



Professional Development of Executive Committee

Purpose:

This document outlines the acceptable use of budgeted Professional Development Dollars for MISHRM Executive Committee.

Application:

This applies to the Executive Committee of MISHRM including Director, Director-Elect, Immediate Past Director, Secretary and Treasurer

Amount: The executive committee member will receive reasonable expense reimbursement (outlined in the Travel Expense Reimbursement Policy) for the activities outlined below.

Acceptable Use: Professional development activities must be sponsored by SHRM or MISHRM or directly achieve an action required on the SHAPE plan. Examples of acceptable use include (but are not limited to): MISHRM State Conference, HR Certification (or prep course), SHRM online courses, SHRM Conferences, etc.

Payment: Payment will be made to Executive Committee Member on a reimbursement basis with appropriately documented receipts. Expense reimbursement shall be submitted to the MISHRM Treasurer on a MISHRM expense report.

Sponsored Development:

- **SHRM Regional Summit:** The Director or Director Elect will receive reimbursement for paid expenses for airfare, hotel and expenses. SHRM pays conference registration.
- **Any SHRM Conference:** Each Executive Committee member will be sponsored to attend a national conference of their choice. This may include: Diversity, Legislative, SHRM National, Staffing, Strategy, etc.
- **MISHRM Conference:** The Executive Committee will receive reimbursement for registration, travel to/from, hotel, and expenses.
- **SHRM Leadership:** Payment of airfare, hotel and conference expenses for all Executive Committee members who will serve MISHRM in the following year.
- **HR Certification or SHAPE Professional Development** may be expensed in lieu of “Any SHRM Conference” listed above and similarly priced.