

BOARD POLICY

107

DIRECTORS' ATTENDANCE AT MEETINGS, TRAINING AND OTHER EVENTS

I. OBJECTIVES

- A. To encourage Directors to participate in educational and training programs that will help them more effectively represent the members of the Cooperative.
- B. To establish general guidelines on selection and attendance of educational and training programs, conferences, and other events.
- C. To set guidelines regarding attendance of directors at HomeWorks Tri-County Electric Cooperative board meetings.

II. POLICY CONTENT

In addition to their responsibility of attending regular meetings of the Board of Directors, to effectively and efficiently represent the membership of the cooperative, the directors have the duty to be fully informed of their responsibilities as directors, understand the general operations of the cooperative, and to be fully informed of the issues which may affect the cooperative at local, state and national levels.

Thus, it is the policy of this board to strongly urge attendance and participation in appropriate meetings, seminars and workshops that help fulfill this duty. The board will work together and exercise fiscal responsibility and obtain the necessary training in the most economical way.

A. NRECA DIRECTOR CERTIFICATION PROGRAM

1. All directors are required to attain the CCD (Credentialed Cooperative Director Certificate) NRECA Director Certification program within their first three-year term. If they fail to do so, they are ineligible to run for re-election to their board seat. This may require additional out-of-state travel, pending board approval as appropriate, based on budgetary limitations.
2. Two optional educational opportunities (Board Leadership Certificate and Director Gold Credential) are offered by NRECA, but are not required for directors. Any director seeking or maintaining these additional certifications is authorized to attend up to two training courses a year, as approved by the board. Training should be coupled with attendance at conferences whenever possible to minimize costs.

Note: The Director Gold Credential requires three additional credits be earned every two years after it is attained.

3. Directors are encouraged to continue training after certification.

B. DIRECTOR ATTENDANCE AT OTHER PROGRAMS

1. Each director is encouraged and authorized to attend one out-of-state NRECA event annually. Directors are encouraged to take advantage of training courses offered at NRECA events attended. These events shall help the director and board better understand the complex, changing utility world and how to better plan for the cooperative's success.
2. Each director may attend two in-state non-NRECA events annually with prior board approval. Additional non-NRECA event attendance must be requested in writing, and will be considered by the board on a case by case basis.
3. For the purpose of this policy, annual is defined as the period from one annual meeting to the next annual meeting.
4. As part of the monthly meeting agenda, the board will review and take action on requests for future travel, training, and events. Requests will be submitted to the Board Chair by each director and added to the events record.
5. The Board Secretary (or designee) will maintain a detailed ongoing record of training and events by director which includes historical, current and future events both requested and attended, and related costs. This record will be reviewed at each meeting for consideration and approval of requested event attendance in the future, as well as past event attendance and related costs, and compared to both anticipated and budgeted amounts.
6. Each director must make a written request of the Board to identify conferences, trainings or other non-regular events they would like to attend at least one month in advance.
7. Repeated participation at previously attended sessions is not allowed unless considerable time has elapsed since the last participation, or content has significantly changed. Exceptions to this policy must be approved by the board.
8. Discretion is advised in spending. Only one meeting attendance fee is paid for a 24 hour period for attendance at any training, conference, meeting or other event. Costs for meals and other incidentals are expected to be reasonable, and does not include purchase for guests or purchase of alcoholic beverages or other extravagant items.

C. DIRECTOR ATTENDANCE AT OTHER IN-STATE BOARD MEETINGS

The directors are encouraged and authorized to attend in-state meetings sponsored by MECA and Wolverine.

D. DIRECTOR ATTENDANCE AT BOARD OF DIRECTOR MEETINGS

1. Directors are expected to attend all meetings of the Board of Directors.
2. Directors shall advise the Board Chairman or General Manager if they are unable to attend a board meeting via phone or email at least 30 minutes prior to a scheduled meeting.
3. The Board of Directors may replace a director if, in their opinion, prolonged absences do not allow the director to adequately represent the membership. A prolonged absence is defined as three or more absences in a 12-month period.

III. RESPONSIBILITIES

A. BOARD OF DIRECTORS

1. Chairman

The Chairman will be responsible for administration and interpretation of the provisions of this policy.

2. Individual Directors

- a. The directors shall request the approval of the Board and staff to attend various meetings, conferences, trainings and seminars, as noted above in section II B.
- b. Directors are expected to attend all meetings of the Board of Directors.
- c. Directors shall request an agenda item to report highlights, summaries and recommendations from the meetings, seminars or workshops attended. Directors must share handouts from training sessions attended and share applicability of learning for continuous improvement for the board or the cooperative. Handouts may be posted electronically on Call to Order, or another shared web location (with staff assistance.)

B. GENERAL MANAGER

1. The General Manager shall inform the Board of Directors of upcoming meetings and seminars.

2. The General Manager will be responsible for making appropriate arrangements for Directors' attendance at meetings and seminars.

Dated: November 27, 2017

Past Revisions:

January 16, 2017

May 20, 2013

January 18, 2010

June 22, 2007

July, 28, 2003

July 23, 2001

February 16, 1995