

**Idaho District Employees Association (IDEA)
Policy and Procedure Manual**

Subject: **IDEA POLICY AND PROCEDURE**

- I. POLICY:** *Provide membership with financial accountability within the organization.* IDEA funds will be managed to provide membership with secure financial base that allows membership to carry out activities and programs supported by IDEA.

IDEA will provide financial assistance for:

a. Director's meetings

- Mileage – airfare or vehicle based on the most economic mode of transportation (unless unforeseen circumstances arise).
 - One (1) night's lodging (at a pre-arranged facility).
Additional lodging costs will be evaluated on an individual basis.
 - Meals associated with IDEA meetings will be evaluated on an individual basis and not to exceed Idaho State Travel Policies and Procedures.
 - Alternates attending a Director's meeting for a director will be reimbursed at the director's rate.
 - Alternates attending a Director's meeting along with the director will be reimbursed up to &75.00 based upon actual receipts.

b. Division workshops (Employee must be in good standing with IDEA to be reimbursed)

- \$200.00 from IDEA per Division (request submitted on approved IDEA request form as part of NRCS/ISCC request)
- \$2300 from SCC (request to be made on form provided by ISCC)
The amount per Division will be determined by Division Directors
- \$1800 from NRCS (request to be made on form provided by NRCS) Reimbursement will be made by IDEA based request. IDEA will make request for reimbursement.

c. IDEA awards

- \$100.00 (plaque)
- Employee/District must be in good standing with IDEA

d. New Employee training

- \$200.00
- Travel reimbursement available to directors willing to provide new employee training

e. Scholarships - \$75.00 ((Employee must be in good standing with IDEA)

- class or workshop must be directly related to the professional development of the district employee

- Applicants who receive scholarships are not eligible to apply again for two years following the approval date
- Application must include the Soil Conservation District Board Chairman's signature of approval to be considered

f. Other activities:

- Envirothon Contest
- Forestry Contest
- Idaho Land Judging Contest

II. PROCEDURES:

- a. Develop annual working budget for IDEA directors approval, January of each year
- b. Provide annual financial statement to membership body and interested parties at annual conference
- c. Follow budgeting procedures and policies as approved by the board and state in IDEA bylaws
- d. Conduct an annual financial review/compilation of all receipts and expenditures for funds provide by the entity
- e. Provide conservation partners with financial accounting of all expenditures for funds provided by their entity at annual conference

III. Board of Directors: Seven members, Six (6) of whom shall be elected by their districts in each division that are in good standing and one (1) Director at Large to be chosen from the same Division as the President of IDEA.

Membership: Membership of IDEA shall consist of any full time or part time employee who serves under the direction of a legally organized Conservation District within the State of Idaho.

Dues: Dues are \$35.00 per District (includes all district employees and Supervisors)

Quorum: A quorum shall consist of a majority (4) of the board members

Calendar Year: January 1 – December 31

IV. REFERENCES:

Idaho District Employees Association (IDEA) Bylaws
Office of Primary responsibility (OPR): Board of Directors

V. REVIEW DATE: Annually or as necessary

Effective date:

Approved by:

IDEA President

Date

