

**POLICY NUMBER:** 3015  
**POLICY TITLE:** NABIP Meeting Attendees  
**CLASSIFICATION:** Board

**DATE(S) AMENDED/APPROVED:** February 18, 2014; August 17, 2015, May 9, 2022, March 12, 2025

**NEXT REVIEW DATE:** 2028

**PURPOSE:**

Establish criteria for sending CAHIP Board members to National Association of Benefits and Insurance Professional (NABIP) Meetings – Capitol Conference and Annual Convention.

**POLICY:**

It is the goal of CAHIP to send all Executive Board members to the Capitol Conference and Annual Convention. Therefore, provision should be made in the Annual Budget for this expense, estimated at, but not limited to \$2,000.00 per attending member.

However, if there is a budget shortfall and CAHIP is not able to fund the full amount for all Board Members, the following guidelines are to be used in determining the attendees:

Establishment of two Ad Hoc Committees – one each for Capitol Conference and Annual Convention.

- Capitol Conference, the Committee members shall include the President, the President Elect and the Vice President of Legislation.
- Annual Convention, Committee members shall include the President, the President Elect, and the Immediate Past President.

With the consultation of the Vice President of Finance, the committees shall consider the possibility of a lower per member expense.

The following shall also be considered by the committees:

- NABIP Awards Criteria
- Strategic Plan Priorities
- Periodic rotation of Board members
- Ranking of Members

For Capitol Conference:

- President
- President Elect
- Vice President of Legislation
- Immediate Past President
- Vice President of Public Affairs
- Vice President of PAC
- Vice President of Communications
- Vice President of Membership

- Vice President of Professional Development
- Vice President of Finance
- Vice President of Corporate Affairs
- Vice President of Community Outreach/Foundation
- Committee Chairs
  - Medicare
  - Diversity, Opportunity, and Inclusion
  - Awards

For Annual Convention:

- President
- President Elect
- Incoming President Elect
- Immediate Past President
- Vice President of Membership
- Vice President of Professional Development
- Awards Chair
- Vice President of Communications
- Vice President of Corporate Affairs
- Vice President of Legislation
- Vice President of PAC
- Vice President of Community Outreach/Foundation
- Vice President of Finance
- Vice President of Public Affairs
- Committee Chairs
  - Medicare
  - Diversity, Opportunity, and Inclusion

**PROCEDURES:**

CAHIP President will send by e-mail a request of all Executive Board Members to determine who is available and would like to attend the meeting(s).

The above criteria shall be used in selecting the attendees.

**FINANCIAL IMPACT:**

Direct impact on annual budget.