

## **Portland Executives Association Guest Policy**

Guests are allowed at “open” meetings only. A guest can be an employee, prospective member, or family.

To bring a guest to a meeting the following protocol applies.

- Contact Bob Hess (Executive Director) to get prior approval.
- Guests need to be registered to attend regardless of if they are eating or not.
  - Let Laura know if the guest is eating or just attending.
  - Purchase lunch on the web site by 1:00 pm Tuesday before meeting.
- Advise guest about dress code (see “resources tab” on website).

### **Open Meetings where guests are welcome (subject to change).**

- Retail/Hospitality Division Program in November
- Summer picnic
- Open House
- General speaker programs

### **Closed Meetings – members and associates only.**

- Installation of Officers meetings in January and July when the new board is presented.
- Division Programs
- Annual Holiday Event and Auction in December

Member firms may bring an employee to two meetings as a guest. After that, if the employee would like to continue to attend and participate, they need to apply for Associate status. Only approved Associate Members are allowed to attend regularly either in addition to, or in place of, the Member. Members are not allowed to have “substitutes” attend on their behalf, and only one Associate member is allowed per membership.