

WPO Chapter Chair Compensation & Reimbursement Policies

WPO pays all Chapter Chairs through our online system, Bill.com. ***You must submit through our online system for payment and reimbursement with your receipt and an accompanying invoice.*** For assistance with invoicing, please contact the WPO Bookkeeper.

Chapter Chairs must submit an invoice for their facilitation fees on a monthly basis.

With your monthly invoice, please include the following:

- Approved meeting expenses and accompanying receipts (see below)
- Your monthly agenda
- A membership roster or attendance sheet with a list of all member names

The Organization will pay all undisputed invoices for fees and expenses (including receipts for all expenses) within sixty (60) days from the date the invoice is received by the Chapter Chair Manager.

Local Chapter Chair Facilitation Fees

WPO will pay Chapter Chairs to manage their respective chapters based on the number of active members for monthly chapter meetings, facilitated by the Chapter Chair, in accordance with the following fee schedule:

Number of Members	Monthly Fee
20	\$1,650.00 USD
19	\$1,540.00 USD
18	\$1,430.00 USD
17	\$1,320.00 USD
16	\$1,265.00 USD
15	\$1,155.00 USD
14	\$1,155.00 USD
13	\$1,050.00 USD
12	\$1,050.00 USD
11	\$1,050.00 USD
10	\$1,050.00 USD
9	\$761.25 USD
8	\$735.00 USD
7	\$682.50 USD
6	\$630.00 USD
5	\$577.50 USD

Additional Opportunities for Compensation

- **New Member Bonus:** \$100 bonus for each new member in an existing local chapter.
 - This bonus does not apply to member transfers between chapters.
 - New chapters can start receiving this member bonus when they have gained an 11th member.
 - Once the new member has paid their new membership in full, their status will be listed as “Paid” in the member portal for Chapter Chairs. Once they have paid, the Chapter Chair can add the bonus to their next occurring invoice.
- **Referral Bonuses:**
 - Chapter Level: \$50 referral bonus for each new member referred by one Chapter Chair to a local WPO chapter
 - Platinum/Zenith Level: \$150 referral bonus for each new member referred by one Chapter Chair to a Platinum/Zenith Chapter Chair.
 - Process:
 - Notify WPO Head Office once the referral has been made by:
 - Including WPO Head Office (must either be Chapter Chair Manager or Membership Coordinator, or both) as a CC or BCC on the email making the introduction.
 - Sending an email to WPO Head Office (must either be Chapter Chair Manager or Membership Coordinator, or both) including both Chapter Chairs, letting us know the introduction has been made.
 - Once the referral has officially joined the chapter and paid, WPO Head Office will inform the referring Chapter Chair so they can add the bonus to their next occurring invoice.

Expenses for Reimbursement

The WPO Head Office does reimburse for the following approved expenses:

*All reimbursements must be listed on your invoice(s) and include the associated receipt. We cannot reimburse for expenses without receipts.

- **Forum and in-person training expenses:**
 - Flights: Round trip economy class travel from home city to the location of the Organization’s event. All flight costs must be approved by the Chapter Chair Manager before booking.
 - Accommodations: Shared accommodations will be covered at the WPO Host Hotel, unless otherwise stated by the Organization.
 - Meals: The Organization does not cover meals when a meal is held as part of the day’s events. The Organization does cover meals when travel is occurring (i.e. at the airport or during a drive) and the maximum reimbursable amounts for meals are as follows:
 - \$15 USD for breakfast
 - \$25 USD for lunch
 - \$35 USD for dinner

- **Monthly meeting expenses:**

- Meeting supplies (i.e. cost of copies/name tents)
- Mileage: at the IRS standard rate (changes approx. every 6-12 months)
- Refreshments: Chapters should always aim to have this cost and costs for space sponsored by a local host. However, if no sponsor can be secured, the Organization may be able to provide up to \$25 USD/head based on headcount for light refreshments. Please contact the Chapter Chair Manager about this expense.
- Zoom: If the chapter needs to meet via Zoom for safety or other concerns, the Organization will cover the cost of the standard Zoom pro account, which is about \$15 USD/month (subject to change), for the month they are meeting on Zoom.

- **Retreats:**

- Retreats are optional for chapters. If the chapter decides to plan a retreat, the organization will reimburse the Chapter Chair for the following expenses, once per year per chapter:
 - One night of Chapter Chair's hotel accommodations. The maximum allowable amount for this one night is \$500 USD.
 - Mileage at the US federally approved rate to the location **or** round trip economy class airfare to and from the Chair's hometown and retreat location.
 - Meal expenses on travel days (i.e. at an airport or during a drive) at the following maximum amounts based on meal type:
 - \$15 USD for breakfast
 - \$25 USD for lunch
 - \$35 USD for dinner
- If the retreat replaces a monthly meeting, WPO can contribute to one group meal for a maximum of \$25 USD per head.
- Yearly allocations can be used for any group learning or bonding activities, as well as other operational costs during the retreat.

- **Local Chapter Allocations:**

- Chapters with 9 or fewer members: \$500 USD per calendar year
- Chapters with 10 or more members: \$1000 USD per calendar year
- Allocation funds do not "roll over" if not used entirely in the calendar year.
- If you are unsure about the amount remaining in your allocation, please contact the WPO Bookkeeper, before spending your funds.
- Allocations can be pooled with other chapters, within the same calendar year.
- WPO may be able to pay speakers or vendors directly through Bill.com. Please contact the WPO Bookkeeper for further information.
- Please see the "Chapter Allocation & Speaker Guidelines" document for more information.

The WPO does not reimburse:

This is not an exhaustive list. If you have a question about an expense that is not listed on this document, please contact the Chapter Chair Manager before paying for the expense. We cannot reimburse expenses that did not receive prior written approval.

While these expenses are not covered by the WPO, the chapter yearly allocation can be used for any of the below expenses, with majority approval from the chapter members.

- Meals during an in person WPO event, when a meal is provided as part of that day's program
- Gifts for members or speakers
- Meeting room expenses (Please contact the Chapter Chair Manager if you need sponsorship in this area.)
- Meeting software or hardware beyond Zoom
- Subscription services beyond Zoom
- More than one retreat per year for one chapter
- Spa services or exercise classes, such as at a retreat