

## MANAGEMENT TEAM GUIDELINES

May 15, 2007

The Management Team shall consist of five members. Two are elected at the November meeting, three at the May meeting. The term shall be one year, beginning in January (for the two elected in November) or in July (for the three elected in May.).

The Management Team shall elect among themselves a President, Vice-President and Secretary who shall serve as the legal officers of the Corporation.

The leadership of this society is vested in the membership. Each member of this society is responsible for nurturing and acting on the goals and purpose of this society. The Management Team serves to execute the directions of the membership in the practical and administrative means necessary to further those collective goals and efforts. These directions are determined at business meetings, the annual Recommitment meeting held in January, and other official meetings.

The Management Team shall:

1. Have the authority to spend up to \$1000 on a single expenditure item, exclusive of regular monthly obligations such as rent, unless there is an emergency or unusual circumstance that requires immediate action.
2. Meet at least once monthly. Decisions shall require a majority vote of three members.
3. Make reports to the membership not less than quarterly at business meetings.
4. Review monthly financials; report to the membership at business meetings.
5. Assure that volunteer positions are filled on a timely basis.
6. Establish liaisons with each office and team and be in regular contact.
7. Review and keep up to date the standard operating procedures for each team and society office. Offices currently include: President, Vice-President, Secretary, Treasurer, Administrator, Bookkeeper.
8. Facilitate minor business items that don't need to go to the membership.
9. Appoint ad hoc committees as necessary.
10. Appoint a treasurer. Appoint/hire personnel to perform administrative and bookkeeping functions.