

NEDC POLICIES AND PROCEDURES

NEDC Corporate Sponsorships

The NEDC has adopted a philosophy by which it will pursue corporate sponsorships as a consistent revenue stream for the purpose of offsetting the costs of staging the annual summer summits and other related business expenses.

With this being said, it is the policy of the NEDC to establish a minimum corporate sponsorship contribution of \$5,000.00 per year of the contracted agreement, and that each corporate sponsor agreement shall include specific entitlements approved by the Director of Business Development and the Council.

Approved by the Council on August 1, 2006 Park City, UT

NEDC Summer Summit Guests

It is the policy of the NEDC that each state athletic directors association executive director shall be entitled to bring one (1) spouse/guest to the annual summer summit at no cost, and that any additional guest(s) shall be assessed a reasonable fee to cover the cost of meals and amenities.

Further, the host Summit Manager shall be entitled to include members of the host committee as non-paying guests for any meal functions and amenities.

Also, in view of the affiliations that NEDC has established with the NIAAA and NFHS, it is the policy of the NEDC to invite members of the respective executive staffs and their spouses/guests to the annual summer summit at no cost for registration, meal functions, and amenities.

Approved by the Council on December 16, 2008 San Diego.CA

NEDC POLICY Related to Alcoholic Beverages

1. At no time will the NEDC pay for or provide alcoholic beverages during group meetings conducting council business.
2. The NEDC will not pay for or provide alcoholic beverages at any NEDC functions with the exception of the host state reception during the summer summit.
3. Under no circumstances should an individual charge the purchase of alcoholic beverages to a hotel guest room or hotel meeting room that is being paid for by the NEDC.
4. At no time should alcoholic beverages be consumed immediately prior to any business meeting of the council.

Summer Meeting Host

Financial Protocol

Approved 7/15

1. The contract with the hotel is negotiated and signed by the NEDC treasurer.
2. The NEDC Budget for hosting a summer meeting is estimated at \$200 per state member financed via the NEDC sponsor funds plus the registration fee (currently \$150) totaling \$350 per state member.
3. All other expenses incurred should be raised by local sponsors of the host state unless the NEDC officers approve an additional request.
4. All checks from local sponsors should be mailed to the NEDC treasurer within 30 days of the event. (Checks should be made out to NEDC)
5. All registration checks shall be collected by the host state and mailed in bulk to the NEDC treasurer within 14 days prior to the event. (Checks should be made out to NEDC)
6. All expenses for the event shall not exceed the budgeted amount set forth and will be paid by the NEDC treasurer at the conclusion of the event. (any deposits needed to secure space or function can be paid in advance)

National Executive Directors' Council

FUTURE SUMMIT SITE PROPOSAL

Host State: _____

For Year: _____

Suggested Days: from _____ **to** _____ **Date(s):** _____

or _____

Suggested Venue (Hotel, etc.): _____ **(City)**

Room Rates: _____

Meeting Facilities: on Site or off site

Meals: _____

Special Attractions or Activities:

Host Contact Information:

Mailing Address: _____

City and Zip: _____

E-mail: _____

Home Phone: _____

Office Phone: _____

Cell Phone: _____

Note: The NEDC will provide the final negotiations, Site and Venue location, and dates consistent with the desire of the organization.

Please Return along with any supporting informational material to:

Fred Balsamo, CMAA

NEDC Treasurer

30 Realty Dr.

Cheshire, CT 06410

NEDC Summer Summit

Host Site Information

1. Submit a "Future Summit Site Proposal" to NEDC Treasurer

a. Things to Consider:

- Location – Besides a few options for quality hotels there should be attractions nearby which you would want to include that highlight your site. Preliminary contact with several hotels should be made to see if the site is feasible. Once approved by the council the treasurer will take care of the final negotiations and sign the contract.

