

Tillamook County Master Gardener's Association

Policies

1.1

Subject: Policies

Responsibility: Recording Secretary

Purpose:

Policies will set forth the course or method of action to enable officers, board members and committee chairs to efficiently conduct the organizations' business. Unless otherwise determined by the Board, policies will not be integrated into the organization By-Laws.

Approval:

Policies must be approved and adopted by the Board at a regularly scheduled meeting.

Maintenance & Retention:

- a) The Recording Secretary will maintain adopted policies as set out in the Public Meetings, Public Records and Ethics Laws Policy 1.6.
- b) Policies will be posted to the organization's website members-only page. A copy will be provided to the Extension Secretary for inclusion in Officer Training Materials.

Operating Procedures:

Where necessary, detailed procedures to execute the policy will be developed. Procedures must be reviewed by the Board but do not require orders adopting them. Responsibility for developing, maintaining and updating detailed procedures lies with the appropriate committee chair.