Associate Members* - Shall consist of all other individuals who have an interest in municipal finance and may include, but not be limited to purchasing agents, tax collectors, assessors, public accountants, educators, actuaries, bankers and bond counsels who have paid dues. Associate members shall have all rights and privileges in the Association except that such associate members may not hold office in the Association nor vote.

III. **PROCEDURE**

A. **Meeting Attendance**

All NHGFOA regular members and associate members are encouraged to take advantage of the networking meeting sessions. Generally, seating for these meetings is limited and registration priority will be offered according to the following:

1. First priority will be given to Regular Members on a first to register basis.
2. Second priority will be given to Associate Members on a first to register basis, based on availability. In the event that the registrants exceed the limited seating availability, multiple registrants from the same organization will be reduced by one each until the seating limit is reached.

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3. Third priority will be guests of either Regular Members or Associate Members. Guests will be allowed on an availability basis only and will be the first to be reduced in the event seating limits are reached.
- B. Charges - There will be no charge for guests of member communities if the guest is an employee of the same community. There will be a \$25.00 charge for guests of Associate Members or for attendees from non-member communities.

It is the intent of the NHGFOA to review this policy annually and update as necessary.

Adopted February 5, 2009, Amended September 1, 2011, Reviewed January 9, 2014.