

Honorarium Policy

Policy

The coordinator(s) of a 12-week study group may engage up to 2 outside speakers for an honorarium of up to \$200 each. Correspondingly, the coordinator(s) of a 6-week course may have 1 outside speaker and pay an honorarium of up to \$200.

(NOTE: For most classes, outside speakers will not be necessary. When engaged, often neither this number nor this amount will be required. The number of unpaid outside speakers is not affected by the policy.)

Procedure

The coordinator(s) of any class that proposes an honorarium should speak to their Curriculum Committee contact (contact) and gain approval. The coordinator(s) must then complete an “Honorarium Request Form” (found on the LP2 Zine site) and submit it to the Finance Committee, with a copy to their contact. Honoraria commitments within the policy, approved by the Curriculum Committee, are considered approved after submission to the Finance Committee.

Ideally, this form will be submitted as soon as possible before the class begins. However, it should be submitted whenever a need or change becomes known.

Variations

Special circumstances may require deviations from policy. In these instances, after approval by their Curriculum contact, coordinator(s) should complete an “Honorarium Request Form”, as above, answering the “Variance from Policy” section and submit it to the Finance Committee, with a copy to their contact, for approval. The Treasurer has final approval.

Follow-Up and Payment

After the speaker appears in class, the coordinator(s) should send a draft “thank you letter” to the IER Treasurer. The Treasurer will print the letter on IER stationery, attach a check for the honorarium amount and mail it to the speaker.