- Budget – The NEDC will budget funds to cover 3 modest priced breakfasts and 3 modest priced dinners. For all other functions, side trips, attractions, Jerseys, gifts, transportation off site, etc. the host state will need to secure local "event sponsors" and have their money in hand prior to the event. NEDC "Corporate Sponsors" (sponsorships that are contracted at the \$5,000 annual level) have entitlements which typically provide some level of category exclusivity at NEDC events (Summer Summit, website). As such, potential Summer Summit "Event sponsors" that the host site may entertain should be cleared with the Director of Business Development to minimize conflicts of interest among sponsors. A contract can be provided by the development coordinator. Note: when an attraction takes us off site during a breakfast or dinner time slot the host can count on the NEDC budgeted funds for that meal to help defray the cost. It has been suggested that host states involve their state association, neighboring states or their section to help facilitate the budget.

2. Pre-Summit Planning

- a. Once approved by the council and all contracts signed the host state should begin working on a program schedule. Note: customarily we have approximately 9-10 workshops but there are 3 sharing sessions, an NEDC business meeting, an NIAAA session and an NFHS session. In addition, side events to attractions etc. should be scheduled as well.
- b. At the December meeting a registration flyer should be developed in consultation with the treasurer and then distributed. ALL checks are will be made out to the NEDC and mailed directly to the treasurer. The treasurer will compile a spreadsheet and send it to the host periodically. After the December meeting the host should send out the flyer to all members including the NIAAA Executive Director and President, and the NFHS Executive Director periodically as well as all sponsors in concert with the development coordinator.
- c. The treasurer will approve the final meal selections made by the host to insure they are in line with the budget and provide the hotel with the final meal counts.
- d. The treasurer and the host will review each side event, attraction, gift, etc. to insure that adequate "event sponsor" funds were raised to cover the anticipated expenses and transportation. Should adequate funds not be available the program schedule will be adjusted and side events removed to accommodate the funds on hand. The NEDC treasury will not contribute in excess of the budgeted amount without authorization of the officers.
- e. The Host must clear all "event sponsors" with the development coordinator to insure there are no conflicts with any NEDC Corporate sponsors,
- f. The Host must collect all "event sponsor" funds and mail them to the Treasurer at least 30 days prior to the summit. Checks should be make out to NEDC.
- g. Note: The treasurer will issue a refund to any NEDC member if requested at least 2 weeks prior to the Summit.

3. Hosting a Summit

- a. Develop a final program and consult with the development coordinator to assign sponsor times to the program.
- b. Arrange for all information regarding the site, airport transportation, meeting locations, weather conditions, etc. be properly distributed to all attending members.
- c. Arrange to have a laptop and LCD projector at each session.
- d. Introduce each session and keep everything running on time including off site events. .

NEDC PROCEDURE FOR FILLING VACATED TERMS

As per Article V; Section 4 – Any vacated office of the Executive Committee shall be filled by the Executive Committee (for the remaining balance of the vacated term) by using the following procedure:

- 1. For the position of Chair, the Executive Committee will move up the Vice-Chair to fill the remaining term of the Chair in addition to his/her scheduled two year term of office. The position of Vice-Chair would then be filled by the Executive Committee temporarily until the next scheduled election.**
- 2. Any officer or position vacancy, other than the Chair, shall be filled by the Executive Committee for the remainder of that term only, until the next scheduled election.**
- 3. All other position vacancies as outlined in the P.O.P Manual can be filled at the discretion of the Executive Committee for the remainder of that term only, until the next election/appointment.**

Approved 12/13/2020

Summer Meeting Host

Financial Protocol

1. The contract with the hotel is negotiated and signed by the NEDC treasurer.
2. The NEDC Budget for hosting a summer meeting is \$150 per state member financed via the NEDC sponsor funds plus the registration fee (currently \$150) totaling \$300 per state member.
3. All other expenses incurred should be raised by local sponsors of the host state unless the NEDC officers approve an additional request.
4. All checks from local sponsors should be mailed to the NEDC treasurer within 30 days of the event. (Checks should be made out to NEDC)
5. All registration checks shall be collected by the host state and mailed in bulk to the NEDC treasurer within 14 days prior to the event. (Checks should be made out to NEDC)
6. All expenses for the event shall not exceed the budgeted amount set forth and will be paid by the NEDC treasurer at the conclusion of the event. (any deposits needed to secure space or function can be paid in advance)

