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## Policy on Speaker Fees and Honorariums

Adopted by the Magnolia Chapter Board of Directors fall 2013

This policy is intended to serve as a guide for the Program Coordinator when planning monthly speakers, special events, and developing an annual budget. The Magnolia Chapter programs begin in September of each year and run through May. The Chapter has traditionally not met in the Summer months of June, July and August. There is opportunity to conduct workshops or special events during the Summer provided that volunteers (not necessarily Program Coordinator members) can assume responsibility for program planning.

The Program Coordinator's annual budget request covering January through December is provided to the Treasurer in October for approval by the Board of Directors by January 1 of each year. Adjustments to the budget request may be needed based on projected income. Once the budget is approved, any changes due to unanticipated expenses of 10 percent or greater will require a budget amendment to be approved by the Executive Committee.

Estimated speaker expenses are as follows. The Chapter hosts each speaker for a pre-meeting dinner. Estimated cost is \$15. A calendar or other small gift (under \$25 value) is provided to all speakers after the talk.

Travel expenses of invited speakers living out of town will be covered by the Magnolia Chapter. This includes mileage, airfare, tolls, parking, hotel if overnight, and meals. Hotel and meals are estimated at \$125 per night for planning purposes. Actual costs will be reimbursed upon receipt by the Treasurer of a completed reimbursement request form and itemized receipts. An alternative to a hotel stay is staying in the home of an FNPS member at no cost to the Chapter.

An honorarium is a gratuity for the speaker's service. The honorarium check is normally presented to the speaker at the end of the talk. Some institutions have a policy that employees cannot accept honoraria. Some speakers may decline honoraria while others may request speaker or consulting fees. The classes below establish the amount of the honorarium to be provided.

Local \$50

Non-local \$250

The Program Coordinator, with input from the Board of Directors, retains discretion to make reasonable adjustments to the honorarium on a situational basis provided that the impact to the budget will be less than 10 percent. Revision of this policy requires adoption by a majority of the members of the Board of Directors.

*The purpose of the Florida Native Plant Society is to promote the preservation, conservation, and restoration of the native plants and native plant communities of Florida.*