**IOWA DISASTER HUMAN RESOURCE COUNCIL POLICIES**

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1. **BOARD MEMBERSHIP**
	1. **Attendance**
		1. There is an expectation that a board member will be present at a minimum of two of the Council meetings per term year.
		2. An absence for a meeting will be considered excused as long as the board member informs a member of the Executive Committee prior to the meeting. The Chair is responsible for a discussion with board members who are not attending meetings on a regular basis.
	2. **Nominating Committee**
		1. Nominating Committee Membership
			1. The Outgoing IDHRC Chair will chair the nominating committee
			2. In order to achieve a balance of constituencies, the nominating committee may consider self-declaration of affiliation.
	3. **Board Qualifications**
		1. In selecting nominees for the board, the Nominating Committee will consider the affiliation to a disaster response/recovery organization of the nominee as well as activity in the work of the Council.
		2. A member may declare affiliation to any group to which the member is an active participant. Members employed by state or federal government agencies with disaster-related duties will be considered government-affiliated members.
	4. **Officer Selection**
		1. The Chair, Vice-Chair, and Treasurer will serve one-year terms. The Nominating Committee will nominate board members to these positions to be voted upon at the Annual meeting.
		2. Board members may add additional nominees to the ballot, provided they have a prior commitment from the nominee to serve in that position.
2. **ANNOUNCEMENTS AND NOTIFICATIONS**
	1. **Board Meetings**
		1. The Agenda for the monthly IDHRC meeting will normally be sent out no less than five (5) days prior to the meeting date.
		2. Board members and committee members will submit agenda items by Wednesday of the prior week to the Board Secretary and the Chair.
		3. The Council will plan at least one meeting per year in a location away from the SEOC. The meeting will be scheduled in a community that will benefit from IDHRC presence and/or will promote the mission of the IDHRC.
	2. **Committee Meetings**
		1. Committee chairs will, as is practicable, provide at least one-week notice of meetings.
		2. Committee chairs will submit reports of committee meetings within one week following the committee meeting to the secretary. The secretary will provide a Board of Directors approved report form to committee chairs.
3. **NON-STANDING COMMITTEES**
	1. **Selection of Chair**
		1. Committees will select chairs and, if desired, co-chairs in a manner desired by the committee.
		2. Committees will select their chairs annually in time to be announced at the May IDHRC meeting.
		3. The chair must be a representative of an organization in good standing.
		4. Board membership is not a requirement to serve as a committee chair.
		5. There will be no term limits.
	2. **Removal of Chair**
		1. Committee members may by a vote, remove a committee chair. If the committee is unable to resolve a crisis in the management of the committee, any committee member may appeal to the Executive Committee for a final resolution of the matter.
	3. **Duties of Chair**
		1. Define goals as developed by the committee or as tasked by the Executive Committee.
		2. Head up membership recruitment efforts.
		3. Hold a minimum of two committee meetings each year
		4. Conduct effective meetings and keep the committee work timely and on task.
		5. Delegate duties to ensure full committee participation and the best use of team member talents.
		6. Responsible for completion and submission of committee activity reports to IDHRC Secretary.
		7. Approve and forward travel requests to the Board or Executive Committee for final approval.
4. **FINANCIAL MANAGEMENT POLICY**
	1. This policy provides mandatory guidance for the governance of fiscal activities within the IDHRC. The Board of Directors is responsible for overall fiscal management acting as trustees on behalf of donors and grantors to ensure compliance with all applicable state and federal laws and regulations, ensure sound internal management controls, provide fiscal transparency, protect donor and grantor intent involving the receipt and expenditure of funds, and payment of required taxes. All funds received by the IDHRC will be utilized as defined in the By-Laws and this policy, and only for purposes in line with the IDHRC’s mission.
	2. **Fiscal Policies**
		1. Expenditures
			1. The committees of the IDHRC shall adhere to expenditure requirements as set forth by the Executive Committee.
				1. All committees that have budgets will have those budgets approved by the Board of Directors.
				2. All committees will have individual expenditure limits that shall be determined by the Board of Directors.
				3. All expenditures exceeding authorized limits shall be approved by the Executive Committee.
			2. All expenses must be pre-approved by two members of the Executive Committee if under $500 or by a majority vote of the Board of Directors for expenses exceeding $500. For expenses approved by the Executive Committee, the Treasurer cannot be one of the two approving members. In the event one or both of the approving members of the Executive Committee are not available to approve an expense, the approval will be by a majority vote of the Board of Directors.
			3. The Executive Committee at its discretion can at any time seek the approval of the Board of Directors on any individual or aggregate expenditure.
			4. The Executive Committee may at its discretion request an exigency vote from the Board of Directors. The Board of Directors shall return a vote within three working days.
			5. Approval of expenses will be furnished to the Finance Committee and Treasurer.
			6. Finance Committee will determine the appropriate revenue codes for funds received and will designate the appropriate expenditure code for funds to be expended in coordination with the approving group.
			7. All expenditures shall be reported in aggregate to the Treasurer, Finance Committee, Executive Committee, and Board of Directors.
			8. Expenses resulting from Unmet Needs requests will follow the Unmet Needs process
			9. Approval of expenditures for purchase of real property, goods, or services will be in accordance with the IDHRC Procurement plan.
			10. Executive Committee may approve and sign checks for operating expenses (postage, stationery, etc.) for under $100 with concurrence of all members.
			11. The treasurer will sign checks for expenditures approved by the Board or Executive Committee.
		2. Reimbursements
			1. Only pre-approved expenses are eligible for reimbursement
			2. Required documentation includes but not limited to: pre-approval documentation, invoices, receipts, proof of service
			3. Reimbursements are to be submitted within 30 days from the expense.
			4. The Treasurer will consult with the Executive Committee or Finance Committee respectively to assure that the identified goods or services were delivered in a satisfactory manner. Upon agreement from the Executive Committee, the Treasurer will write a check to cover the expenses.
			5. These provisions apply equally to grant funds and other funds.
		3. Donations
			1. Donations received by the IDHRC will reflect donor intent in their utilization and will go the Finance Committee to ensure assignment of proper fiscal codes prior to forwarding to the Treasurer for deposit.