Finances / Corporate Sponsors

NEDC Corporate Sponsorships

The NEDC has adopted a philosophy by which it will pursue corporate sponsorships as a consistent revenue stream for the purpose of offsetting the costs of staging the annual summer summits and other related business expenses. With this being said, it is the policy of the NEDC to establish a minimum corporate sponsorship contribution of \$5,000.00 per year of the contracted agreement, and that each corporate sponsor agreement shall include specific entitlements approved by the Director of Business Development and the Council.

Approved by the Council on August 1, 2006 Park City, UT

Policies Re: NEDC Sponsorships

1. Minimum \$5000. per annum (Cash or approved In Kind by the Director of Business Development - DBD)
2. Designation as Major Business Partner
3. Product category exclusivity throughout the length of the contract
4. Minimum three year contract (five year preferred)
5. Invitation to attend the annual Summer Summit and Meeting held at the National Conference
6. Complimentary invitations for up to two representatives to all Summer Summit activities including socials, meetings, and meal functions.
7. Opportunity to do a fifteen minute presentation at the Summer Summit
8. Opportunity to distribute approved materials, information, or additional gifts at the Summer Summit and National Conference meetings of the NEDC
9. Opportunity to use the NEDC Logo and Endorsement on website, company sponsored social media sites, communications and marketing materials

Policies Re: Activity Sponsors at Summer Summit

1. Minimum \$1000. per annum based on activity (In Kind only if approved by DBD)
2. Minimum one year contract
3. Opportunity to attend the Summer Summit
4. Opportunity to distribute approved materials, information, gifts
5. Opportunity to be introduced and thanked at Sponsored Activity (no Presentation)

Approved – December 13, 2013, Anaheim, CA



Return to Director of Business Development:

~~1000 5th Street, Suite 1100, St. Louis, MO 63102~~

**SPONSORSHIP AGREEMENT BETWEEN THE
NATIONAL EXECUTIVE DIRECTORS COUNCIL AND**

_____ hereby agrees to enter into the following partnership agreement with the National Executive Directors Council (NEDC):

Length of Agreement : _____ Years commencing _____ 20__ to 20__

Financial Commitment: \$5,000/year due and payable by _____, 20__ and by May 1 for each subsequent year of the contract.

Product Commitment: _____ for 40 to 60 participants annually.

In consideration of this agreement, the NEDC will provide the following:

1. Designation as a Major Business Partner
2. Product category exclusivity - _____
3. Attendance at the annual NEDC Summer Summits - beginning _____, 20__ at the (location) _____
4. Complimentary invitations for two to all Summit activities including socials, meetings (excl. business mtg.), and meal functions.
5. Opportunity to do a 15 minute presentation at the Summit and to hang a banner in an approved location.
6. Opportunity to distribute materials, information, or additional gifts at the Summit.
7. Opportunity to use the NEDC endorsement in communications and marketing materials.
8. NEDC to provide convention dates and contact information for all members.

This agreement may be terminated by either party by giving due written notice prior to January 1 for each ensuing year.

Company Representative

Date

NEDC Dir. Of Bus. Development

Date

NEDC Summer Summit

Host Site Information

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a. Things to Consider:

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- Budget – The NEDC will budget funds to cover 3 modest priced breakfasts and 3 modest priced dinners. For all other functions, side trips, attractions, Jerseys, gifts, transportation off site, etc. the host state will need to secure local "event sponsors" and have their money in hand prior to the event. NEDC "Corporate Sponsors" (sponsorships that are contracted at the \$5,000 annual level) have entitlements which typically provide some level of category exclusivity at NEDC events (Summer Summit, website). As such, potential Summer Summit "Event sponsors" that the host site may entertain should be cleared with the Director of Business Development to minimize conflicts of interest among sponsors. A contract can be provided by the development coordinator. Note: when an attraction takes us off site during a breakfast or dinner time slot the host can count on the NEDC budgeted funds for that meal to help defray the cost. It has been suggested that host states involve their state association, neighboring states or their section to help facilitate the budget.

