

# POLICY MANUAL

January 12, 2017

Policies and Procedures of  
CONNECT! the Boardwalks a  
501(c)3 charitable  
organization.

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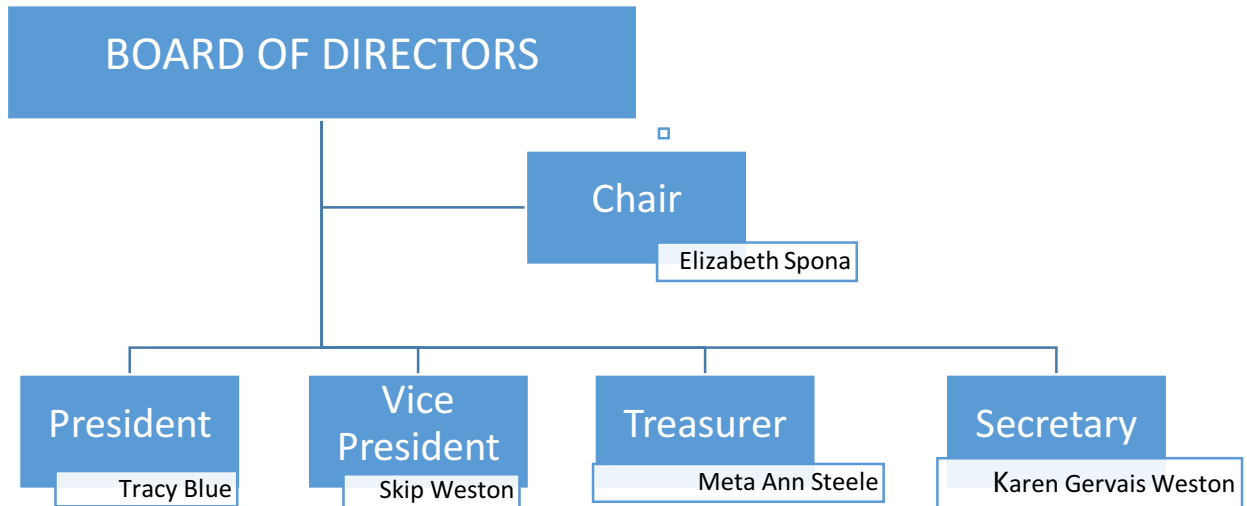
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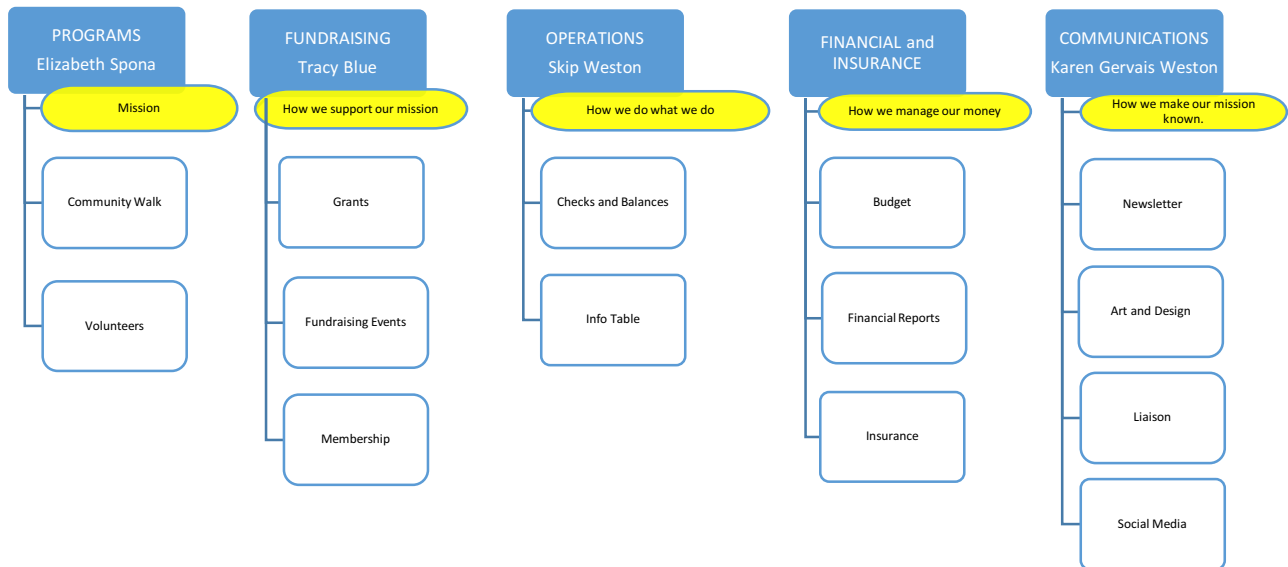
## 1.0 GOVERNING POLICIES

- 1.1 **MISSION STATEMENT.** The mission of CONNECT! the Boardwalks is to support the creation and improvement of the Coos Waterfront Walkway, through public awareness.
- 1.2 **ARTICLES OF INCORPORATION.** Articles of Incorporation and subsequent amendments are available at <http://sos.oregon.gov/business/Pages/find.aspx>. Search business name, Connect the Boardwalks.
- 1.3 **BYLAWS.** Bylaws are reviewed every three (3) years and as needed. Bylaws are available on our website [www.connecttheboardwalks.org](http://www.connecttheboardwalks.org) and upon request.

## 1.4 ORGANIZATIONAL CHART



## 1.5 STEERING COMMITTEE



1.6 **BOARD RESPONSIBILITIES.** The Board is the governing body of CONNECT! the Boardwalks. The Board's job is to steer the organization toward a sustainable future by adopting sound, ethical, and legal governance and financial management policies, as well as making sure the organization has adequate resources to advance its mission.

The principle role of the Board is stewardship. Board members are ultimately responsible for the management of the affairs of the organization. The Board must insure that the organization is operated for the charitable/public purpose.

- 1.6.1 The Board shall clarify and uphold the mission of the organization.
- 1.6.2 The Board shall approve long term plans of the organization.
- 1.6.3 The Board must oversee operations of the organization
- 1.6.4 The Board bears the **duty of due care**. The Board takes care of the organization by ensuring prudent use of all assets, including facility, people, and good will; and provide oversight for all activities that advance the nonprofit's effectiveness and sustainability. The Board assures the organization's assets are held to be applied to the organization's charitable mission.
- 1.6.5 The Board bears the **duty of loyalty**. The Board makes decisions in the best interest of the organization; not in his or her self-interest.
- 1.6.6 The Board bears the **duty of obedience**. The Board ensures that the organization obeys applicable laws and acts in accordance with ethical practices; that the organization adheres to its stated corporate purposes, and that its activities advance its mission.
- 1.6.7 Assess Board performance annually.
- 1.6.8 Conduct regular quarterly meetings.

1.7 **BOARD MEMBER DUTIES**

- 1.7.1. Board responsibilities include the following Bylaws:  
In addition to the Bylaws, Board Responsibilities include the following:
- 1.7.2 The Board is a working board. Board members must actively participate in the activities of the organization.
- 1.7.3 Every Board member should be familiar with the organization's Articles of Incorporation and Bylaws.
- 1.7.4 The Board shall stand for the organization's mission. The Board is responsible to stand for the organization by actively representing the mission and priorities of the organization, and by directly advocating for the work of the organization.
- 1.7.5 Board members are responsible to actively engage in fundraising for the organization.

1.7.6 Board Members shall complete an orientation and complete a Verification of Orientation form.

**1.8 BOARD OFFICER RESPONSIBILITIES**

1.8.1 All Board Officers shall attend all Board, Steering Committee, and Membership meetings.

1.8.2 All Board Officers shall carry out special assignments as requested by the Board Chair.

1.8.3 All Board Officers shall work with Board to recruit new Board members.

**1.8.4 Board Chairman**

1.8.4.1 Oversees Board and Steering Committee meetings. Appoints all Steering Committee chairs and recommends who will serve on committees.

1.8.4.2 Board Chair chairs Governance Committee.

1.8.4.3 Works in partnership with the Board to make sure board resolutions are carried out.

1.8.4.4 Calls special meetings if necessary.

1.8.4.5 Assists Board Secretary in preparing agenda for Board and Membership meetings, within a minimum of 1 week prior to the scheduled meeting.