			2. Cash and checks received will be logged and initialed by two members of the Executive Committee and forwarded to the Treasurer. The IDHRC will use a post office box and two board members may retrieve mail. One post office box key will reside with each respective member.
		4. Financial Records and Tracking
			1. Expenses and revenues are tracked separately and identify clearly the purpose and funding source
			2. Treasurer will:
				1. Maintain accounting records of fiscal transactions of the IDHRC.
				2. Provide a monthly transaction and year to date accounting of transactions to the Board in advance of Board meetings, which will require formal approval by the Board.
				3. Provide an annual report through the Finance Committee to the Board of Directors
				4. Assure necessary tax filings
				5. Maintain continuing visibility of granted funds.
				6. Provide invoices or other necessary supporting documentation to the Executive Committee for signature of checks.
				7. Participate in the submission and management of grants received by the IDHRC
			3. Finance Committee will:
				1. Establish annual budget guidance for the IDHRC
				2. Perform an annual audit of fiscal activities of the IDHRC within 60 days of the close of the fiscal year ending in June.
		5. Travel
			1. All travel to be reimbursed by the IDHRC must be approved in advance by the Executive Committee or the Board of Directors dependent upon a conservative estimate of the travel cost. Travel expense reimbursement will be limited to the IRS/DAS rates for mileage, meals, and lodging (as contained on the DAS website: https://das.iowa.gov/state-accounting/travel-relocation/state-travel) if charged to grants secured through HSEMD. Higher rates of reimbursement, for example where the choice of lodging is not up to the traveler, must be approved in advance. This is necessary to assure proper usage of funds, but also to allow travelers to plan travel so that they do not incur expenses for which they cannot be reimbursed.
		6. Petty Cash
5. The Executive Committee shall establish petty cash fund limits.
6. The Treasurer or the Treasurer’s designee shall control the petty cash fund.
7. The Treasurer shall provide forms to be used for tracking petty cash expenditures.
8. The petty cash fund will be reconciled monthly.
9. The Executive Committee shall authorize reimbursement of the petty cash fund.
10. The Treasurer will be responsible for resolving any discrepancies in the Corporation accounts.
	* 1. **IDHRC Scholarships**
			1. Scholarships can be awarded for training that would be considered beneficial to IDHRC development.
			2. Unless there is grant and/or donor funding earmarked to cover the cost in full, scholarships shall be capped at a maximum of $500 per individual, per event, including travel and registration.  Normally, a person shall only receive one scholarship per calendar year.
			3. The IDHRC may set aside up to $1,500 per year for scholarships; unused funds would be carried forward for use in the following years. The $1,500 limitation and carryover provisions do not apply to grant and/or donor funding earmarked for scholarships.
			4. Process
				1. Individual requesting a scholarship shall do so in writing to the Board indicating value of the event to the IDHRC and total cost for the Board Member to participate.
				2. A majority vote of the Board shall be required for approval; the Board member making the request shall not be eligible to vote on this request.
				3. A written report will be sent to the Board following the event.
11. **JOB DESCRIPTIONS**
	1. **Chair**
		1. Description – Chief Executive Officer of organization as described in by-laws and is accountable to the Board of Directors.
		2. Duties – Presides over Board Meetings.  Assists with setting agendas.  Spokesperson for Board.  Requests reports from Boards and Committees as needed.  May delegate specific responsibilities on occasion as needed but remains fully accountable.
		3. Elected – By the Board of Directors, nominated by nominating committee or from the floor in specific circumstances where agreed to by the nominee.
		4. Term – One year.
	2. **Vice Chair (may also be Chair elect).**
		1. Description - As outlined for “Chair” in absence or inability of Chair to perform prescribed duties.  In these circumstances the vice Chair shall not have the power to appoint, employ or discharge others offices without approval of the Board of Directors.
		2. Duties – As outlined above.
		3. Elected – Same as Chair.
		4. Term – One year (service of less than a full year will not constitute a full term).
	3. **Secretary**
		1. Description – The secretary will record and cause to be published all activities of the Board while in session.
		2. Duties – Draft meeting agendas. Attend all official meetings, record the minutes of such and cause minutes to be published within 15 days of meetings.  Such minutes shall include a list of all claims allowed and a summary of receipts.  Shall record all votes, indicating action to be taken.  The secretary shall also maintain custody of all records and documents to include those of elections.  Shall also maintain the Email list and contact roster
		3. Elected – Nominated by nominating committee and elected by the Board of Directors.  Shall be officially employed by the Department of Homeland Security.
		4. Term – Serves at the will of the Board.
	4. **Treasurer**
		1. Description – Oversees the management and reporting of all financial activities of the IDHRC.
		2. Duties – Bank account maintenance, transaction oversight, develop annual budget and monitor results.  Oversee development of policy and project financial impact.  Report as requested and required by the Board.  Can be but does not have to be Chair of the Finance Committee.
		3. Elected - By Board, nominated by nominating committee.
		4. Term – One year.
12. **Confidentiality Policy**
	1. Although the IDHRC does not deal with governmental industrial, or corporate secrets, it is possible that in the conduct of business members of the IDHRC and its officers may become aware of material that is sensitive, such as pricing schedules involved in a contract bid, that should be protected from in appropriate public disclosure. It is important that any information used in the course of IDHRC business be looked with the intent of determining if there is sensitive material present. This protection must be balanced with the need to be transparent in the IDHRC and to comply with any laws regarding disclosure. Upon separation from the IDHRC for any reason, any member or associate must assure that any information in their possession must be returned or upon IDHRC request, destroyed.
	2. Personally Identifiable Information (PII)
		1. The IDHRC recognizes its need to maintain the confidentiality of PII in regard to survivor assistance and Unmet Needs requests.
		2. Personally Identifiable Information (PII) is any information pertaining to an individual that can be used to distinguish or trace a person’s identity. Some information that is considered PII is available in public sources such as telephone books, public websites, etc. This type of information is considered to be Public PII and includes:
			1. First and Last name
			2. Address
			3. Work telephone number
			4. Work e-mail address
			5. Home telephone number
			6. General educational credentials
			7. Photos and video

