

**Association of Government Accountants
Nashville Area Chapter
Policy No. 5 - AGA Luncheon Policy**

Purpose. To address the growing issue of members who make luncheon reservations but do not attend or send a replacement. This policy should define the member's responsibility to find a suitable replacement to use their luncheon reservation should the member be unable to attend the luncheon.

Members

Luncheons are subsidized by the chapter for members who make their reservations by the deadline (6 pm Monday the week of the Thursday meeting). Members who have a reservation but do not attend the luncheon and do not find a member or first-time guest replacement will be responsible for the current subsidized price of the meal.

The treasurer will bill members who owe for unused reservations either by e-mail or by letter. Members will not be provided any AGA subsidies at future luncheons or other AGA sponsored events until the bill is paid. As professionals, it is our responsibility to be accountable for reservations we make and do not use.

Guests

First-time guests eat free. After a guest's first visit, he or she will be charged the chapter's costs.

Prepared by: Joe Kimery, Co-Chair - Meetings and Attendance Committee 8/09/07
Adopted by CEC: 09/04/07