1.8.4.6 Assists Board President in conducting new board member orientation.

1.8.4.7 Coordinates Board annual performance review.

1.8.4.8 Works with Board to recruit new Board members.

1.8.4.9 Acts as spokesperson for the organization, and manages public announcements and coordination with the press.

**1.8.5 Board President**

1.8.5.1 Serve on the Steering Committee and other committees as needed.

1.8.5.2 Chairs Fundraising Committee.

1.8.5.3 Understand the responsibilities of the Board Chair and be able to perform these duties in the Chair's absence.

1.8.5.4 Oversees Board, Steering Committee and Membership meetings in the absence of the Board Chair.

1.8.5.5 Works in partnership with the Board to make sure board resolutions are carried out.

1.8.5.6 Assists Board Chair in conducting new board member orientation.

**1.8.6 Board Vice President**

1.8.6.1 Serve on the Steering Committee and other committees as needed.

1.8.6.2 Chairs Operations Committee and provides checks and balances to the organization. Work in partnership with Board Treasurer.



- 1.8.6.3 Carry out special assignments as requested by the Board Chair.
- 1.8.6.4 Understand the responsibilities of the Board President and be able to perform these duties in the President's absence.
- 1.8.6.5 Work in partnership with the Board to make sure board resolutions are carried out.
- 1.8.7 Board Treasurer
  - 1.8.7.1 Maintains financial documentation in such a fashion that it is correct, in writing, simple, and provable to the Board Vice President, other Board Member, who is not a relation to the Treasurer.
  - 1.8.7.2 Monthly Financial Report. The Board Treasurer provides a monthly written financial report to the Board of Directors, which includes cash receipts, cash payments and a cash balance, which matches the monthly bank statement.
  - 1.8.7.3 Monthly Budget Compliance Report. The Board Treasurer shall provide a written monthly Budget Compliance Report to the Board of Directors.
  - 1.8.7.4 Annual Budget. The Board Treasurer presents a draft annual budget at the November Board Meeting, for the following year, subject to the Board's approval.
  - 1.8.7.5 Understand financial accounting for nonprofit organizations.
  - 1.8.7.6 Serve on the Steering Committee and other committees as needed.
  - 1.8.7.7 Chairs Finance and Insurance Committee.
  - 1.8.7.8 Serves as organization bookkeeper.
    - All funds received by the organization shall be deposited with the organization's financial institution no later than Friday (or last business day) of the same week.
    - All incoming checks will be marked "for deposit only". A copy shall be retained for records.
    - Board Treasurer shall retain a copy of deposited check and record the deposit into the receipt log with a validated deposit slip attached.
  - 1.8.7.8 The following documents shall be retained for seven (7) years in a binder, at a location determined by the Board Treasurer:
    - Monthly Financial Reports
    - Annual Financial Statements
    - Check register and checks
    - Bank Deposits and statements
    - Annual Budgets
    - IRS Form 990
    - CT12
- 1.8.8 Board Secretary

- 1.8.8.1 Serve on the Steering Committee and other committees as needed.
- 1.8.8.2 Chairs Communication Committee and serves as organization records and documents keeper. Work in partnership with Board Vice President.
- 1.8.8.3 Receives Board and Membership meeting agendas from the Board Chair, within a minimum of 1 week prior to scheduled meetings, and amends and prepares agendas within a minimum of three (3) days prior to scheduled meetings.
- 1.8.8.4 Submit, review and manage the minutes of Board and Membership meetings and ensure the safety and accuracy of all Board records.
- 1.8.8.5 Ensures draft minutes are distributed to meeting attendees within one (1) week after each meeting.
- 1.8.8.6 Provide notice of meetings of the Board, Membership or of a committee when such notice is required.
- 1.8.8.7 Monitor Bylaws and Policy Manual to ensure that deadlines for review are maintained.
- 1.8.8.8 Shall permanently maintain, in a binder, at a location determined by the Board Secretary, the following documents:
  - 501C3 IRS Letter of determination for exempt status
  - Articles of Incorporation
  - Bylaws
  - Corporate resolutions
  - Board and Regular Meeting agendas and minutes
  - Policy Manual
  - Insurance records

**1.9 BOARD MEETINGS AND ACTIONS.** The Board shall meet on a regular basis to be determined by the Board. The Board is charged with keeping the organization in line with the organization's mission. Specific are covered in the Bylaws.

**1.10 BOARD ORIENTATION AND MANUAL.**

The training of Board Members is important to the effectiveness of the board. Board orientation is a time in which the new board is educated about their duties and responsibilities in relation to the organization.

1.10.1 The Chairman and President of the Board shall meet with each new board member individually.

1.10.2 Prior to the meeting the prospective Board Member shall complete an informational survey, indicating their background and areas of interest within the organization. The purpose of the survey is to determine hidden expertise and interests, and to match the needs of the organization with the talents of the Board.

1.10.3 The prospective Board Member shall be provided with a board manual that outlines the critical information about the

organization. The Board Manual shall include the Policies Manual which shall include a mission statement, articles of incorporation, Bylaws, Organizational Chart, Steering Committee, Board Responsibilities, Board Member Duties, Board Officer Responsibilities, Board Meetings, and Board Orientation. The Board Manual shall also include financial statements, newsletter, website and Facebook information, board meeting dates, and conflict of interest policy.

- 1.10.4 The prospective Board Member must sign a ***Receipt of Board Manual*** Appendix 1.4.

## **2.0 GENERAL POLICIES**

General Policies are intended to protect the integrity of the organization's decision-making process as well as to enable our associates to have confidence in the integrity, intentions and actions of the members of the organization. General Policies are not meant to supplement good and prudent judgment.

**For the purposes of this Policy Manual**, the term "**associates**" is intended to represent non-members or other organizations, which might be engaging in activities with the organization. The term "**members**" is intended to represent dues-paying members of the CONNECT! the Boardwalks and member representatives such as Members of the Board or Volunteers.

### **2.1 CONFLICT OF INTEREST**

- 2.1.1 No member of the organization shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with the organization. This shall also include the member's business or other nonprofit affiliations, family and/or significant other, employer, or close associates who may stand to receive a benefit or gain.
- 2.1.2 Members shall disclose to the Board Chair any personal interests which he or she may have in any matter pending before the organization and shall refrain from participation in any discussion or decision on such matter.
- 2.1.3 Members shall refrain from obtaining any list of members, clients or donors for personal or private solicitation purposes at any time during the term of their affiliation, or sharing such information with any person or organization.

**2.2 CONFIDENTIALITY.** Members may be exposed to the organization's confidential business and/or proprietary information. This policy is intended to address the members' responsibilities pertaining to such information.

- 2.2.1 Confidential business information is defined as company information not accessible by the general public. This includes customer lists and accounts, systems, procedures, policies, strategies, research, business plans, financial data, price lists, formulas, techniques, technology, confidential reports, computer software, telephone lists, email lists, contract forms, files and all other information, knowledge, or data of any kind or nature relating to the products, services, or business of the company.

- 2.2.2 Proprietary information is defined as any valuable commercial information that provides a business with an advantage over competitors who do not have that information. Often this would refer to a trade secret of the organization.
- 2.2.3 Confidential and proprietary information also includes any work product of a member during his or her association with the organization including emails, reports, memorandums, research, and other similar documentation.
- 2.2.4 Members are prohibited from disclosing or duplicating confidential information outside of the organization except when there is a business need to do so as determined by the Board.
- 2.2.5 Upon of work or membership with the organization all confidential information and materials shall be returned to the organization.

## **2.3 ELECTRONIC VOTING.**

Electronic Voting by the Board is permitted as set out in the Bylaws.

**2.4 LOBBYING AND POLITICAL ACTIVITY.** As a 501(c)3 nonprofit charitable organization it is the policy of the organization that any lobbying or political campaign activities undertaken by the organization, or a member of the organization, on behalf of the organization shall comply with the applicable federal and/or state requirements, including those established under the Internal Revenue Code, the Lobbying Disclosure Act of 1995, as amended (2 U.S.C. §1601, *et seq.*), the Federal Election Campaign Act (2 U.S.C. § 431 *et seq.*), and the Byrd Anti-Lobbying Amendment.

Legislation that may be influenced by lobbying includes action by Congress, any state legislature, any local council, or similar governing body, with respect to acts, bills, resolutions, or similar items (such as legislative confirmation of appointive office), or by the public in referendum, ballot initiative, constitutional amendment, or similar procedure. It does not include actions by executive, judicial, or administrative bodies.

The organization will be regarded as attempting to influence legislation if it contacts, or urges the public to contact, members or employees of a legislative body for the purpose of proposing, supporting, or opposing legislation, or if the organization advocates the adoption or rejection of legislation.

The organization may be involved in issues of public policy without the activity being considered as lobbying. For example, the organization may conduct educational meetings, prepare and distribute educational materials, or otherwise consider public policy issues in an educational manner.

- 2.4.1 No member shall engage in any lobbying activity on behalf of the organization without the express prior approval of the Board.

