



Honoraria Policy

This document is the parent policy for any College procedures or regulations. Questions regarding this policy are to be directed to the identified Policy Administrator.

Policy Statement:

The Board of Governors recognizes public participation is a critical component of the development, growth, and future of Northern Lakes College. The Board of Governors will support such participation through the authorization of honoraria paid to all participants, in accordance with the honoraria schedules.

Sponsor:	Governance
Policy Owner:	Board of Governors
Policy Administrator:	Executive Assistant, President & CEO and Board of Governors
Approved By:	Board of Governors
Approval Date:	February 17, 2021
Effective Date:	February 17, 2021

Objective:	N/A
Guidelines:	<ol style="list-style-type: none"> 1. Honoraria will not be paid to the President when acting as a member of the Board of Governors. 2. Only one honorarium per day can be claimed by any individual. In the event more than one meeting is held in a day, the greater of the two amounts will be paid. 3. Board Honoraria Schedule <ol style="list-style-type: none"> A. The Chairman or person acting as chair shall be paid: <ol style="list-style-type: none"> i. a stipend of \$142.50 per month, ii. \$66.50 per meeting of the Board of Governors or its committees that are 4 hours or less, and \$133.00 per meeting of the Board of Governors or its committees that are over 4 hours, and iii. \$14.25 per hour spent traveling to and from meetings of the Board or its committees; the time spent is calculated by dividing the distance traveled by an average speed of 90 kph. B. A member who is chairing a Board committee shall be paid: <ol style="list-style-type: none"> i. \$57.00 per meeting of the committee that is 4 hours or less, and \$114.00 per meeting of the committee that is over 4 hours, and ii. \$14.25 per hour spent traveling to and from meetings of the committee; the time spent is calculated by dividing the distance traveled by an average speed of 90 kph. C. A member shall be paid: <ol style="list-style-type: none"> i. a stipend of \$71.25 per month, or \$95.00 per month in the case of the Vice Chair,

	<ul style="list-style-type: none"> ii. \$49.88 per meeting of the Board of Governors or its committees that are 4 hours or less, and \$99.75 per meeting of the Board of Governors or its committees that are over 4 hours, and iii. \$14.25 per hour spent traveling to and from meetings of the Board or its committees; the time spent is calculated by dividing the distance traveled by an average speed of 90 kph. <p>Note: "Board meetings" refer to meetings of the Board of Governors and subsequent committees, business meetings, committee meetings, conferences, Board of Governors approved retreats and workshops, and ceremonial events. (Reference: March 22, 2019 Motion 088-18/19)</p> <p>4. Community Education Committees (CEC) Honoraria Schedule</p> <p>A. CEC members shall be paid:</p> <ul style="list-style-type: none"> i. \$60.00 for CEC meetings, ii. \$110.00 for Council of Community Education Committee (CCEC) meetings for a full day, iii. \$15.00 per hour spent traveling to and from meetings of the CEC; the time spent is calculated by dividing the distance traveled by an average speed of 90 kph. <p>5. Board and CEC members shall be entitled to be paid traveling and living expenses as though they were College employees.</p> <p>6. Non-employee members of other committees established by the College may be paid on the same basis as CEC members.</p> <p>7. Members of the Board of Governors, Community Education Committees, and Council of Community Educations Committees may opt to transfer any or all of their portion of honoraria back to a Northern Lakes College student award.</p> <p>8. Members of the Board of Governors who are current employees of Northern Lakes College will not receive honoraria as prescribed in this policy for Board meetings that occur during standard hours of work when the College normally provides compensation. Members of the Board of Governors who are also employees will be eligible for the monthly stipend as prescribed-and travel honoraria as it occurs outside of standard working hours.</p>
Definitions:	N/A

Related Northern Lakes College Documents:	Finance – Out of Country Travel Policy Finance – Travel Expense, Hospitality and Public Disclosure Policy Governance – Professional Development for Board of Governors Policy
Related External Information:	N/A
Stakeholders Consulted:	N/A
Next Review Date:	February 17, 2026
Revision History:	May 12, 2005: New February 19, 2008 October 19, 2010 December 17, 2012 May 12, 2014

	<p>March 21, 2019 February 24, 2020: New template February 17, 2021: Update to honoraria compensation, addition of clauses to transfer and employee compensation</p>
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