

1. Purpose

Northern Lights Library System (NLLS) provides honoraria and expense reimbursement to Board-authorized members for attending committee meetings, conferences, and other Board-approved functions. This policy ensures transparency, fairness, and compliance with NLLS governance priorities.

2. Honoraria for Board Members

1. Regular Board Meetings: No honoraria are provided.
 2. Committee Meetings: Honoraria are provided for Board-authorized members attending:
 - Executive Committee – \$100 per meeting
 - Board Standing Committees – \$100 per meeting
 - Board Ad Hoc Committees – \$100 per meeting
 - Committee Chairs – \$150 per meeting
 - Online Meetings Under 60 Minutes – \$75 per meeting
 - Online Meetings Over 60 Minutes – Follow regular committee honoraria rates (\$100 per meeting)
 3. Maximum Daily Honorarium Cap:
 - When a Board member attends multiple paid meetings in the same day, the total honorarium shall not exceed \$250 per day.
 4. Library Managers' Council (LMC) Chair and Executive Honorarium:
 - The Chair of the Library Managers' Council will receive \$100 per Board meeting attended, to a maximum of \$250 per day.
 - The library of LMC Executive members will receive a \$100 honorarium for participation in up to 3 meetings annual with NLLS administration.
 5. Board Chair Honorarium:
 - The NLLS Board Chair will receive an honorarium of \$100 per month, paid annually at the AGM or upon resignation.
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3. Expense Reimbursement

- NLLS reimburses Board members for expenses incurred when attending:
 - Committee meetings
 - Board-authorized functions, including conferences
 - Meals, mileage, and accommodation expenses will be reimbursed as outlined in the NLLS Travel Policy (Sec 1, 4B).
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4. Claim Submission Process & Deadline

- Board members must submit honoraria and expense claims within 30 days of the meeting or event.
 - Claims must include receipts for eligible expenses where required.
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5. Preapproval for Conference & External Meeting Expenses

- Board members must obtain Executive Committee approval before incurring expenses for:
 - Conferences
 - External meetings
 - Other professional development opportunities
 - NLLS does not pay honoraria for attending conferences or meetings unless preapproved by motion of the Executive Committee.
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6. Professional Development Funding for the Board Chair

- NLLS allocates up to \$2,500 per year for the Board Chair (or their designate) to attend professional development opportunities.
 - Funding must be approved by motion of the Executive Committee before expenses are incurred.
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7. Transparency & Conflict of Interest

- The Board Chair must report all meeting attendance and expense claims in their regular report to the Executive Committee.
- Board members may not receive duplicate compensation from multiple sources for the same meeting or event.

NLLS Board Chair

Date