

**Bridal Association of the Brazos Valley
Bride's Guide Coordinator Policy**

RESOLVED, the Board of Directors of the Bridal Association of the Brazos Valley recognizes the personal expenses and efforts made by certain individual volunteers in the publication and distribution of the BABV Bride's Guide. It is of great benefit to the Association's mission to have experienced volunteers who are dedicated to the success and growth of the Guide.

The Board of Directors has adopted the following policy in regards to designate a member volunteer as Publication Coordinator and a member volunteer as Distribution Coordinator of the BABV Bride's Guide.

The Publication Coordinator is a volunteer responsible for the sales of ad upgrades, collection of press ready ads from all members, the collection and creation of content, coordination of design, coordination of printing and all other aspects of the creation and printing of each edition of the Guide.

The Distribution Coordinator is a volunteer responsible for the coordination of delivery, temporary storage, distribution to members via designated member pick up points, establishing new rack locations and maintaining existing rack locations for efficient, organized and verifiable distribution of the Guide.

Each Coordinator shall be designated by the President with the advice and consent of the Board of Directors. There is no limit to the term of service. Coordinator service is at the pleasure of the Board of Directors and a Coordinator may be removed at any time by a two-thirds majority vote of the Board of Directors.

Reimbursement for expenses for each Coordinator shall be calculated at a flat rate of 10 cents per copy printed, of the current edition of the Guide. Reimbursement established by this policy shall be paid from the Bride's Guide budget. Payments shall be made as follows:

Spring Edition of the Bride's Guide

One-half paid on March 31

One-half paid on June 30

Fall Edition of the Bride's Guide

One-half paid on September 30

One-half paid on December 31

(Example: 5000 copies printed, times 10 cents, equals \$500, one-half equals \$250.)

In the event a Coordinator resigns or is removed by the Board of Directors, the final reimbursement amount shall be prorated to the date of resignation or removal. If a Coordinator is removed by the Board of Directors for failure to perform the duties, the final reimbursement amount shall be prorated to the date when the President was first made aware of such failure.

Coordinators shall not be required to, and may not, submit itemized expense reports or invoices for reimbursement; all payments are to be made based on the flat rate and schedule as listed above. No adjustment shall be made if actual expenses happen to be more or less during any

specific reimbursement period.

This policy shall not be interpreted to establish a contract of employment. Reimbursement is only intended to cover expenses incurred in the performance of the above specified volunteer duties.

This policy shall not be interpreted to establish precedent for the reimbursement of any kind to any other volunteers of the Association. Such matters shall be considered by the Board of Directors on a case by case basis with the benefit to the Association being the primary factor in determination of any reimbursement.

This policy may be amended by a two-thirds majority vote of the Board of Directors.

Adopted by Action of the Board of Directors on May 20, 2014