

New New Committee and Board Chair Online Orientation

Week 4: Committee Budget



Does the committee have a budget?

Yes. Activities of ASHA committees are budgeted under a separate category in the Association's annual budget referred to as the Officer-Committee-Board or O-C-B budget. Committees spend funds only for the level of activities that was approved. In addition, committees may not spend funds on activities for which the funds were not originally intended.

Is funding available for committee meetings at the ASHA Convention?

There is no reimbursement of travel expenses associated with the ASHA Convention for any ASHA members, including BOD members. This policy applies to day(s) before, during, and after convention travel and for attendance at ASHA committee meetings.

What is the budget cycle for the OCB budget?

Budgeting for O-C-B expenses begins in the early spring when the chair with the assistance of the Ex Officio submits budget estimates (OCB-1) for the next calendar year. During the summer, the Vice President for Finance reviews the budget estimate and revises if necessary. In the fall, the Board of Directors establishes and approves the O-C-B budget as part of the Association's overall budgeting process. In December, letters are mailed to each committee chair communicating the approved budget for their committee.

How is travel for a face-to-face committee meeting approved?

If a face-to-face meeting has been approved, the Ex Officio submits, on behalf of the chair an *Authorization to Travel* form (OCB-2) to the Convention and Meetings staff no later than eight weeks before the tentative meeting dates. Only *after* receiving communication from Convention and Meetings staff are committee members authorized to make their travel arrangements.

How does a committee member get reimbursed?

To receive reimbursement for travel-related expenses, complete a travel and expense voucher, the travel reimbursement form and return it with all original receipts to the National Office staff liaison within 60 days.

See page 17-18, Finance of the *Committee Toolkit* for more information on managing committee budgets.