



INTRODUCTION

This Policy and Procedure Manual has been prepared for the Executive and General Board Members of the Oklahoma State Council of ESA International. This information is intended to serve as a guideline. Please be aware these are not rules that must be adhered to. When you feel a guideline should be changed, please contact the Junior Past President or State President for review and evaluation.

This manual is divided into two sections. The first section contains General Policies and Procedures that apply to ALL Executive and General Board Members. The second section contains Policies and Procedures that are related to each individual office or chairman position.

The information in this manual is intended to serve as an aid for those duties that are “understood,” but not clearly explained in our State Council Bylaws and Standing Rules

Each person may adapt these policies and procedures to her special needs. We hope this information will serve you in some helpful way and will develop a better understanding of your office in relation to other offices.

It shall be your responsibility to give this manual to the Corresponding Secretary at the Board Food Function at State Convention. Suggestions for updates should be sent to the Junior Past President.

We are aware that this reiteration may not be perfect, but we tried to incorporate all the changes that have been identified by you, the Board Members, and items that had been previously included in the State Council Bylaws.

Good luck to you, and wishing you a memorable year in your ESA journey.

*Gwynn Nell Swanson
2012-2013 Junior Past President*