In contrast, Protected PII is defined as any one or more of types of information including, but not limited to:

* + - 1. Social security number
			2. Username and password
			3. Passport number
			4. Credit card number
			5. Clearances
			6. Banking information
			7. Biometrics
			8. Data and place of birth
			9. Mother’s maiden name
			10. Criminal, medical and financial records
			11. Educational transcripts
			12. Photos and video including any of the above
		1. The IDHRC understands the importance of minimizing the amount of PII data it maintains and retains such PII only as long as necessary. Upon completion of Unmet Needs cases with PII information, records are maintained with the Secretary and retained according to the Document Retention and Destruction Policy.
		2. Unmet Needs Committee members, Board Members, and any IDHRC members who may come in contact with PII will be provided with training annually regarding the provisions of this policy and implementing procedures. New committee or board members will receive training upon joining.
1. **Media Policy**
	1. To ensure consistent messaging and coordinate responses to media inquiries, all contact with the media will be by or referred to the IDHRC Chair or their designee.
	2. Speaking Policy: In the course of executing its mission, the IDHRC may organize public forums or workshops or presentations to the community we serve, and may choose an outside speaker to assist. Also the IDHRC may be asked by an individual or organization for the opportunity to address members or the public in concert with an IDHRC event.
	3. If the IDHRC chooses to use outside speakers at an event sponsored by the IDHRC certain cautions must be exercised:
		1. The speaker and the organization from which the speaker comes must be one that has an appropriate standing in the broad community, and should not, without appropriate caveats at the beginning of their presentation, be retailing or recommending a particular product or commercial service.
		2. Both a biography and outline of the presentation should be evaluated prior to committing to a speaker. If necessary, obtain references that can be checked to assure the appropriateness of the message.
		3. In introducing a speaker, it is appropriate to state that the speaker was chosen for their knowledge of the subject matter, and that their appearance is not an indication of endorsement of the speaker’s product or organization if such is involved.
2. **Conflict of Interest Policy**
	1. Non-profit organizations, such as the IDHRC, which function in the public interest have a responsibility to maintain the highest standards of activity to maintain public trust and maintain the intent of their non-profit, tax exempt status accorded by the Internal Revenue Service of the U.S. government.