- 2.4.2 The organization may engage in some lobbying, and the organization shall limit lobbying activity that may risk loss of tax-exempt status.
- 2.4.3 Political Campaign Activities. The organization or any member acting on behalf of the organization is absolutely prohibited from participating or intervening in any political campaign. A "political campaign" shall be deemed to begin when an individual announces his or her candidacy for an elective public office, or is proposed by others for an elective public office.
- 2.4.4 Expenditure of Federal Funds. No expenditure of any federal funds received by the organization, as the recipient of a federal contract, grant, loan or cooperative agreement, shall be used for lobbying. No federal funds shall be used to pay any person or organization for influencing or attempting to influence an officer or employee of an agency or member of Congress (or employee of a member of Congress) with respect to: (i) the awarding of any federal contract; (ii) the making of any federal grant; (iii) the making of any federal loan; (iv) the entering into of any cooperative agreement; or (v) the extension or modification of any federal contract, grant, loan or cooperative agreement.
- 2.4.5 Reporting. The organization shall disclose activities as required by law.

## **2.5 NONDISCRIMINATION.**

The organization does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

The organization is an equal opportunity organization. Anyone associated with the organization will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, or gender expression.

- 2.5.1 A victim of discrimination shall report the incident immediately to any Board Member. If you witness discrimination, you also

are urged to report the incident so that prompt action may be taken. You will be assisted by a Board Member to complete a Discrimination/Harassment Reporting Form (Appendix 2.1).

2.5.2 All reports will be treated seriously, kept as confidential as possible and investigated fully. The organization forbids any retaliation against members for reporting discrimination. If, however, the organization finds that false charges have been filed, disciplinary action may be sought against anyone who provides false information.

2.5.3 If an investigation confirms that discrimination has occurred, immediate action will be taken to put an end to the discrimination. The organization will take appropriate corrective actions against anyone found to be in violation of this policy.

## **2.6 SEXUAL HARASSMENT.**

The organization is pledged to preserving a working environment free from sexual harassment. Harassment is against the law and is a form of gender discrimination. The aim of this policy is to prevent harassment of any kind by anyone employed by or associated with the organization.

The definition of sexual harassment includes unwelcome sexual advances, requests for sexual favors or unwanted sexual attention by anyone associated with the organization, whether male or female. Harassment may include references to work status or conditions or may serve to create a hostile, intimidating or uncomfortable work environment. Harassment includes, but is not limited to, obscene jokes, lewd comments, sexual depictions, and repeated requests for dates, touching, staring or other sexual conduct committed either on or off company premises.

Victims of sexual harassment have the right to sue both the organization and the perpetrator by contacting the Equal Employment Opportunity Commission or a state agency. For this reason and for the protection of all our employees, the organization seeks to prevent sexual harassment.

*All members are responsible for helping to ensure that our environment is kept free of sexual harassment.*

2.6.1 A victim of sexual harassment shall report the incident immediately to any Board Member or event coordinator. If you witness sexual harassment, you also are urged to report the incident so that prompt action may be taken. You will be

assisted by a Board Member to complete a Sexual Harassment Complaint Form (Appendix 2.2).

2.6.2 All reports will be treated seriously, kept as confidential as possible and investigated fully. The organization forbids any retaliation against members for reporting sexual harassment. If, however, the organization finds that false charges have been filed, disciplinary action may be sought against anyone who provides false information.

2.6.3 If an investigation confirms that sexual harassment has occurred, immediate action will be taken to put an end to the harassment. The organization will take appropriate corrective actions against anyone found to be in violation of this policy.

## **2.7 CHILD SAFETY.**

The organization seeks to provide a safe and secure environment for children who participate in our programs and activities. By implementing the below practices, our goal is to be aware of the safety of minors, during organization events, from incidents of misconduct or inappropriate behavior while also protecting our members from false accusations.

2.7.1 Definitions.

For purposes of this policy, the terms "**child**" or "**children**" means minors or all persons under the age of eighteen (18) years.

The term "**member**" is intended to represent dues-paying members of the The organization and member representatives such as Members of the Board or Volunteers.

2.7.2 As of the writing of this policy the organization is involved in no activities specifically and exclusively with children. All activities are family oriented with parents participating in all activities with their children.

2.7.3 In the event that the organization determines to hold child only events a more extensive policy for Child Safety will be created. At this time the intent of the organization is to generally protect the safety of children by including participation of parents or guardians.

## **2.8 MEDIA RELATIONS**

The following Media Relations Policy is designed to ensure clear, factual communications with the public and protect the interests of our members. This policy applies to press releases, reports, contributed articles, presentations at conferences, and any official communications with the media or in a public forum regarding the work of the organization.



2.8.1 Press Communications. Press releases are issued at the discretion of the Board in order to promote major accomplishments and activities of the organization.

2.8.2 Official Spokespersons. The Board Chair is the official spokesperson of the organization. On occasion and upon the approval of the Board Chair, another Board Member may be appointed spokesperson.

2.8.3 Press Communications Initiated by Member. The organization recognizes that members have their own opinions, which they are entitled to express. When issuing comments to the press or speaking at outside meetings and/or conferences, members should

1. Be clear that their comments reflect their own views, not necessarily those of the organization;
2. Discuss only work that has already been officially announced by the organization; and
3. Be accurate, taking care to reference the correct and complete dates, times, locations, website, phone numbers, Facebook and official spokesperson (Board Chair).
4. Any media communication should be submitted to the Board Chair for review at least three business days prior to distribution.

2.8.4 Personal Name reference authorization. Those who wish to issue press releases referencing organization members must obtain authorization from those individuals directly.

## **2.9 PRESENTATIONS**

Members are encouraged to deliver public presentations that discuss the organization's work. To speak publicly on behalf of the organization, an individual should:

- Be a member of the organization
- Notify and receive approval from the Board Chair
- Notify staff to promote the presentation in the press, and on the organization's website and Facebook.
- Be offered the use of the organization's presentation materials

## **2.10 MEMBERSHIP.** The organization is a membership based organization.

2.10.1 Member Orientation. New members shall be provided with a Member Manual that outlines the critical information about the organization. The Member Manual shall include the Policy Manual which shall include a mission statement, articles of incorporation, Bylaws, Organizational Chart, and Steering Committee. The Member Manual shall also include financial statements, newsletter, website and Facebook information, membership meeting dates, and conflict of interest policy.

A Member Manual is being created and will be made available online upon completion.

2.10.2 Membership types. There are three types of membership offered. They are Individual, Family, and Corporate.

Individual Membership is available for single persons.

Family Membership is available for one or more related individuals.

Corporate Membership is available for businesses or associations.

- 2.10.3 Voting rights. Members vote for Board Members and Officer slates when Board terms are completed, at the Annual Meeting in February of each year.

Individual, family and corporate memberships each have 1 vote.

- 2.10.4 Solicitation policy. Individual and family membership lists are confidential to the organization. No member information is shared without the member's notification and approval. Every precaution is taken to avoid inadvertent sharing of membership lists.

- 2.10.5 Membership term. Memberships are January 1 – December 31 of any given year. Members joining on or after September 1 of any given year shall be members through to the end of the following year.

- 2.10.6 Membership dues. Membership dues shall be determined by the Board on an annual basis. Memberships are kept current by payment of annual dues.

## **2.11 VOLUNTEERS**

2.11.1 Scope and Purpose. In order to work well with the public, volunteers working with The organization must present themselves in the best possible light. Volunteers must adhere to the following policies and procedures while on duty as a volunteer. Failure to comply may result in termination of work with The organization.

2.11.2 Qualifications. Volunteers must be at least 18 years of age to work without parental supervision, and must enjoy working with all types of people. Volunteers under the age of 18 must have written consent from a parent or guardian prior to their work. Students who are volunteering for service hours must include a letter or statement of fact in writing, from their school or organization. Volunteers must show a genuine interest for the organization's mission. Volunteers need a willingness to work hard, get dirty, and pitch in wherever needed. The ideal volunteer is self-motivated, mature, sensitive, dependable, a team player and reliable.

2.11.3 Service Requirements. New volunteers will complete a basic orientation session as scheduled before reporting to their first assignment. Additional training may also be required. Training may be administered formally in a classroom setting, or on the job with a Board Member or Team Captain.

2.11.3.1 Volunteers agree to represent the organization and perform in a professional manner whenever doing so, and not to allow personal views and opinions from overshadowing or conflicting with Connect! the Boardwalk's purpose.

2.11.3.2 It is important for every event and program that volunteers adhere to the tight timelines presented to them. Volunteers will be given their coordinator's contact information and should contact their coordinator with any changes to their schedules or if they are unable to attend that day's event, preferably with at least 12 hours' notice.

