NWCC National Director Guidelines (updated & revised 12 / 2025)

National APHA Directors from the Northwest are eligible for reimbursement for their trip to the APHA Leadership Gathering provided the following rules are followed:

1) All Directors must submit a written report within 30 days of the Leadership Gathering. NO EXCEPTIONS. At a minimum, report must include a summary of meetings attended and any discussion relevant to the people represented. A report consisting only of rules that passed is not acceptable.
2) Reports MUST be submitted (check the NWCC Directory if you need the current email addresses) to:
    A) NWCC Website
    B) Clubs within the State/Province the Director/Alternate represents.
    C) Reports should also be submitted to any other groups as deemed relevant by the Director/Alternate

    *note added 10-30-2026: reports are preferred as an email attachment to make it easier for the website coordinator to get it posted
3) A copy of the report as well as receipts being submitted for reimbursement must be submitted to the current NWCC Treasurer by April 1st of the year expenses occurred in order to get NWCC reimbursements. Receipts need to be submitted as a single Word or PDF document (individual photos will not be accepted) that can easily be printed and retained for documentation. If the Director/Alternate also does a summary, that can be sent as a separate Word, Excel, or PDF document.
4) Items which will be eligible for reimbursement are as follows:
    A) Airfare -- must be purchased no less than 30 days from departure (for Directors as well as Alternates). One suitcase expense allowed.
    B) Hotel -- night before your committee meeting through the night of the last general membership meeting.
    C) Transportation -- parking; mileage to/from airport at the current government rate; transportation fees to/from hotel & airport (Uber, Lyft, taxi, etc.)
    D) Meals / Tours -- only APHA sponsored events
    E) Maximum Per Diem -- up to but not to exceed (actual receipts or scanned copies must be provided with date/time stamp as you will only be reimbursed up to the per diem):
        1) Breakfast $10
        2) Lunch $15
        3) Dinner $25
5) Items NWCC will NOT reimburse for: alcohol, more than 1 suitcase, or rental cars
6) A Director must be a member of & active in an NWCC member regional club and must attend at least two NWCC meetings held within the year they are seeking reimbursement.

<u>Alternate Directors</u>

National Director Alternates will be reimbursed the same as a Director only if they become a Voting Director. If an Alternate attends the Leadership Gathering and is a non-voting Alternate they will be reimbursed up to 50% of expenses, if funds are available, and they meet same reimbursement criteria as a Director.

National Directors may receive full or partial reimbursement depending on the available funds collected through NWCC assessments. If funds are not allowed for full reimbursement, Directors will be reimbursed with equal percentage payment (for example, each director will be reimbursed 90% of their submitted expenses). NOTE: You are only eligible for reimbursement for the year(s) in which you are actually a seated director or alternate.

Reimbursement checks will be provided to those directors and alternates meeting these criteria by November 15.

Note added 10-30-2026: all contact names for NWCC are listed on the website & you can find their individual email in our published directory. A generic gmail is also listed on our website.