



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 Board of Governor and primary advisory body 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:	June 14, 2023
Effective Date:	June 14, 2023

Objective:	To ensure those appointed to the Board of Governors, Council of Community Education Committees, and Community Education Committees are supported for their participation through the administration of honoraria for their contribution of time and expertise.
Guidelines:	<ol style="list-style-type: none"> 1. Honoraria will not be paid to the President & CEO 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. \$85.00 per meeting of the Board of Governors or its committees that are 4 hours or less, and \$170.00 per meeting of the Board of Governors or its committees that are over 4 hours, and iii. \$15.00 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. \$75.00 per meeting of the committee that is 4 hours or less, and \$150.00 per meeting of the committee that is over 4 hours, and ii. \$15.00 per hour spent traveling to and from meetings of Board or its committees; the time spent is calculated by dividing the distance traveled by an average speed of 90 kph.

	<p>C. A member shall be paid:</p> <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, ii. \$65.00 per meeting of the Board of Governors or its committees that are 4 hours or less, and \$130.00 per meeting of the Board of Governors or its committees that are over 4 hours, and iii. \$15.00 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>4. Community Education Committees Honoraria Schedule</p> <p>A. CEC members shall be paid:</p> <ol style="list-style-type: none"> i. \$60.00 for meetings, ii. \$110.00 for Council of Community Education Committee meetings for a full day, iii. \$15.00 per hour spent traveling to and from meetings of the Committees; the time spent is calculated by dividing the distance traveled by an average speed of 90 kph. <p>5. Board of Governors and Community Education Committee 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 Community Education Committee 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:	Board meetings are meetings of the Board of Governors and subsequent committees, business meetings, committee meetings, conferences, Board of Governors approved retreats and workshops, and ceremonial events.

Related Northern Lakes College Documents:	Finance – Travel Expense, Hospitality and Public Disclosure Policy Governance – Professional Development for Board of Governors Policy
Related External Information:	N/A
Stakeholders Consulted:	President’s Advisory Team: Jun 7, 2023 Senior Leadership Team: May 29, 2023
Next Review Date:	June 12, 2028
Revision History:	December 17, 2012 May 12, 2014 March 21, 2019 February 24, 2020: New template

	February 17, 2021: Update to honoraria compensation, addition of clauses to transfer and employee compensation June 14, 2023: Update to compensation, general housekeeping
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