2.11.3.3 Volunteers agree to commit to the number of hours or duties that they originally signed on for. Volunteers are asked to keeping track of their own hours, by signing in on a Volunteer Participation Record (Appendix 2.3). Such a record is very useful for applying for grant funding as it pertains to member participation.

2.11.4 Training. New volunteers will complete a basic orientation session. Additional training may also be required. Training may be administered formally in a classroom setting or on the job with a Board Member or Team Captain.

Orientation is also available on an as-needed basis to any Volunteer.

Volunteers are welcome to attend any training that is promoted or attended by the organization's Board members or other members, however without remuneration, unless decided by the Board that it would benefit the organization.

2.11.5 Conduct. The success of our organization depends upon the quality of the relationship between The organization, volunteers, customers and the general public. Our customer's impression of the The organization and their interest and willingness to enhance our services are greatly formed by the people who serve them. In a sense, regardless of your position, the more goodwill you promote, the more our customers will respect and appreciate all that is done for The organization and the Bay Area Community. In addition all volunteers are subject to the following rules of conduct:

2.11.5.1 Volunteers will refrain from removing or taking any organization property without the knowledge or prior permission from their coordinator or a member of the Board.

2.11.5.2 Volunteers will not alter or destroy any records

2.11.5.3 Volunteers will not be under the influence, possess, distribute, sell, or transfer any illegal substance during events or projects promoted or attended by The organization.

2.11.5.4 Volunteers will not create disturbances or protests while on duty for The organization sponsored activities and events.

2.11.5.5 Volunteers will protect and take careful use of all The organization equipment while on duty.

2.11.5.6 Volunteers will be respectful and cooperative during work with the organization.

2.11.5.7 Volunteers will follow and obey all Local, State and Federal safety and health law while on duty.

2.11.5.8 Volunteers will not disclose any proprietary or confidential information while working with The organization.

2.11.5.9 Volunteers should only smoke in a lawful and healthy place at a time when their work is complete, or they are on break.

2.11.6 Recognition of Volunteers. The organization cherishes its lifeblood; volunteers. The organization will host an annual Volunteer Recognition at a community location chosen by the Board. Volunteers that achieve the highest standards of service, and those over 50 hours for the year will receive special recognition.

2.11.7 Safety and Liability. The organization aims to provide a safe and healthy environment for all volunteers. If a volunteer is injured or falls ill during the course of their working at an event or program, they should contact their coordinator immediately. We will complete an incident report and present that finding for filing with the Board.

2.11.8 Reimbursement of Expenses. Volunteers may be eligible for reimbursement of pre-approved, actual out-of-pocket expenses, including any costs necessary for the promotion, creation, or actual course of any event or program of The organization. Upon approval of the Board or their designee, volunteers need to track or retain their expenses with original receipts. Reimbursement for travel related expenses needs to be authorized by the Board prior to the event or program, and would be based on mileage at the current Federal rate.

2.11.9 Emergencies. All volunteers should retain in their possession, the contact information of their event or program coordinator. The organization strives to ensure the safety and wellness of all its members, volunteers and citizens who attend our sponsored events or sponsored events that we attend.

2.12 **INFORMATION TABLE.** The Information Table is an integral component of the organization's outreach, educational, communication, and advertising efforts. It is our most visible encounter with the public, our customers. The Information Table is utilized at the Coos Bay Farmer's Markets and other public events to spread the word about our mission, our goals and efforts, and how people can become involved. It is also when our Volunteers are most visible.

2.12.1 Volunteer participation. Volunteer participation is highly valued and is most visible at the various Information Table venues. Volunteers must be familiar with Section 2.11 of this Policy Manual and comply with all expectations when working at the Information Table.

- 2.12.2 Volunteer duties. At the Information Table volunteers are expected to answer questions about the organization, our mission, our goals and successes, the latest news on projects, membership, volunteering, and merchandise, or know how to find out the answers. Volunteers must be appropriately interactive with the public and display a “can do” attitude. Volunteers are provided with a few chairs, but standing is often required in order to adequately interact with the public. Volunteers are required to request e-mail addresses from interested customers as well as handle small amounts of cash when selling merchandise. Occasionally volunteers may be encouraged to hand out materials in the vicinity of the Information Table. You will never work alone, and will always have a partner to work with at the Information Table. Volunteers may be asked to help set up and/or breakdown the Information Table, but always with a more experienced partner.
- 2.12.3 Information Table Management. The Information Table is managed by a Captain who is the designated set-up and take-down leader. The Captain manages equipment and supplies for the Information Table. The Captain is your contact for work hours and volunteer needs and questions. The Captain works in partnership with the Board Vice President to perform the duties necessary for the smooth and comprehensive operation of the Information Table.
- 2.12.4 Information Table Captain Duties. The Information Table Captain is the manager of any Information Table activity. Volunteers defer to the Captain during all events and assist the Captain to comply with record keeping and display as covered in this Policy Manual.
- 2.12.4.1 The Information Table Captain is responsible for transporting Information Table equipment and supplies to the event site.
- 2.12.4.2 The Captain is responsible for managing Petty Cash and handling daily receipts at events. **Daily Receipts Form** can be found in Financial Policies Appendix, pg 53. The following policies are set out in **Section 4.4 Petty Cash**, and summarized below:
- Dollar value. Petty Cash will not exceed \$100.00 and will be kept in a secured location at all times.
  - Management of the Petty Cash is the responsibility of Information Table Captain during events. The Information Table Captain accounts for Petty Cash to Treasurer after each event and monthly. Information Table Captain must

provide receipts for all cash out, and must record all cash in on the Daily Receipts Form.

- At no time will any personal check be cashed using Petty Cash.

2.12.4.3 The Table Captain shall submit any checks or monies for deposit to the Treasurer or other Board Member as soon as possible, but not later than the following Friday, after the close of the event. This must be done in person, and signed off on the Daily Petty Cash Form.

2.12.4.4 The Table Captain shall surrender Petty Cash to the Treasurer or Vice President upon request for periodic reconciliation, and to make certain that there are adequate funds in the Petty Cash for any given event.

2.12.4.5 The Table Captain shall submit any email addresses, as well as collected and completed membership forms to the Board Chair/Membership Chair, and any other important communication information

## 3.0 **RECORDS AND REPORTS**

Records and Reports are included in the Bylaws.

### 3.1 **Public Disclosure Documents**

The following documents will be available to the public

- IRS Form 990
- 501C3IRS Letter of determination for exempt status
- Mission statement
- Articles of Incorporation
- Bylaws
- Financial Statements
- Conflict of Interest policies
- History of Organization
- Board and Membership Meeting Minutes

3.2 **Maintaining Records and Reports.** Records and reports will be maintained in a binder, at a location determined by the Board Secretary.

### 3.3 **Board and Membership Meeting Agendas**

3.3.1 Draft agenda shall be prepared by the Board Chair within seven (7) days prior to any upcoming meeting, for Board review.

3.3.2 The Board shall have three (3) days to approve or amend the agenda.

3.3.3 Agenda will be presented at the beginning of each meeting to act as a guideline for that meeting.

### 3.4 **Board and Membership Meeting Minutes**

3.4.1 Draft minutes shall be prepared by the Board Secretary within seven (7) days after the meeting for Board Chair review-

3.4.2 Once Board Chair approves the Draft Minutes, Board Secretary will distribute Draft Minutes to prior meeting attendees seven (7) days in advance of the next meeting.

3.4.3 Minutes will be presented at the subsequent meeting for approval and/or amendment.

3.4.4 Minutes shall include:

- Date and location of meeting, and time the meeting is called to order
- Whether the meeting is a Board or Membership meeting
- A record of board members who are present and absent
- A record of all members or guests who are present
- Whether a quorum was present (Board quorum = 3/5; Membership quorum = members at any properly announced meeting shall constitute a quorum)
- Any information or reports that are received or distributed (ex. financial reports, correspondence).
- A brief summary of important discussion points

- A record of potential or actual conflicts of interest, and how those conflicts were resolved
- A record of all motions, resolutions, decisions and other actions taken by the Board or Membership, including the outcome of votes.
- Motions should be recorded in the minutes, precisely as stated, together with the outcome of the vote.
- any next steps or action items that have been assigned
- The date, location and time of the next Board meeting if known.
- Time meeting adjourned

3.4.5 Board Meeting dates shall be scheduled for the following year at the end of each fiscal year prior.

### 3.5 **Document Retention and Destruction**

3.5.1 The following documents shall be permanently maintained in a binder, at a location determined by the Board Secretary:

- 501C3 IRS Letter of determination for exempt status
- Articles of Incorporation
- Bylaws
- Corporate resolutions
- Board and Regular Meeting agendas and minutes
- Policy Manual
- Insurance records

3.5.2 The following documents shall be retained for 7 years in a binder, at a location determined by the Board Treasurer:

- Monthly Financial Reports
- Annual Financial Statements
- Annual Budgets
- Check register and checks
- Bank deposit slips and bank statements
- IRS Form 990
- Oregon form CT-12

### 3.6 **Newsletter Policy**

3.6.1 The Newsletter will be distributed electronically to all members, except those that have stipulated preference to receive them by mail, and on the website of the organization.

