



National Women's Martial Arts Federation
Policy on Federation Representation
at External Events
Adopted October 15, 2011

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Board members (or other designated representatives) might attend events on behalf of NWMAF in order to:

- Promote NWMAF
- Support member events
- Support the membership
- Recruit new members
- Networking
- Learning from other organizations

In order to avoid the appearance of abuse, and to safeguard NWMAF funds, the following guidelines will be followed:

- Travel and other expenses must be approved by the Board in advance of the trip.
- NWMAF will pay for reasonable travel expenses for a Board member or designated representative to attend approved events. A designated representative must be a member in good standing.
- A completed reimbursement form with appropriate receipts must be submitted to the Treasurer within 30 days of the end of the event.
- Event tuition may or may not be paid by NWMAF, to be determined on a case-by-case basis.
- If a Board member, committee member, or other NWMAF member will be attending an event for her own benefit, the Board may ask her to represent the organization by handing out literature. NWMAF will pay for the materials and shipping, but no further funding will be provided.
- Board members should inquire about availability of a reduced tuition rate for the event. NWMAF has a policy on offering sister organizations special rates which may be reciprocated. Members hosting events may also offer discounts to Board members.
- Housing assistance should be sought out when feasible. Local members may be willing and able to host Federation representatives. This may provide not only financial savings, but offers an opportunity to create a stronger bond with the member.