

OpMan 17 – Board/Chapter Operations

Effective Date: October 29, 2014
Administrative Review (No Changes): February 8, 2017
Administrative Review: February 8, 2021

1. **PURPOSE:** The purpose the OpMan is to establish a process to ensure new members of the Board of Directors and new Chapter Presidents are rapidly absorbed in their new positions and become effective as soon as possible.
2. **RESPONSIBLE PARTY:** The Executive Director shall be responsible for educating new Board and EXCOM members and Chapter Presidents on key expectations of EXCOM and Board members and expectations of Chapter Presidents. The objective is to provide the information needed for new Board members to assimilate and become effective at their first respective meeting. This activity shall be overseen by the EXCOM. The Executive Director shall provide the listed information to facilitate immediate effective performance in their new position.
3. **AUTHORITY:** The Executive Director has the authority to develop and maintain the materials to perform this tasking and shall be supported by the current Board members as necessary.
4. **OPERATIONS – EXCOM, Board of Directors and Chapter Presidents:** To facilitate rapid Board member integration, the Executive Director shall provide each new Director with at least the following information:
 - A. A list of Board members and contact information.
 - B. A list of Chapters
 - C. A list of staff member names and titles/functions.
 - D. Information on the existence and content of the BoD only and Chapter Presidents only sections of the website and instructions on how to access the appropriate sections.
 - E. A listing of AOC OpMans and their titles.
 - F. Information on how Board Meeting information is distributed.
 - G. A briefing on Code of Ethics and any other rules and laws that apply to board meetings.
 - H. Information on travel expense process.
 - I. A copy of the most recent annual budget and the status of the most current Reserve Fund status.
 - J. A copy of the current strategy.
 - K. A copy of the currently prescribed Robert's Rules of Order.
 - L. Other pertinent documents deemed appropriate by the Executive Director.
 - M. Standing Committees and Committee membership.
 - N. Details on the function and rules of the Board of Governors.