3.6.2 At the discretion of the Editor and Newsletter Committee Chair (Board Secretary), the Newsletter accepts and publishes articles, announcements, letters, columns and comments dealing with information and events relevant to the organization. All Newsletter contents are subject to review and approval of the Board Chair prior to publication and release.

3.6.3 Frequency of Newsletter publication will be decided by the Board, and not less than twice per year.



## 4.0 FINANCIAL POLICY

This Financial Policy is for the purpose of establishing internal controls and ensuring compliance with regulatory standards. Financial data is an accurate and reliable basis for decision making. This policy is designed to:

- Protect the assets of the organization;
- Ensure the maintenance of accurate records of the organization's financial activities;
- Provide a framework for the organization's financial decision making;
- Establish operating standards and behavioral expectations;
- Serve as a training resource for staff; and
- Ensure compliance with federal, state, and local legal and reporting requirements.

### 4.1 Financial Controls.

4.1.1 Income and expense records shall be managed by the Board Treasurer specifically, and the Board generally. Specific duties of the Board Treasurer can be found in Section 1.8.7, Board Treasurer of these Policies.

### 4.2 Check Writing

4.2.1 Signatory Power. By resolution of the Bylaws of the organization, dated September 6, 2016, signatory power is held by three members of the Board (Board Chair, Board President, Board Vice President, and Board Treasurer) and requires two signatures on every check. The Board Treasurer holds primary signatory power on the checking account. Two signatures are required on checks. A further restriction stands that no two Board members shall hold signatory power who are married, or a family member of, or engaged in any business matters with each other.

4.2.2 Expenditure authorization. Treasurer verifies expense and amount, and presents the information to the co-signer. Co-signer verifies expense and amount.

4.2.3 Recording. Account record keeping shall be maintained in a transparent and accurate fashion generally acceptable to normal and prudent bookkeeping processes.

4.3 **ATM / Debit Card /Credit Cards.** There are to be no ATM / DEBIT or CREDIT cards issued to any member.

4.4 **Petty Cash.** Petty cash funds may be maintained by the organization, from time to time, for the purpose of Info Table operating funds or management of cash boxes at events.

4.4.1 Dollar value. Petty Cash fund will not exceed \$100.00 and will be kept in a secured location at all times.

- 4.4.2 Management of the Petty Cash fund is the responsibility of the Treasurer, or if Treasurer is unavailable by the Board Vice President.
- 4.4.3 Table Captain. From time to time a Table Captain will be designated as manager of Petty Cash at the designation of the Board Vice President.
- 4.4.4 Transactions using Petty Cash, in or out, shall be documented in writing by both the withdrawer and Table Captain. A Petty Cash Form (Appendix) will be used at the Info Table and Events for the purpose of accurately recording cash transactions.
- 4.4.5 At no time will any personal check be cashed using Petty Cash.

4.5 **General Operating Fund/Reserve Funds.** It is the intent of the organization to maintain accurate and complete records and reporting for internal, state and federal purposes. The Treasurer is responsible for the management and documentation of these funds in an appropriate, legal and prudent manner. Normal bookkeeping recording and management techniques are to be used in doing so.

A **General Fund** is the overall fund of the organization. It is similar to a firm's general ledger account, and records all assets and liabilities of the entity that are not assigned to a special purpose fund.

An **unrestricted fund** is a portion of the General Fund which has been donated to the organization to be used as the organization sees fit.

A **restricted fund** is a portion of the General Fund which has been donated to the organization for a particular purpose or project. (Ex: donation of funds to be used to purchase signposts; or a grant for a specific project).

A **reserve fund** is a savings account or other highly liquid asset set aside by an individual or business for the purpose of meeting the future unexpected costs that may arise. It is a part of the General Fund balance, and record keeping shall be in a manner as any other asset of the organization.

**Discretionary Funds** are those funds that are not budgeted to be used for some specified purpose, and can be used to meet a broad range of needs.

Fund Management:

- 4.5.1 Expenditures must be documented by receipt(s), purpose, date, vendor and member initiating the expense.
- 4.5.2 All expenditures are subject to review by the Board Treasurer and/or other Board Member.
- 4.5.3 Expenditures should be made in a manner that is cost effective and prudent.

4.6 **Insurance**

The organization shall carry a commercial general liability policy with the following minimum coverage.

- Each occurrence limit = \$1,000,000
- Damage to premises rented = \$1,000,000
- Medical expense limit per person = \$15,000
- Personal and Advertising injury limit = \$1,000,000
- General aggregate limit = \$2,000,000
- Products- completed operation aggregate = \$2,000,000

**4.7 Financial Documentation.** The organization intends to manage financial reports for required public disclosure, internal management and regulatory reporting. The Treasurer is responsible for financial documentation. To that end the Treasurer shall complete the following reports:

- **Financial Reports.** The Treasurer will submit monthly Financial Reports to the Board.
- **Annual Financial Statement.** The Treasurer shall submit an annual Financial Statement for the previous year at the February Annual Meeting, for Board approval.
- **Monthly budgetary compliance report** shall be provided to the Board.
- **Annual Budget.** The Treasurer shall submit a Draft Budget recommendation to the Board at the November Board Meeting for the coming year. The Board shall make modifications to the Draft Budget at the November meeting. The Budget will be submitted for Board approval at the January Board meeting.

Additionally the Treasurer shall complete all regulatory financial reports to the state and federal requiring agencies:

- **Oregon Form CT-12.** Oregon Department of Justice, CT-12 annual reports must be received within 4 months and 15 days after the end of the organization's accounting period (FY: 1/1 – 12/31; report due 4/15/year).
- **IRS Form 990.** IRS Form 990 must be filed by the 15th day of the 5th month after the organization's accounting period ends (May 15 for a calendar-year filer).

**4.8 Expense Reimbursement.**

- 4.8.1 Education Expense. Members may attend conferences or training related to doing the business or the organization. The organization may reimburse such expenses at the discretion of the Board. Those members wishing to attend such events on behalf of, or for the benefit of, the organization, must request expense approval prior to making such expenditures.
- 4.8.2 Travel Expense. Travel expenses are not reimbursable expenses.
- 4.8.3 Expense reimbursement or purchase request must be made in writing, with itemized receipts, and approved by the Board prior

to any expenditure. Expenditures should be made in a manner that is cost effective and prudent.

Items that may be considered for reimbursement include:

- General office supplies (Ex: printer ink, paper, stamps, envelopes, printing expense)
- Small advertising items (Ex: signs, banners, flags, totes)
- Lodging
- Meals
- Transportation and entertainment are specifically not permitted as expenditures that are reimbursed by the organization.

4.8.4 Expense management and reimbursement is the responsibility of the Board Treasurer.

4.8.4.1 Expenditures must be documented by receipt(s), purpose, date, vendor and member initiating the expense.

4.8.4.2 All expenditures are subject to review by the Board Treasurer and/or another Board member holding signatory power.

#### 4.9 **Charitable Donations**

All donations will be used in a manner which is consistent with the organization's mission. Donors may designate that gifts are to be used for a particular purpose. The board is obligated to see that restricted funds are used for the stated purpose(s).

4.9.1 Substantiation of Charitable Donations: It is the intent of the organization to comply with IRS requirements and to understand IRS Publication 1771 (Rev. 3-2016).

**Substantiation** is defined as the support of a claim with facts, to show something to be true.

4.9.1.1 Acknowledgment of charitable contributions. The organization shall provide written or emailed acknowledgment of charitable donations. Generally the organization shall use the following language in a charitable donation acknowledgement:

*“Thank you for (donation) to CONNECT! the Boardwalks, and thank you for your contribution of \$ \_\_\_\_\_ / (item)/ (service) on (date).  
This email is your letter of confirmation of your donation, and we recommend that you print a copy for your tax records. (If appropriate - No goods or services were received in return for this gift.  
Our EIN is 47-2450847.”*

4.9.2 Gift Acceptance (Bequeaths/Real Estate/Artwork, etc): It is the intent of the organization to manage the expectations of donors. Some gifts may run counter to the organization's mission and/or policies. Certain large gifts, such as real estate or bequeaths,

are subject to Board approval and review and/or consult with legal counsel. Likewise donors should be encouraged to seek professional advice prior to donation. In the event that a need arises the Board shall act as a "gift acceptance committee".

