

CONFIDENTIAL

HR Academies

Partnership with State Councils

NHRMA will partner with the AK, OR and WA State Council to:

- Increase partnerships
- Provide additional funding source
- Advance NHRMA's mission of providing professional development opportunities in the Northwest

State Council Responsibilities

- Follow established project plan
- Ensure consistency in curriculum as communicated by NHRMA
- Preserve NHRMA's branding, by promoting event as a NHRMA event hosted by [State] State Council
- Procure local, no-cost speakers that are subject matter experts
- Marketing and promotion of event on website, social media, newsletters, E-Blasts (could be through NHRMA), etc.
- Commitment to sustainability
- Name an HR Academy Liaison with the NHRMA board to work in conjunction with our Professional Development Director
- Procure volunteers as needed for the planning and day-of event
- Manage catering
- Follow and maintain standards of quality as determined by NHRMA

NHRMA Responsibilities

- Have a designated position to coordinate HR Academies and perform some central duties
 - Prepare and manage project plan
 - Set up CVENT registration site
 - Ensure NHRMA's branding
 - Manage contracts with venue (hotel, rooms, classroom style)
 - Communicate and ensure curriculum consistency
 - Upload speaker presentations
 - Prepare Save The Day postcard and coordinate mailing
 - Work with Treasurer for accurate financials
 - Establish agreement with State Councils and monitor compliance
 - Coordinate with NHRMA board to have a board member open up the HR Academy

CONFIDENTIAL

Historical Information

	2012	2013	2014
Alaska	N/A		N/A
Oregon	\$36,609	\$51,663	42,224
Washington	\$19,949	\$25,593	44,444

Attendance has been approximately 130-150 for OR and WA, and about 50-75 in Alaska.

Profit Sharing Structure

NHRMA would share HR Academy net profits (revenue after all expenses) based on paid registrations:

% to State Council	Criteria	Potential profit example using Oregon 2012 data
10%	If registration lower than prior year by 5% or more	\$3,661
20%	If registration is equal to prior year	\$7,322
30%	If registration higher than prior year by 5% or more	\$10,983

Payments would be disbursed no later than 60 days after the HR Academy or as soon as all expenses are accounted for and final financial statement for the event has been completed.

Expectation of Use of Profit Sharing Funds

- Support chapter initiatives in the respective state
- Support student chapter initiatives in the respective state
- Support state council initiatives that benefit professional and students chapters in the state