

Stakeholders' Advisory Committee to the Chesapeake Executive Council Honorarium Program Election

As a member of the Chesapeake Bay Program's (CBP) Stakeholders' Advisory Committee (Stakeholders' Committee), I understand that the Alliance for the Chesapeake Bay (Alliance) will manage an honorarium program based on financial need. Honoraria support and address a barrier to equitable and inclusive access experienced by some members. Members of the Stakeholders' Committee are appointed to volunteer and collectively advise the CBP leadership with residents' perspectives to meet the goals of the *Chesapeake Watershed Agreement*.

Guidelines:

- Payments are based on an hourly rate of \$37.50. This value is used to calculate in-kind match for Committee members' volunteer hours in the Alliance's cooperative agreement with the EPA CBP.
- Honoraria are issued quarterly based on members' attendance and the hours submitted on hours and travel reimbursement forms.
- Honoraria will not be issued in advance.
- Time spent in engaged participation in Stakeholder Committee meetings (in-person, in the room or remotely with video on), including annually: 4 quarterly meetings (10 hrs/mtg; 40hrs/yr); up to 2 hrs/quarter for meeting preparation (8 hrs/yr); up to 4 one-hour subcommittee meetings (4 hrs/yr); up to 4 one-hour virtual Learning Sessions (4 hrs/yr); and 5 Executive Committee meetings, if applicable (5 hrs/yr). Estimated 61 hours/year.
- Honoraria earned by recipients are to be reported as additional income to the Internal Revenue Service (IRS). If the amount exceeds \$600 in one year, the Alliance is required by the IRS to issue a Form 1099-MISC to the recipient and the IRS. The copy will be issued to the recipient by January 31st following the year in which the recipient earned honoraria in excess of \$600.
- A member's total annual honoraria is not to exceed \$2,287.50 (61 hours x \$37.50).
- Honoraria are not applicable for time during evening meals or time traveling to and from meetings. Members who receive honoraria are eligible to receive mileage travel reimbursements to and from quarterly Stakeholder Committee meetings.
- Honoraria are not used to influence particular opinions or advice. Recipients maintain their independent voice as advisors.
- Recipients are not Alliance employees, contractors or subcontractors.
- Honorarium payments are not guaranteed and contingent on funding availability.

Eligibility:

- Any member appointed by the Governors/DC Mayor or Alliance Board of Directors who are not a federal or state employee (even if using personal leave to participate in Stakeholders' Committee meetings); and
- Members who self-certify that their participation as an unpaid volunteer poses a financial burden.

I _____ (print name) confirm that I understand the intention, guidelines, and eligibility for the Stakeholders' Advisory Committee honorarium program. This program is not retroactive and effective on the date of signature.

☐ I waive participation in the honorarium program.

☐ I elect to participate in the honorarium program by confirming and certifying that I meet the eligibility criteria.

_____(Member Signature)

_____(Date)