**4.10 Electronic Payment Management System (EPMS)**

4.10.1 PayPal is available for use on the organization's website and Facebook. Statements are issued by PayPal on a monthly basis. The Treasurer will receive PayPal statements and include that information in the normal financial record keeping and reporting processes.

4.10.2 SQUARE requires that an iPhone or tablet be used to transact business. This device can be used to transfer funds electronically to any financial institution that has been downloaded.

4.10.2.1 Only the President and/or Vice President are authorized to use the organization's Square system.

4.10.2.1 Bank statements must be reconciled by the Board Treasurer.

## 5.0 TECHNOLOGY POLICIES

The use of the Internet and e-mail has many benefits and makes workplace communication more efficient and effective. As of the writing of this policy manual the organization does not own any computer equipment. Members of the Board utilize personal computers for communications and research. There are no employees of the organization. The webmaster administers website content at the direction of the Board. Members and volunteers are encouraged to use the Internet and e-mail systems appropriately.

5.1 Use Guidelines for member, volunteer and Board use of the company's technology and communications networks, including the Internet and email, is intended to be in an appropriate, ethical and professional manner.

- 5.1.1. All technology provided by the organization including computer systems, communications networks, company-related work records and other information stored electronically, is the property of the company and not the member/volunteer. Use of the company's technology systems and electronic communications should be job-related and not for personal convenience.
- 5.1.2. Members/volunteers may not use the organization's Internet, email or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited.
- 5.1.3. Disparaging, abusive, profane or offensive language; materials that might adversely or negatively reflect on the organization, or be contrary to its legitimate business interests; and any illegal activities—including piracy, hacking, extortion, blackmail, bullying, copyright infringement and unauthorized access to any computers on the Internet or email—are forbidden.
- 5.1.4. Copyrighted materials belonging to entities other than the organization may not be transmitted by members/volunteers on the company's network without permission of the copyright holder. Members/volunteers must respect all copyrights and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only. Saving copyright-protected information to a network drive without permission is prohibited. Sharing the URL (uniform resource locator or "address") of an Internet site with other interested persons for business reasons is permitted.
- 5.1.5. Members and volunteers may not use the system in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and "spamming" (sending email to thousands of users.)
- 5.1.6. To prevent contamination of the organization's technology and communications equipment and systems by harmful computer viruses, downloaded files should be checked for possible infection through the virus systems uploaded on computers used for organization business. Also, given that many browser add-on packages (called "plug-ins") may not be compatible with other

- programs and may cause problems for the systems, downloading plug-ins is prohibited without prior permission from the Board.
- 5.1.7. Every volunteer/member of the organization is responsible for the content of all text, audio or image files that he or she places or sends over the company's Internet and email systems. No email or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. The organization's corporate identity is attached to all outgoing email communications, which should reflect corporate values and appropriate workplace language and conduct.
  - 5.1.8. Email and other electronic communications transmitted by the organization's equipment, systems and networks are not or confidential, and they are the property of the company. Therefore, the organization reserves the right to examine, monitor and regulate email ( and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.
  - 5.1.9. Internal and external email, voice mail, and text messages are considered business records and may be subject to discovery in the event of litigation. Members and volunteers must be aware of this possibility when communicating electronically within and outside the company.

## **APPENDIX**

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**GOVERNING POLICY APPENDIX**

**FORM: Receipt of Board Manual**

**Receipt of Board Manual**

I, \_\_\_\_\_ (print), have received a copy of the Board Manual of the nonprofit corporation, CONNECT! the Boardwalks. This Board Manual contains the Policies Manual (includes a mission statement, articles of incorporation, Bylaws, Organizational Chart, Steering Committee, Board Responsibilities, Board Member Duties, Board Officer Responsibilities, Board Meetings, Board Orientation, and Conflict of Interest Policy) as well as financial statements, newsletter, website and Facebook information, and board meeting dates.

\_\_\_\_\_

Signature Date received

## FORM: Annual Board Member Performance Self-Review

		LOW				HIGH
		1	2	3	4	5
Item #	Board Activity					
1	The board operates under a set of policies, procedures, and guidelines with which all members are familiar.					
2	There are standing committees of the board that meet regularly and report to the board.					
3	Board meetings are well attended, with near full turnout at each meeting.					
4	Each board member has at least one committee assignment.					
5	Nomination and appointment of board-members follow clearly established procedures using known criteria.					
6	Newly elected board members receive adequate orientation to their role and what is expected of them					
7	Each board meeting includes an opportunity for learning about the organization's activities.					
8	The board follows its policy that defines term limits for board members.					
9	Board members receive meeting agendas and supporting materials in time for adequate advance review.					
10	The board adequately oversees the financial performance and fiduciary accountability of the organization					
11	The board receives regular financial updates and takes necessary steps to ensure the operations of the organization are sound.					
12	The board regularly reviews and evaluates the performance of the CEO.					
13	The board actively engages in discussion around significant issues.					
14	The board chair effectively and appropriately leads and facilitates the board meetings and the policy and governance work of the board.					
	<b>Mission and Purpose</b>					
1	Statements of the organization's mission are well understood and supported by the board.					
2	Board meeting presentations and discussions consistently reference the organization's mission statement.					
3	The board reviews the organization's performance in carrying out the stated mission on a regular basis.					
	<b>Governance</b>					
1	The board exercises its governance role by ensuring that the organization supports and upholds the mission statement and policies.					
2	The board reviews its own performance and measures its own effectiveness in governance work.					
3	The board is actively engaged in the board development processes.					
	<b>Board Organization</b>					
1	The steering committee structure logically addresses the organization's areas of operation.					
2	All committees have adequate agendas and minutes for each meeting.					
3	All committees address issues of substance.					
	<b>Board Meetings</b>					
1	Board meetings are frequent enough to ensure effective governance.					
2	Board meetings are long enough to accomplish the board's work.					
3	Board members fully and positively participate in discussions.					
	<b>Board Membership</b>					
1	The board size is adequate to effectively govern the organization.					
2	The board has a range of talents, experience, and knowledge to accomplish its role.					
3	The board uses its members' talents and skills effectively.					
4	The board makeup is diverse with experience, skills, ethnicity, gender, denomination, and age group.					
5	Fellow board members review each member's performance at the end of every term served.					
6	Each board member participates in financially supporting the organization on an annual basis.					
7	Each board member is committed to moving forward the organization's mission statement.					
	<b>Membership and Volunteer Support</b>					
1	The steering committee structure provides adequate contact with members and volunteers.					
2	Member and volunteer support before, during, and after-board meetings is effective.					
Please make any additional comments about the work and/or performance of the board as a whole.						

**FORM: Annual Board Chair Performance Review**

BOARD CHAIR PERFORMANCE REVIEW		LOW				HIGH
Rankings go from 1 = Low/Disagree, up to 5 = High/Agree		1	2	3	4	5
Item #	Please rate how effective you think the board chair is in discharging the following responsibilities.					
1	The board chair guides and directs the governance process, centering the work of the board on the organization's mission, vision and strategic direction.					
2	The board chair establishes agendas for board and steering committee meetings, in collaboration with the full board.					
3	The board chair presides over board and steering committee meetings in a manner that encourages participation and information sharing while moving the board toward timely closure and prudent decision-making.					
4	The board chair appoints committee chairs and members, subject to board approval.					
5	The board chair works with committee chairpersons to align the work of committees with the organization's vision and goals.					
6	The board chair serves as the board's central point of official communication.					
7	The board chair develops a positive, collaborative relationship with the board as a whole and the steering committee, including acting as a sounding board on emerging issues and alternative courses of action.					
8	The board chair stays up-to-date about the organization and determines when an issue needs to be brought to the attention of the full board or a committee.					
9	The board chair leads the processes of organization goal-setting, board and individual board member performance evaluations consistent with board policy.					
10	The board chair serves as an ex-officio member of all committees.					
11	The board chair sets a high standard for board conduct by modeling, articulating and upholding rules of conduct set out in board bylaws and policies.					
12	The board chair intervenes when necessary in instances involving conflict-of-interest, confidentiality and other board policies.					
13	The board chair leads the development of the board's knowledge and capabilities by playing a central role in orientation of new board members, mentoring a chair-elect and providing continuing education for the entire board.					
14	The board chair participates in the recruitment of new board members and in the process of identifying candidates to serve as chairperson-elect.					
15	The board chair provides for an effective, objective board self- evaluation process and supports implementation of recommendations for improvement.					
16	The board chair seeks feedback on his or her performance as chairperson.					
Please make any additional comments about the work and/or performance of the Board Chair.						

