 <p>policies and procedures ELECTRIC BOAT MANAGEMENT ASSOCIATION</p>	<i>APPROVED</i>	<i>NUMBER</i> 4-7
	<i>Victor J Fetter</i>	<i>ISSUE</i> 7
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<p><i>SUBJECT</i></p> <p style="text-align: center;">EBMA PROGRAMS</p>		

PURPOSE

To define, establish policy and provide the procedure for implementing EBMA Programs.

DEFINITION

EBMA Programs are EBMA sponsored events for members and their guests, and events are normally intended for limited participation.

NOTE: According to EBMA Constitution Article I, Section 3, "Program: At least 75 percent of the Association's total program shall be of a management development nature." This is done in order to accommodate Federal Acquisition Regulations (FAR) requirements controlling what EB expenses, including contributions to EBMA, are reimbursable to EB by the government. Said reimbursement is determined by audits and reviews conducted by EB Dept. 610 Audit & Compliance group.

POLICY

- A. EBMA Programs provide EBMA members events, 75% of which have a leadership development focus. Family and guest participation may or may not be encouraged depending on the specific event.
- B. Documentation of income and expenses for a given event shall be presented to the Treasurer when a disbursement is requested. An income and expense email accompanied by copies of, or the original receipts submitted to the Treasurer before reimbursement is concluded. All persons must pay for the event they will be participating in with cash, electronic payment, or checks payable to the EBMA with the event noted on the check and given to their booster, EBMA office secretary, or other designated leads that they get their tickets from. The EBMA boosters will give the cash or checks to their booster manager who will deposit the cash and checks in the EBMA Charter Oak account or give cash and checks to the EBMA office secretary who will deposit the checks and cash in our Charter Oak account. The deposited amount will be sent to the treasurer and assistant treasurer via email, by the EBMA office secretary. If booster managers make a deposit, they will send an email of the amount with a scanned copy of the deposit slip to the EBMA office secretary, the treasurer and assistant treasurer. Treasurer or assistant treasurer will update the monthly reports and QuickBooks.
- C. The President shall approve, in advance the event budget, the proposed event and the disbursement of all funds required to set up the proposed event, such as but not limited to, purchases, deposits and pre-payments. The President shall report to the Board of Directors (BOD's) after each event, the amount of subsidy from the Program supplemental funds from the approved budget. This is accomplished in the monthly treasurer report to the EBMA President and BOD's at their monthly meeting. The President will also give an account of subsidy spent during his presentation to the BOD's for the event.
- D. An EBMA member recommended by the Program Chairperson may act as the Speaker Liaison whose jobs may include but are not limited to getting a visitor's pass, being an on-site escort, and ensuring the speaker's contract requirements and requests are met. The Speaker Liaison expenses (partially or in full) will be paid for by EBMA providing they are approved in advance by the President or the Vice-President in the President's absence.

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PROCEDURE

- 1.0 President Appoint a Program Chairperson.

- 1.1 Program Chairperson Present budget to the President for inclusion in the new year’s budget by the end of the first week of December.


- 1.2 Program Chairperson Forms a Program Committee that plans, organizes, and executes all phases of programs, and coordinates planning with the Management Development Committee. Appoints Event Chairperson and Event Committee, as applicable.

- 1.3 Program Chairperson Establish program in sufficient detail for presentation to the President as part of annual budget development process in December and June.

- 1.4 President Approve, approve with stipulation/modification, or reject proposed Program prior to January and July program submittal to the BOD.

- 1.5 President Present proposed program budget to the BOD’s as part of the annual EBMA budget.

- 1.6 Event Chairperson a. Provide the following to Program Chairperson and President:
 - 1. Event general description.
 - 2. How will EBMA members benefit from this event.
 - 3. Which management skill(s) will this event help develop.
 - 4. Expected outcomes of the event?
 - b. Establish all event arrangements.
 - c. Obtain/create and arrange to post notification posters.
 - d. Coordinate ticket sales and distribution for event location, as required.
 - e. Notify Communications Director and Booster Director of planned event logistics.
 - f. Arrange to email notice/ flyer to membership in advance.
 - g. Provide input to Booster Managers and other designated leads.
 - h. Arrange to update the EBMA website.
 - i. Coordinate transportation to event and/ or parking, if required.
 - j. Have Program Chairperson identify speaker liaison, if required, and obtain President approval or Vice-President in President’s absence.
 - k. Otherwise take actions to assure success of the event.
 - l. Provide Program Chairperson input for Sect 1.7 event report.

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- 1.7 Program Chairperson
- a. Provide event income/ expense report to Treasurer for inclusion in the monthly budget report to the BOD.
 - b. Provide an event report to the President and BoD Chair for inclusion in the monthly BOD meeting agenda. Include the following:
 1. Event title, location, date, time.
 2. Event general description with area of management development.
 3. Speaker’s name, title, credentials.
 4. How did EBMA members benefit from this event?
 5. What management skill(s) did event help to develop?
 6. Number of members and their guests participating, total price paid for all members and guests separately, and final total.
 7. Gross income, costs and expenses, and net income (less) (as provided by the Treasurer).
 8. General acceptance of event by participants via verbal and email feedback.
 9. Recommendations and lessons learned.

REVISION RECORD

ISSUE 6 – P-P 4-7 “Mini-Programs” replaced by ISSUE 7 P-P 4-7 “EBMA Programs”