



Magnolia Chapter
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Policy on Speaker Fees and Honorariums

Adopted by the Magnolia Chapter Board of Directors and revised May 2019

This policy is intended to guide the Program Committee when planning monthly speakers and 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 June, July, and August. Workshops or special events may be conducted during the summer if volunteers (not necessarily Program Committee members) are responsible for planning.

The Program Committee'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. After the budget is approved, any changes due to unanticipated expenses of 10 percent or greater require a budget amendment approved by the Executive Committee.

Estimated speaker expenses are as follows: The Chapter hosts each speaker for a pre-meeting dinner at an estimated cost of \$15. A calendar or other small gift (less than \$25 in value) is provided to each speaker after the talk.

Travel expenses for speakers from out of town are covered by the Magnolia Chapter. This includes 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 amounts of the honorarium are:

Local \$75

Non-local \$250

The Program Coordinator, with input from the Board of Directors, may make reasonable adjustments to the honorarium on a situational basis if the impact to the budget is 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.