

PMI – *New Hampshire* Membership Meeting Cancellation Policy

Purpose:

To provide Chapter Officers, Committee Members and Members with expectations and instructions regarding the cancellation of events.

Expectations:

At no time shall the Board of this Chapter endanger any member, guest or invited speaker as a result of conduct of a membership or Board of Director's meeting during unsafe driving conditions.

Instructions:

- ┌ The Director of Programs shall make a recommendation to the Chapter President Elect or President that a particular function be cancelled or postponed due to inclement weather resulting in unsafe driving conditions whether real or anticipated.
- ┌ Review the conditions anticipated for a time window no later than within 60 minutes preceding the scheduled start and 60 minutes following the scheduled conclusion of a Chapter event. The communication of the decision to cancel shall commence no later than 4 hours from the scheduled start of the meeting/event.
- ┌ In the event of cancellation or postponement, the Director of Programs, Communications and Webmaster shall be contacted by the Chapter President or President Elect to notify the attendees, update the message line and website.
- ┌ The Director of Programs shall notify the facility, caterer, speaker or any other solicited service of the event disposition.
- ┌ The Treasurer shall ensure that the refund policy is implemented
- ┌ The Director of Programs may reschedule the event with Board concurrence

EXAMPLE

