RMDS EXECUTIVE BOARD POLICY ON PROGRAM PROPOSALS
Revised and approved 5/9/2013

1. Committee programs or projects should be designed to meet the mission of RMDS and the mission and goals of the respective Committee.

2. All Committee proposals for new projects or programs, or revisions to current programs, must have the input and recommendation of the Committee (if applicable).

3. All Committee proposals for new projects or programs, or revisions to current programs, must include a budget to identify revenue sources, estimated expenses (including administrative expenses), and a suggested time line for implementing the program or completing the project.

4. Committee programs and projects should be designed to utilize RMDS and Chapters, if appropriate, and volunteers to the fullest extent possible.

5. All Committee proposals for new programs and projects, or revisions to current programs must be submitted to the EB for approval through the respective Chair or staff coordinator/liaison for the Committee that will be responsible for the program or project.

6. Committee program and project proposals or revisions, where budgeted expenses may exceed revenues, should demonstrate that the benefits justify the cost, and must receive approval from the EB.

7. In cases where the EB/Committee determines that the program or project cannot be implemented in its original form, due to excessive costs or other factors, a revised format for the program or project must be recommended to and reviewed by the EB. Final approval of any changes to the originally approved format must be presented via email, if necessary, for approval to the Board (either EB or BOG) that originally approved the program regardless of time constraints.

8. RMDS sponsored events will establish one fee for all participants and one fee for all auditors. No special consideration will be given to any particular group of members, although a price reduction will be allowed for RMDS members vs. non-members. These fees will be based on expenses and determined by the event coordinator.