## FORM: Annual Board President Performance Review

BOARD PRESIDENT PERFORMANCE REVIEW		LOW				HIGH
Rankings go from 1 = Low/Disagree, up to 5 = High/Agree		1	2	3	4	5
Item #	Please rate how effective you think the board president is in discharging the following responsibilities.					
1	The board president assists the board chair in guiding and directing the governance process, centering the work of the board on the organization's mission, vision and strategic direction.					
2	The board president understands the responsibilities of the board chair and has demonstrated the ability to perform those duties in the chair's absence.					
3	The board president has, in the absence of the board chair, established agendas for board and steering committee meetings, in collaboration with the full board.					
4	The board president, in the absence of the board chair, presides over board and steering committee meetings in a manner that encourages participation and information sharing while moving the board toward timely closure and prudent decision-making.					
5	The board president works in partnership with the Board to make sure board resolutions are carried out.					
6	The board president serves on the steering committee and other committees as needed.					
7	The board president serves as chair of the fundraising committee.					
8	The board president works with other committee chairpersons to align the work of committees with the organization's vision and goals.					
9	The board president assists the chair by acting as a sounding board on emerging issues and alternative courses of action.					
10	The board president assists the chair by staying up-to-date about the organization and determines when an issue needs to be brought to the attention of the full board or a committee.					
11	The board president sets a high standard for board conduct by modeling, articulating and upholding rules of conduct set out in board bylaws and policies.					
12	The board president intervenes when necessary in instances involving conflict-of-interest, confidentiality and other board policies.					
13	The board president assists the development of the board's knowledge and capabilities by encouraging continuing education for the entire board.					
14	The board president participates in the recruitment of new board members and in the process of identifying candidates to serve as board officers.					
15	The board president assists board chair in conducting new board member orientation.					
15	The board president supports an effective, objective board self- evaluation process and supports implementation of recommendations for improvement.					
16	The board president seeks feedback on his or her performance as president					
17	The board president acts as one of three board members with signatory power on the organization checking account, and is available as needed to carry out signatory performance as needed.					
Please make any additional comments about the work and/or performance of the Board President.						

## FORM: Annual Board Vice President Performance Review

BOARD VICE PRESIDENT PERFORMANCE REVIEW		LOW				HIGH
Rankings go from 1 = Low/Disagree, up to 5 = High/Agree		1	2	3	4	5
Item #	Please rate how effective you think the board vice president is in discharging the following responsibilities.					
1	The board vice president assists the board chair in guiding and directing the governance process, centering the work of the board on the organization's mission, vision and strategic direction.					
2	The board vice president understands the responsibilities of the board president and has demonstrated the ability to perform those duties in the chair's absence.					
3	The board vice president works in partnership with the Board to make sure board resolutions are carried out.					
4	The board vice president serves on the steering committee and other committees as needed.					
5	The board vice president serves as chair of the operations committee.					
6	The board vice president serves to review regular financial reports provided by the Treasurer.					
7	The board vice president works in partnership with the board treasurer, and in the event of the unavailability or absence of the board treasurer, acts as board treasurer.					
8	The board vice president works with the Information Table Captain.					
9	The board vice president manages Petty Cash in cooperation with the board treasurer and information table captain.					
10	The board vice president works with other committee chairpersons to align the work of committees with the organization's vision and goals.					
11	The board vice president assists the board by staying up-to-date about the organization and determines when an issue needs to be brought to the attention of the full board or a committee.					
12	The board vice president sets a high standard for board conduct by modeling, articulating and upholding rules of conduct set out in board bylaws and policies.					
13	The board vice president intervenes when necessary in instances involving conflict-of-interest, confidentiality and other board policies.					
14	The board vice president participates in the recruitment of new board members and in the process of identifying candidates to serve as board officers.					
15	The board vice president supports an effective, objective board self- evaluation process and supports implementation of recommendations for improvement.					
16	The board vice president seeks feedback on his or her performance as vice president					
17	The board vice president acts as one of three board members with signatory power on the organization checking account, and is available as needed to carry out signatory performance.					
Please make any additional comments about the work and/or performance of the Board Vice President.						

## FORM: Annual Board Treasurer Performance Review

BOARD TREASURER PERFORMANCE REVIEW		LOW				HIGH
Rankings go from 1 = Low/Disagree, up to 5 = High/Agree		1	2	3	4	5
Item #	Please rate how effective you think the board treasurer is in discharging the following responsibilities.					
1	The board treasurer assists the board in guiding and directing the financial process so as to center the work of the board on the organization's mission, vision and strategic direction.					
2	The board treasurer understands the responsibilities of the board vice president and has demonstrated the ability to perform those duties in the vice president's absence.					
3	The board treasurer works in partnership with the Board to make sure board resolutions are carried out and in compliance with federal and state financial rules and regulations.					
4	The board treasurer serves on the steering committee and other committees as needed.					
5	The board treasurer understands financial accounting for nonprofit organizations.					
6	The board treasurer serves as chair of the finance and insurance committee.					
7	The board treasurer works with other committee chairpersons to align the work of committees with the organization's vision and goals.					
8	The board treasurer assists the board by staying up-to-date about the organization's finances and insurance, and determines when an issue needs to be brought to the attention of the full board or a committee.					
9	The board treasurer sets a high standard for board conduct by modeling, articulating and upholding rules of conduct set out in board bylaws and policies.					
10	The board treasurer intervenes when necessary in instances involving conflict-of-interest, confidentiality and other board policies.					
11	The board treasurer assists the development of the board's knowledge and capabilities by bringing forth and sharing knowledge of financial and insurance matters to the entire board.					
12	The board treasurer participates in the recruitment of new board members and in the process of identifying candidates to serve as board officers.					
15	The board treasurer assists board chair in conducting new board member orientation to board financial and insurance matters as needed.					
16	The board treasurer supports an effective, objective board self- evaluation process and supports implementation of recommendations for improvement.					
17	The board treasurer provides provable financial reports at the direction of the Board Vice President.					
18	The board treasurer serves as the organization bookkeeper, making all deposits, writing all checks, and managing all expenses in accordance with organization policies.					
19	The board treasurer manages Petty Cash in cooperation with the Vice President and the Information Table Captain.					
19	The board treasurer maintains financial record keeping in a transparent and accurate fashion generally acceptable to normal and prudent bookkeeping processes.					
19	The board treasurer provides financial reports and budget compliance reports to the board at board quarterly meetings and annual membership meeting.					
20	The board treasurer submits a draft budget for the following year, for board consideration at the last board meeting of the prior year. (i.e., draft budget due at November meeting, for discussion and consideration by board).					
21	The board treasurer retains a financial document binder which includes financial reports, check register and checks, bank deposits and statements, ledgers, IRS Form 990.					
16	The board treasurer seeks feedback on his or her performance as treasurer.					
Please make any additional comments about the work and/or performance of the Board Treasurer.						

## FORM: Annual Board Secretary Performance Review

BOARD SECRETARY PERFORMANCE REVIEW		LOW				HIGH
Rankings go from 1 = Low/Disagree, up to 5 = High/Agree		1	2	3	4	5
Item #	Please rate how effective you think the board secretary is in discharging the following responsibilities.					
1	The board secretary assists the board in guiding and directing the financial process so as to center the work of the board on the organization's mission, vision and strategic direction.					
2	The board secretary works in partnership with the Board to make sure board resolutions are carried out.					
3	The board secretary serves on the steering committee and other committees as needed.					
4	The board secretary understands documentation and record keeping for nonprofit organizations.					
5	The board secretary serves as chair of the communications committee.					
6	The board secretary works with other committee chairpersons to align the work of committees with the organization's vision and goals.					
7	The board secretary assists the board by staying up-to-date about the organization's goals and mission, and determines when an issue needs to be brought to the attention of the full board or a committee.					
8	The board secretary sets a high standard for board conduct by modeling, articulating and upholding rules of conduct set out in board bylaws and policies.					
9	The board secretary intervenes when necessary in instances involving conflict-of-interest, confidentiality and other board policies.					
10	The board secretary participates in the recruitment of new board members and in the process of identifying candidates to serve as board officers.					
11	The board secretary assists board chair in conducting new board member orientation to board financial and insurance matters as needed.					
12	The board secretary supports an effective, objective board self- evaluation process and supports implementation of recommendations for improvement.					
13	The board secretary serves as the organization documentarian and maintains a binder which includes 501(c)3 letter of determination, articles of incorporation, bylaws, corporate resolutions, board and membership meeting agendas and minutes, policy manual, insurance records.					
14	The board secretary, in cooperation with the board chair, prepares the agendas for board and membership meetings within a minimum of 1 week prior to any scheduled meetings.					
15	The board secretary distributes draft minutes to meeting attendees within 1 week after each meeting.					
16	The board secretary, as chair of communications committee, works with the newsletter editor on the design and content of the biannual newsletter.					
17	The board secretary provides a draft newsletter to the board chair prior to release.					
18	The board secretary retains a document binder which includes ByLaws and Amendments, Articles of Incorporation, report filings: IRS990 Oregon CT-12.					
19	The board secretary seeks feedback on his or her performance as secretary.					
20	The board secretary monitors the Bylaws and Policy Manual to ensure that all review deadlines are complied with.					
Please make any additional comments about the work and/or performance of the Board Secretary.						

