

Chairpersons Meeting

January 11, 2022

Financial Request Other Than E/E

1. For those who may need a Bank for ticket sales at door (Men's Breakfast) or any other reason, the Bank must be requested from the Park Manager five days prior to event.
2. The person responsible for the Bank and either the Park Manager or Accountant/Bookkeeper will sign a voucher to verify the amount cash need for the Bank.
3. The monies will be taken from one of the cash drawers in the office. The voucher will stay in the cash drawer.
4. When the Bank is brought back to office, the voucher will be signed by both the responsible person and the Park Manager or Accountant/Bookkeeper.
5. The monies will be returned to the cash drawer and the voucher removed.

Requesting Reports

1. All financial request reports will be sent to the Treasurer.
2. Information needed, to be submitted by Chairperson of committee:
 - a. What committee and name of member
 - b. What reports are needed
 - c. When reports are needed
 - d. How often reports needed, i.e., weekly, monthly, etc.
 - e. Email address to receive report
3. Reports will be sent automatically to email on file as requested.

Creating Standard Operating Procedures

Purpose to maintain consistency between changing of chairs or if chair leaves unexpectedly.

1. What is purpose of committee
2. What process does the committee follow (assigning tasks, who takes minutes, who creates agendas, etc.)

Committee Updates and Submitting Reports at Board Meeting

1. All active committees or task force groups should present updates at each board meeting (can be an assigned member) at least through January through April.
2. All updates should be in writing to be given to board secretary to be posted as part of the board meeting.

Partnership with Office and Park Manager

Purpose is to be respectful of office and Park Manager, who are not always available

1. All requests for items needed for each committee should be in email to the Park Manager. Park Manager will reply within 48 hours.
2. If Park Manager and/or Accountant/Bookkeeper is needed, please set up appointment to meet.