2. Pre-Summit Planning

- a. Once approved by the council and all contracts signed the host state should begin working on a program schedule. Note: customarily we have approximately 9-10 workshops but there are 3 sharing sessions, an NEDC business meeting, an NIAAA session and an NFHS session. In addition, side events to attractions etc. should be scheduled as well.
- b. At the December meeting a registration flyer should be developed in consultation with the treasurer and then distributed. ALL checks are will be made out to the NEDC and mailed directly to the treasurer. The treasurer will compile a spreadsheet and send it to the host periodically. After the December meeting the host should send out the flyer to all members including the NIAAA Executive Director and President, and the NFHS Executive Director periodically as well as all sponsors in concert with the development coordinator.
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- d. The treasurer and the host will review each side event, attraction, gift, etc. to insure that adequate "event sponsor" funds were raised to cover the anticipated expenses and transportation. Should adequate funds not be available the program schedule will be adjusted and side events removed to accommodate the funds on hand. The NEDC treasury will not contribute in excess of the budgeted amount without authorization of the officers.
- e. The Host must clear all "event sponsors" with the development coordinator to insure there are no conflicts with any NEDC Corporate sponsors,
- f. The Host must collect all "event sponsor" funds and mail them to the Treasurer at least 30 days prior to the summit. Checks should be make out to NEDC.
- g. Note: The treasurer will issue a refund to any NEDC member if requested at least 2 weeks prior to the Summit.

3. Hosting a Summit

- a. Develop a final program and consult with the development coordinator to assign sponsor times to the program.
- b. Arrange for all information regarding the site, airport transportation, meeting locations, weather conditions, etc. be properly distributed to all attending members.
- c. Arrange to have a laptop and LCD projector at each session.
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National Executive Directors' Council

FUTURE SUMMIT SITE PROPOSAL

Host State: _____

For Year: _____

Suggested Days: from _____ **to** _____ **Date(s):** _____

or _____

Suggested Venue (Hotel, etc.): _____ **(City)**

Room Rates: _____

Meeting Facilities: on Site or off site

Meals: _____

Special Attractions or Activities:

Host Contact Information:

Mailing Address: _____

City and Zip: _____

E-mail: _____

Home Phone: _____

Office Phone: _____

Cell Phone: _____

Note: The NEDC will provide the final negotiations, Site and Venue location, and dates consistent with the desire of the organization.

Please Return along with any supporting informational material to:

Fred Balsamo, CMAA

NEDC Treasurer

30 Realty Dr.

Cheshire, CT 06410

National Executive Directors Council

- Position:** Chair
- Term:** Two years, following term as Vice-Chair
- Function:** The Chair, subject to the control of the Executive Committee and Executive Council shall have general and active management of the business of the Executive Council and shall serve as the official representative of NEDC.
- Responsibilities:**
- Supervise and coordinate the activities of the annual summit as it relates to the responsibilities of the Director of Business Development, Summit Program Planning Committee and Summit Manager.
 - Ensure that all Charter Committee Agreements are fulfilled with the NIAAA.
 - Preside over all meetings of the Executive Committee and Executive Council, and any special meetings of the Executive Committee and Executive Council.
 - Advise on the management of the Executive Council.
 - Prepare the agendas for all meetings in conjunction with the Executive Committee and Executive Council.
 - Write articles and messages for state and national publications.
 - Appoint chairs of the respective committees and any ad hoc committees needed to conduct business of the Executive Council.
 - Assist with the preparation and distribution of committee reports to the Executive Council.
 - Support and communicate NIAAA and NFHS programs and initiatives to member state associations.
 - Coordinate with NIAAA staff the Annual NEDC business meeting in conjunction with the National Director of Athletics Conference.
 - Perform all duties usually associated with the office of Chairman of similar organizations.