**FORM: Survey for New Board Members.**

**We would like to know you better.** This survey is designed as a self-assessment tool for new board members, as well as an information sharing tool so that the existing board might better acquaint themselves with the experience and interests of the new board member. It may be completed by the new board member and shared with the existing board, or may be used as a conversation guide for informal discussion.

Name \_\_\_\_\_

Occupation \_\_\_\_\_

Employer/Position \_\_\_\_\_

What areas of professional expertise and skills do you have experience in, enjoy, and are interested in participating in, in your role as a board member of CONNECT! the Boardwalks?

Expertise/Skill	Experience in years	Enjoy	Want to participate		Experience in years	Enjoy	Want to participate
Business/Corporate				Human Relations			
Education				Public Relations/Marketing			
Financial				Non-profit mgmt.			
Fundraising				Volunteer management			
Government				Leadership			
Health Services				Event management			
Presentations				Project management			
Other:							

Do you have any prior board experience?

Dates	Organization	Role	Offices held	Committees

What is the most rewarding Board experience that you have ever had, and why?

Do you have any volunteer experience?

Dates	Organization	Role	Duties



What are your hobbies or avocations? What do you do with your free time?

What is your vision for this organization?

What contributions do you hope to make to this Board?

In which of this organization's issues are you most interested?

On what committees would you most like to serve?

What is your preferred working style?

Do you enjoy working with others, or do you prefer to work alone?

What can this Board of Directors do to help you serve in the most rewarding way possible?

# GENERAL POLICY APPENDIX

## FORM: Discrimination/Harassment Reporting

Connect! The Boardwalks is committed to helping to stop all discriminatory, harassing, and intimidating behaviors from our community. All members and volunteers are asked to report incidents involving such behaviors. Volunteers or members who have witnessed or have reliable information that a person has been subject to harassment, intimidation or discrimination are encouraged to report the incident to a Connect! the Boardwalks board member as soon as possible. Reports may also be made by submitting the form below. All submissions will be reviewed thoroughly.

Note: Anyone who files a report/claim which he/she knows to be false will be held responsible and may be reported to an appropriate law enforcement agency.

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Date of Report \_\_\_\_\_

Date of Incident \_\_\_\_\_

Location of Incident:

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Briefly describe the incident (include the names of those directly involved, and any witnesses)

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What was your involvement in the incident?

Please check one:	
1. I was directly involved in the incident.	<input type="checkbox"/>
2. I observed the incident	<input type="checkbox"/>
3. I heard about the incident	<input type="checkbox"/>

If you checked #3 above, from whom did you hear about the incident? -

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To your knowledge has this happened before? If so, please describe.

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To your knowledge has any intervention been made? If so, please describe.

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So that we may contact you should we need further information, please provide the following:

Name \_\_\_\_\_  
Phone # \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature)

# FORM: Sexual Harassment Complaint

## Sexual Harassment Complaint

<b>First Name</b>			
<b>Last Name</b>		<b>Title</b>	
<b>Age</b>		<b>Sex</b>	

<b>Date of Incident</b>		<b>Time of Incident</b>	
<b>Person(s) you allege committed the sexual harassment:</b>			
<b>Name</b>		<b>Position/Title</b>	

<b>Please describe the incident in detail, including your reaction to incident:</b>

<b>Person(s) who witnessed the incident, if any:</b>	

I understand that this matter will need to be investigated, but that all the information will be kept confidential to the extent that it is possible.

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Complainant's Signature**

\_\_\_\_\_ **Date**

\_\_\_\_\_ **Witness Signature**

# FORM: Volunteer Participation Record

## CONNECT! the Boardwalks Volunteer Release & Participation Form

Mail to: Connect! The Boardwalks  
PO Box 162, North Bend, Oregon 97459

Name: \_\_\_\_\_

I am: \_\_\_\_\_ 18 or older \_\_\_\_\_ under 18

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Email: \_\_\_\_\_ Phone: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

### Emergency Contact Information (must be provided)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you have any health issues or physical limitations that we should be aware of? **\*\*\*Most volunteer opportunities, for CONNECT! the Boardwalks, involve standing and moving and could involve some lifting. There are some volunteer opportunities that involve sitting, such as the Information Table.**

I wish to volunteer for Connect! the Boardwalks. I understand that the nature of volunteer activities that I may perform in my capacity as a volunteer may involve physical activity, contact with unidentified or unfamiliar persons, or other potential risk of bodily injury or damage to property. Knowing this, I hereby assume full and complete responsibility for any personal injury and/or property damage that I may sustain or cause during my participation as a volunteer. In addition, I hereby release, hold harmless & covenant not to file suit against CONNECT! the Boardwalks, volunteers, partners, agents, sponsors, board members and successors from any and all loss, liability or claims I may have arising out of my service as a volunteer. I also understand that as a volunteer, I may become privy to confidential information about CONNECT! the Boardwalks. I agree to maintain the confidentiality of any information marked "confidential" as well as any information about CONNECT! the Boardwalks' internal procedures, business operations, personnel information and the like that is not otherwise publicly disclosed by CONNECT! the Boardwalks. I will not use any confidential information in any manner that would be detrimental to CONNECT! the Boardwalks, and I will avoid any actions that might impair the reputation of CONNECT! the Boardwalks.

Printed name of volunteer: \_\_\_\_\_

Volunteer's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's or guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Must be signed by parent/guardian if volunteer is under age 18)

Guardian's name (please print) \_\_\_\_\_

Phone: day: \_\_\_\_\_ eve: \_\_\_\_\_ e-mail: \_\_\_\_\_

**Please Keep track of your hours of participation!** Occasionally a funder will request a record of volunteer hours on grant applications.

# FINANCIAL POLICIES APPENDIX

## Daily Petty Cash Form

<b>Event:</b>		<b>Date:</b>	
Opening Cash Balance:			\$
Income			
	Item		
	Raffle Tickets (Price per ticket = \$ )	#	\$
	T-Shirts:		
	Old Style on Sale (\$ /ea)	#	\$
	New Short sleeved (\$ /ea)	#	\$
	New Long sleeved (\$ /ea)	#	\$
	Other items:		
	MEMBERSHIPS (complete membership form)		
	Individual (\$15/ea)	#	\$
	Family (\$25/ea)	#	\$
	Business (\$100/ea)	#	\$
	DONATIONS	#	\$

Income to Petty Cash is to be submitted to the Treasurer or other Board Member as soon as possible, but not later than the Friday, following the close of the event. This form shall accompany submitted monies.

Membership forms and donor receipts are to be submitted to the Board Chair or other Board Member as soon as possible, but not later than the Friday, following the close of the event.

## POLICIY REVIEW SCHEDULE

### CONNECT! the Boardwalks

January 12, 2017

#	POLICY	DATE POLICY COMPLETED	DATE REVIEWED	REVIEW FREQ.	DATE OF SCHEDULED REVIEW	PROFESSIONAL REVIEW
<b>1.0</b>	<b>GOVERNING POLICIES</b>	01/12/2017		3y	01/12/2020	Jim Hough, CPA 1/18/17
1.4	Organizational Chart	08/27/2015		1y	01/19/2017	
1.5	Steering Committee	10/15/2015		1y	02/23/2017	
1.10	Board Orientation	01/12/2017		1y	01/12/2018	
<b>2.0</b>	<b>GENERAL POLICIES</b>	01/12/2017		3y	01/12/2020	
2.9	Presentations	01/12/2017		1y	01/12/2018	
<b>3.0</b>	<b>RECORDS AND REPORTS</b>	01/12/2017		3y	01/12/2020	Jim Hough, CPA 1/18/17
<b>4.0</b>	<b>FINANCIAL POLICIES</b>	01/12/2017		2y	01/12/2019	Jim Hough, CPA 1/18/17
<b>5.0</b>	<b>TECHNOLOGY</b>	01/12/2017		3y	01/12/2020	