

BOARD POLICY – Board Member Fees and Reimbursement of Expenses

I. POLICY OBJECTIVE(S)

To establish the meeting fees and expense reimbursements Board members may receive for participation in RRC affairs pursuant to Section 2.1.3 of the RRC Bylaws.

II. POLICY CONTENT

A. A Board member shall be entitled to receive fees for meeting attendance as defined:

1. Meetings Fees – A total meeting fee of \$383 per day for attendance, either in person, teleconference or videoconference, at any meeting(s) of the RRC Board or committee thereof; approved Board Training / Educational Class; or representing the RRC at other organizations as directed or authorized by the RRC Board or the Board Chair.
2. Travel Fees – A travel fee of \$383 per day only as authorized by the RRC Board or the Board Chair.
3. Expert Witness Fee of \$1000/day for Directors that serve as RRC witnesses for formal RCA hearings as authorized by the RRC Board or the Board Chair.

B. A Board member may opt to not receive individual or any Meeting Fees. A Board member may specify that their Meeting Fees be paid to themselves or to their sponsoring organization. The Board member is responsible for providing the appropriate social security or tax-payer identification number to the RRC.

1. The sponsoring organization for Board members representing seats A through G, N, and O are the entities defined in Bylaws Section 2.1.2.3.
2. The sponsoring organization for Board members representing seats H through M is the organization associated with and identified by the Board member.

C. The RRC will pay the following Director expenses in connection with attendance at a meeting for which a fee is payable:

1. Privately Owned Vehicle Transportation - Personal Automobile (car, van, pickups, panel trucks, etc.) – When a Board member uses their privately-owned automobile to attend meetings or conduct official RRC business, reimbursements shall be calculated using the current, applicable Standard Mileage Rate as published by the IRS.

Carpooling is encouraged when feasible.

2. Travel Expenses – Travel expenses may include airfare (coach/economy), bus, ferry, lodging, meals, cab fare, travel-related gratuities, laundry and/or dry cleaning (depending on length of stay), and all other expenses allowable under applicable IRS laws and regulations.
3. Course / Training Fees if paid directly by the Director or the Director’s sponsoring organization.

4. Travel Fee and Expense Standards – Board members shall receive the applicable Travel Fee, as referenced in this policy, when required to travel to a meeting location the day before and/or return the day after.

Fee and expense will be paid pursuant to this policy with the submission of a properly completed *Board of Directors Expense Statement*. Expense statements will include receipts for all expenses. An expense in excess of \$25 without a receipt requires Board Chair approval.

A Board member may, with prior approval by the Treasurer of use and applicable per-diem rates, use US Government-published per-diem rates (“CONUS” and “OCONUS” as appropriate) in lieu of actual travel expenses.

- D. Compensation Reports – All compensation paid under this policy shall, if and to the extent required by law, be reported to the IRS on form 1099 and 1096, a copy of the former being timely furnished to the Board member.
 1. Compensation reports shall be submitted on forms provided by the RRC to the responsible party identified on the form.
 2. Compensation reports for meeting fees and expenses are to be submitted to the RRC within 90 days of the event being compensated. In all cases fees and expenses incurred in a given year shall be submitted no later than January 31st of the following year. Compensation for prior year’s fees and expenses not submitted by this date is forfeit.
- E. Waiver – Portions of this policy may be waived for specific circumstances by a majority vote of the RRC Board.

III. TRANSITION AND POLICY SUNSET

At the time this Policy is approved in November 2022, the RRC is in a formational state with no CEO or staff, and normal CEO and staff duties are performed in-part by the Directors. Meeting fees and structure herein reflect this temporary condition.

To ensure timely revision of this policy to conform with normal Director participation at a fully staffed organization, this Policy will sunset June 30, 2024 or as otherwise directed by the Board.

IV. RESPONSIBILITY

- A. The Governance Committee will review the meeting fees annually in consideration of adjustments. Changes to the meeting fees will become effective January 1st of the following year.
- B. Each Board member is responsible for maintaining their expense receipts and for properly submitting expense statements in a timely manner for reimbursement.
- C. The Finance and Audit Committee is responsible for reviewing and approving Board of Director Expense Statements.

- D. The Finance and Audit Committee is responsible for audits of meeting fees and reimbursements disbursed under this Policy consistent with Bylaws Section 2.5.2.2.
- E. It is the responsibility of the Board Chair to ensure compliance with this policy.

V. ENDORSEMENT AND POLICY HISTORY

ADOPTED BY BOARD ON [DATE].

ACTION # [#]

BOARD PRESIDENT

POLICY HISTORY

10/27/2022: initial draft by DT for FA Com review. [official history only to include board actions]

10/28/2022: revisions by JG.

10/31/2022: revisions by VdS

10/31/2022: comments by DT