National Executive Directors Council

Position: Past-Chair

Term: Two years, following term as Chair

Function: The Past-Chair shall serve as the chair of the nominating committee, and shall review the Policies and Procedures Manual annually.

Responsibilities: Solicit nomination(s) for the position of Vice-Chair during the 2nd year term of the Executive Committee, and any other vacancy that may occur.

Present a slate of officers to the Executive Council *at the annual meeting in December at the national conference.*

Review the Policies and Procedures Manual, in conjunction with the Executive Committee, and make recommendations to the Executive Council at the annual December meeting.

Assist the Chair in guiding the affairs of the Executive Council.

National Executive Directors Council

Position: Vice-Chair

Term: Two years

Function: The Vice-Chair shall assist the Chair and shall act in the absence of the Chair.

Responsibilities: Supervise and coordinate the activities of the NEDC Speaker Survey, and Program and Projects Committees.

Conduct any meetings in the absence of the Chair.

Prepare appropriate articles for the NIAAA publications.

Work with the Chair to maintain an on-going program and smooth transition of office.

Attend the annual NEDC Summit and NIAAA Conference.

Submit annual reports from various chairpersons under this direction.

Assist the officers in guiding the affairs of the Executive Council.

National Executive Directors Council

- Position: Secretary
- Term: Appointed by the Executive Committee as a stipend position for a three-year term **as an officer**.
- Function: The secretary shall keep minutes of all meetings.
- Responsibilities: Supervise and coordinate the activities of the Membership and Annual Summit Registration Committees.
- Assist the Chairman in any tasks assigned.
- Advise on the management of the Executive Council.
- Record accurate minutes of all Executive Committee and Executive Council meetings.
- Maintain the official record of all meetings called by the Chairman.
- Maintain a current list of the membership with all contact information.
- Distribute minutes to all Executive Council members, the NIAAA Executive Director, and the NEDC webmaster for posting online.
- Distribute the agenda for upcoming meetings to all members.
- Assist the officers in guiding the affairs of the Executive Council.

Revised April 2020

Approved December 13, 2020

National Executive Directors Council

Position:	Treasurer
Term:	Appointed by the Executive Committee as a stipend position to a three year term as an officer
Function:	<p>Develop a sound financial plan for the revenues and expenditures of the Executive Committee and Executive Council.</p> <p>Provide all necessary information for the annual audit, done for the NIAAA.</p> <p>Coordinate benefits of Corporate Sponsorships and Partnerships with members of the Executive Committee and Executive Council.</p> <p>Plan, organize and coordinate the various financial arrangements and needs of the NEDC Annual Summit with the state host.</p>
Responsibilities:	<p>Coordinate the financial management of the Executive Committee and Executive Council.</p> <p>Maintain an accurate ledger of all receipts and disbursements supported by proper documentation.</p> <p>Approve and pay all outstanding bills and claims by check or credit card in a timely fashion.</p> <p>Submit financial reports to the Executive Committee and Executive Council.</p> <p>Invoice, collect and deposit all NEDC income revenues.</p> <p>Prepare and submit financial statements to the NIAAA, from the summer summit and national conference, which highlight the calendar year (January 1 to December 31) in terms of revenues and expenditures.</p> <p>Work with and coordinate the budgeting and funding of the Annual Summit with the host regarding meal functions, lodging, activities, and corporate sponsors.</p> <p>Review and approve all contracts made by the host committee for the Annual Summit.</p> <p>Assist the officers in guiding the financial affairs of the Executive Council.</p>

*Approved at the annual business meeting on December 15, 2014 in National Harbor, MD

