

## GENERAL POLICIES AND PROCEDURES

*Revised – March 2011*

### FOR ALL EXECUTIVE AND GENERAL BOARD MEMBERS

1. *Following your election/appointment, review files given you by the previous officer or chairman. Read carefully and thoroughly the requirements in the State Bylaws and Standing Rules for all offices in general, and especially those for your particular office.*
2. *Download a copy of the revised State Council Bylaws and Standing Rules from the State Council website. These should be placed in this manual.*

### 3. STATE COUNCIL BUDGET

*The amount budgeted for your office is determined and approved at the June State Council Meeting.*

- a. *Stay within your budgeted amount.*
- b. *Prepare an itemized list of expenditures, with bills attached, and submit to the State Treasurer no later than the March Board Meeting, even though you do not require reimbursement. This information is needed for the Treasurer's budgeting process. Place a copy of this list in your file.*
- c. *Expenses over the budgeted amount must be approved for payment by the Board no later than the March meeting.*
- d. *You must be willing to absorb expense if you exceed budgeted amount.*
- e. *Greetings or personal messages are to be sent at your own expense.*
- f. *Travel expense of the State President, First Vice President and Second Vice President as designated in the budget.*

### 4. FILES

*At the beginning of the year, set up a file or notebook to be organized by topic or subject. Include all pertinent information.*

- a. *Copies of reports given at State Council Meeting; articles for the Petticoat Journal; Annual Report form; correspondence and copies of replies sent; awards information, including contest rules; judging forms; composite sheet; State Council minutes and State Budget; State Convention duties. Letters of a personal nature, greeting cards, etc., do not need to be placed in the file.*
- b. *At State Convention, give this Policy and Procedures Manual to the current Corresponding Secretary at the Board Food Function on Friday. Give all other files and records to your successor at the Incoming/Outgoing Board Meeting on Sunday. Discuss with her any items of importance and/or changes that need to be made. Give your successor the benefit of your experience.*
- c. *Keep files for the previous three years on hand and use for reference. Any files more than three years old should be returned to the person who compiled them.*
- d. *If you are unable to attend State Convention, send your files with someone or mail files (at your own expense) to the new State President.*

## **GENERAL POLICIES AND PROCEDURES (Continued)**

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### **5. CORRESPONDENCE**

*All correspondence should be answered within seven to ten days after it is received.*

- a. If questions are asked or requests are made and if you do not know the correct answer refer the question to the proper person, or to the State President.*
- b. Letters of urgent or drastic nature should be forwarded immediately to the State President.*
- c. A copy of official correspondence should be sent to the President and a copy placed in your file. Use personal discretion about sending copies of routine letters to the State President.*

### **6. REPORTS FOR STATE COUNCIL MEETINGS**

*Prepare a short, concise, clear report for each State Council Meeting. State the subject you are reporting about. Keep in mind that some members will be attending a meeting for their very first time and may not be familiar with things that we tend to take for granted.*

- a. Use gimmicks, visual aids, examples, etc., to present the ideas of your report.*
- b. Be Enthusiastic. Information should be presented in a POSITIVE MANNER as in this example: "I am very pleased to report that twenty-five chapters have reported their activities to me," rather than "ONLY twenty-five chapters have reported."*
- c. Place a copy of each article in your file.*

### **7. ARTICLES FOR PETTICOAT JOURNAL**

*Refer to PETTICOAT JOURNAL ARTICLES on the next page to determine which issues you should submit articles. Articles for the PETTICOAT JOURNAL should not exceed one-half typewritten page unless otherwise noted on the individual page of your duties.*

### **8. ANNUAL REPORTS**

*Time-wise, it is impossible for each officer and chairman to present an Annual Report at State Convention. While a written Annual Report is no longer required, the information you prepare for your successor is extremely important for those that follow in the office. An example of an Annual Report form is found in this manual to use as a guide, if you desire. It is helpful to include duties as performed during the year as well as helpful hints or suggestions for your successor.*

*If you experience circumstances that might need to be evaluated and revised, it would be helpful to provide that information to the Junior Past President and the State President for review.*

*To assist the Budget Committee in their planning process, be sure to provide to the State Treasurer a copy of receipts spent, even if you chose not be reimbursed.*