EXECUTIVE BOARD MEETING POLICY

1.01 Meetings shall be scheduled once a month, during the noon hour. Meetings can be changed as stated in the Constitution.

DUTIES OF OFFICERS

2.01 President: Shall comply with the duties of President as described in the Constitution.

2.02 President-Elect: Shall comply with the duties of the President-Elect as described in the Constitution.

2.03 Secretary: Shall comply with the duties of the Secretary as described by the Constitution and ensure the ‘Application for Staff Organization’ is filed every August with the appropriate University office.

2.04 Treasurer: Shall comply with the duties of the Treasurer as described in the Constitution. In addition, the Treasurer shall:

   A. Oversee the annual audit of financial statements, to include the following Network officers or members: existing Treasurer, new Treasurer, and one other Network member. The audit should be completed within 30 days of the installation of the new officers.

   B. Remove the endorsing privilege of the outgoing Treasurer in conjunction with the President following the election of new officers within 30 days.

   C. Keep accurate records of the Network's financial activities. Obtain and keep receipts for disbursements and issue receipts for income, as appropriate. In order that there is a check and balance system in place, the financial statement and bank statement must be reviewed and balanced by the Treasurer and President.

   D. Prepare and submit required reports to the appropriate University offices.

   E. Review financial statements with the Network’s president.

2.05 Historian: Shall comply with the duties of the Historian as described in the Constitution.

2.06 Immediate Past-President: Shall comply with the duties of the Immediate Past-President as described in the Constitution.

GUIDELINES FOR ALL COMMITTEE CHAIRS
3.01 Following the acceptance of chairmanship, contact the outgoing committee chairs to discuss committee responsibilities and arrange for transfer of official records of the appropriate committee.

3.02 Select committee members, in cooperation with the Executive Board, to determine the number of members needed and to avoid using a few members on several different committees. A list of volunteers should be obtained from the Membership Committee. Committee members must be active members of the Network.

3.03 Assign committee members responsibilities as needed. It is preferable to have up to three (3) members on each committee so that responsibilities can be shared.

3.04 Set committee meeting times, arrange for meeting locations and notify committee members of details. Schedule meetings as needed, in advance of regular Network meetings, so plans and progress can be reported to the Network. Notify the President and overseeing officer of all committee meetings. They may not be able to attend, but should be informed of all meeting dates.

3.05 Prepare a written annual report of committee accomplishments and recommendations to submit to the Executive Board.

3.06 The chair of each committee is to attend the monthly Executive Board meetings. If unable to attend, a written report from the chair shall be submitted to the overseeing Executive Board member, or submitted by a substitute member from that committee.

COMMITTEE GUIDELINES

4.01 Membership Committee:

A. Maintain a computerized data file of Network members with a record of paid memberships (renewals or new members) and provide this list of paid members to the Executive Board each month. Distribute membership certificates signed by the President to all new members who have paid dues. A welcome letter and a copy of the Constitution and By-Laws should be mailed with the membership certificate within one month of a new member joining.

B. Monies shall be delivered to the Treasurer in a timely manner.

C. Shall provide an updated list of all active members to members of the Network as requested.

D. Set membership goals and develop a plan to recruit members. Oversee the annual membership drive and any other supplemental membership drives.

E. Near the close of each year, active members shall be informed to renew their membership before the beginning of the new membership year. Members who join
within 90 days before the end of the membership year will be considered an “interim member” as defined in Article IV, 4.03. Interim members are not required to pay dues for the balance of the membership year, are entitled to vote as a member, attend meetings and programs, serve on committees, hold office, and renew their memberships by paying dues for the new membership year.

4.02 Education & Development Committee:

A. Ideally shall consist of up to three (3) Network members.

B. Provide a central information contact for University support staff interested in working toward any type of professional development such as seminars, event planning, higher education studies, and IAAP and CPS/CAP® certification.

C. Maintain communication with liaisons of local professional organizations including local institutions of higher education and other entities such as IAAP and CPS/CA P®.

D. Maintain close communication with University Human Resource Services to work toward educating support staff regarding opportunities for educational and professional development.

4.03 Programs Committee:

A. Shall oversee and schedule all Network monthly programs including Orange Bag luncheons.

B. Shall aid in coordinating and scheduling any other programs and/or conferences, as necessary.

C. Shall be responsible with the Treasurer for processing payments, when necessary, for conference speakers and venues.

4.04 Special Events Committee:

A. Shall oversee and schedule all Network special events, conferences, and socials; ensure all members are aware of the upcoming special events; and verify all dates.

B. Shall coordinate, schedule, and arrange for a speaker for the annual Staff Appreciation Luncheon. This event serves as the fundraiser for the organization.

C. Subcommittees will be formed (as quickly as possible) for various functions such as registration, publicity, workshops, donations, entertainment, food, etc., as needed.

D. Oversee Staff Appreciation Luncheon, conference, and event budgets and control expenses as needed; appoint a conference treasurer, if necessary, to work with the
Network Treasurer; review and reconcile financial statements with the conference Treasurer and Network Treasurer; authorize and process payment of all legitimate and approved expenses.

E. After the special event, verify that thank you letters are sent in a timely manner to speakers, exhibitors, and others businesses and individuals that assisted with the event.

F. Shall aid in overseeing and scheduling all other special events.

G. Recommend to Executive Board a date for next annual Staff Appreciation Luncheon.

4.05 Additional Committees:

A. Special committees may be formed and assigned duties by the President and/or Executive Board of the Network as needed.