National Executive Directors Council

- Position:** Director of Business Development
- Term:** This is a stipend position with appointment by the Executive Committee to a three year term, not an officer.
- Function:** Develop a sound plan for securing and managing corporate sponsorships and partnerships for the benefit of the National Executive Directors Council.
- Solicit, direct and manage corporate sponsorships and partnerships and coordinate benefits that are favorable to members of the Executive Committee and Executive Council.
- Coordinate all corporate sponsorships and partnerships with the NEDC Treasurer and assist in the financial planning of the association
- Responsibilities:** Submit financial reports to the Executive Committee and Executive Council.
- Submit all financial contributions to the NEDC Treasurer.
- Solicit and secure corporate sponsorships and partnerships for the benefit of the Executive Committee and Executive Council.
- Fulfill and protect the entitlements agreed upon for each corporate sponsor throughout the year.
- Advise the officers as it relates to the financial affairs of the Executive Council with respect to corporate sponsorships.
- Work closely with the Treasurer and Executive Committee in developing a sound financial plan for the association.
- Administrate all contracts as they pertain to Corporate Sponsorships and Partnerships.

*Approved at the annual business meeting on December 15, 2014 in National Harbor, MD

National Executive Directors Council

- Position:** NIAAA Representative
- Term:** Three-year term. Elected by the Executive Council at the December national conference meeting. **Not an officer.**
- Function:** The NIAAA Representative shall represent the NEDC as a non-voting member on the NIAAA Board of Directors.
- Responsibilities:**
- Attend the NIAAA Board meetings as a non-voting representative of the NEDC.
 - Submit reports and minutes of the NIAAA Board meetings to the Executive Committee and Executive Council.
 - Support and communicate the NIAAA programs and initiatives to the Executive Council.
 - Assist the officers in guiding the affairs of the Executive Council.

Revised April 2020
Approved December 13, 2020

National Executive Directors Council

- Position:** NEDC Regional Representative
- Term:** Two Years (renewable), selected by a region caucus and approved by the Executive Council at the December national conference meeting.
- Function:** The NEDC Regional Representative shall represent their NIAAA geographic region on the Executive Committee and Executive Council.
- Responsibilities:** Attend the NEDC winter meeting held in conjunction with the NIAAA National Conference of Athletic Directors held each December.
- Attend the NEDC summer summit held at selected sites across the country.
- Submit reports and minutes of the NEDC Council meetings to the members of their state and section.
- Support and communicate the NEDC programs and initiatives to the members of their state and section.
- Assist with the recruitment of executive directors from states in their region.
- Assist with the orientation of “new” executive directors within their respective region.
- Assist the officers in guiding the affairs of the Executive Council.

National Executive Directors Council

- Position:** Summit Host and Site Manager
- Term:** One year as approved by the Executive Council based on site.
- Function:** Plan, organize and coordinate the various physical arrangements and needs of the NEDC Annual Summit.
- Responsibilities:** Responsible to the Chair and Executive Committee and Executive Council for the coordination of the Annual Summit.
- Work with and coordinate the efforts with the Treasurer. Submit all invoices for payment and all fees or sponsorship checks collected to the Treasurer in a timely manner.
- The Treasurer and Executive Committee will have final authority in approval of all contracts with hotel site, speakers fees and amenities.
- Arrange, as requested, meetings held at the host hotel.
- Arrange with the hotel staff all meeting rooms and suite assignments for the Annual Summit and other NEDC needs.
- Arrange for lodging of the Executive Committee and Executive Council, speakers and special guests.
- Make contact with all session chairpersons and/or speakers to ascertain session and/or speaker needs.
- Schedule all audio-visual aide equipment and other needs for each session.
- Arrange for airport transportation for speakers and guests as needed.
- Select meal plan and prices for Summit to be approved by the Treasurer and Executive Committee.
- Arrange, as requested, for amenities and activities related to the Summit within the budgeted amount.
- Arrange for room reservation and registration information to be disseminated through NEDC Chairman and Secretary. All

collected registration fees need to be submitted to the Treasurer for deposit.

Execute all documents and contracts with the hotel for all NEDC meetings and annual Summit.

Review the billings for the Annual Summit and make corrections, if necessary, before submitting to the Treasurer.

Serve as NEDC Liaison with hotel personnel throughout the year.

Submit progress reports to the Executive Committee and Executive Council as needed and make recommendations for the successful staging of the Annual Summit.