Maintaining a high degree of trust by the IDHRC’s members, donors, volunteers, supporters and the public at large is vital to the IDHRC. Any conflict of interest or any perceived conflict of interest can damage the IDHRC’s reputation and ability to carry out its mission. Therefore, in any matter concerning the IDHRC any individual having a relationship with the IDHRC (board or committee member, general member, employee consultant or volunteer) shall be alert to and report any potential conflict of interest. In no matter addressed by the IDHRC should any personal or business relationship exert influence on the conduct of the action on the matter that would deviate from the mission of or the most professional conduct of the IDHRC.

1. **Whistleblower Protection Policy:**
2. The IDHRC must operate within the context of its conflict of interest policy, its fiduciary responsibilities, professional conduct requirements, and act in accordance with all applicable laws and regulations.

1. Any member or person with a relationship with the IDHRC must report any instance of activity believed to be in conflict with that operational imperative so that any such instances are investigated and resolved in a manner consistent with the high professional standards of the IDHRC.
2. It is contrary to the values and policies of the IDHRC to retaliate in any manner against any person who in good faith raises concerns about ethics violations, violations of the law, instances of discrimination, or other suspected deviations from the By-laws and policies of the IDHRC. Any person retaliating against another reporting in good faith a suspected violation will be subject to discipline, up to and including removal from their position.
3. The IDHRC encourages members and associates to freely share their questions, concerns and suggestions or complaints with the Board. If uncomfortable with open discussion, members or associates are encouraged to submit their concerns in writing to the Chair of the Executive Committee or other member of the Executive Committee, which has the responsibility to investigate, resolve, and respond to all reports in an as expeditious manner as possible. Persons reporting a suspected violation will receive notification of receipt of the complaint and of its resolution. The Executive Committee shall report at least annually to the Board of Directors regarding received complaints and their resolution. The chair of the Finance Committee shall, in addition, report to the Board of Directors the actions taken in response to allegations of fiscal improprieties.
4. The IDHRC Executive Committee shall immediately notify the Finance Committee of any concerns relating to accounting practices, internal controls, or auditing, working with the Committee to resolution.
5. Anyone submitting an oral or written suspicion of mal- or mis feasance must be acting in good faith, having reasonable grounds for believing the disclosed information is factual and indicates a violation. Allegations that prove unsubstantiated or knowingly false and proven to have malicious intent will be subject to disciplinary action.
6. Consistent with the need to conduct a thorough investigation, all complaints will be treated as confidential matters.
7. **Document Retention and Destruction Policy:**
	1. Any hard copy or electronic document produced in conjunction with the conduct of business by the IDHRC is a valuable asset and essential for establishing compliance with applicable laws and regulations. In this sense, documents, whether generated by the IDHRC or others (including bids, proposals, invoices, expense records, etc.) that establish critical information are considered essential records, including electronic working documents such as calendars. Failure to retain essential documents as described in law or best business practices may subject an individual or the IDHRC to penalties, fines, adverse legal action, damaging the individual and the organization.

While the document retention and destruction policy pertains in general to all members of the IDHRC, it is particularly incumbent on the Board of Directors and Officers to be in full compliance. The Vice Chair and Secretary will take primary responsibility for compliance. Board members will receive a copy of this policy and its specific requirements. In the event that the IDHRC becomes involved in litigation, documents pertinent to the litigation and possibly other documents from the same time frame involved are exempt from destruction and must be retained until notified by legal counsel that they may return to the normal retention and destruction periods. Documents which contain personally identifiable information will be safeguarded, and destruction will be by means that preclude reconstruction of the document, as will all financial records at the end of their retention period.

The following table provides direction for retention of identified categories of documents and the earliest dates for destruction. Professional judgement may dictate longer retention in some instances.

