



GENERAL GUIDELINES

The Policy & Procedures Committee has completed its job of updating the original guidelines from 2013; and, therefore, is now disbanded. Club members are reminded that these are guidelines and should be followed as closely as possible. The guidelines are a working document and as such we expect them to change over time. If you have suggestions, clarifications, or recommendations for what you think is a better way to do things, please put them in writing and give them to the president. She will review them as needed and share them with the board for appropriate action.

The complete *Policy & Procedures Manual* is being placed on The Friendly Garden Club website. Just go to the website: thefriendlygardenclub.org and click on Policy & Proc. You can copy any of the descriptions, procedures, or forms on your printer as needed. Contact Stephanie Nelsen if you have problems with the site.

This document has two sections:

1. Officer duties and procedures with forms, if there are any
2. Committee chairman duties and procedures with forms, if there are any

General guidelines for all committee chairman are as follows:

1. Attend all board meetings or appoint a committee member to attend if you cannot. Each committee has one vote on the board.
2. If no action is needed by the board, please make all monthly reports in the newsletter.
3. Keep the publicity committee informed in writing about all activities that need publicizing in the newspaper or elsewhere.
4. If you wish to have a change in your yearly budget, turn in a written request to the finance committee by the end of August. If your committee needs more money than was budgeted for a specific project, as committee chair you need to request additional funds from the finance committee with approval of the president.
5. Use the designated forms in the *Manual*. If you or your committee has suggestions for improvements, please let the vice president know in writing.
6. If the opportunity presents itself for you to speak on behalf of the club, please seek board approval first.
7. At the end of the year, turn in a printed or digital copy (.pdf) of your yearly report to the president.

I would like to thank all my committee members for their input and all the hard work they have done over these past two years. Special thanks to all the committee chairs and their committees who helped us with writing and feedback on the rewording of the policies and procedures for their respective committees. A special thanks are extended to Cathie Martin, our parliamentarian, for keeping us apprised of the parliamentary rules while we progressed through all the officers & committees. Thanks again to all the hard work put in by this committee.

Thank you. Stephanie Nelsen, Chair
 Janet Hickman
 Cathie Martin
 Jean Spagnuolo
 Susie Snyder