

WFFC OPERATING PROCEDURE

Number 101

Revision Number: G

Date: Feb 24, 2013

SUBJECT: Originating & Maintaining Club Operating Procedures

Dick Stearns
ORIGINATOR

RESPONSIBLE OFFICE: President

APPROVAL (Resp. Officer)

AFFECTED OFFICES: Secretary

APPROVAL (President)

REFERENCE: ¹WFFC Operating Procedure Manual

I. PURPOSE:

This procedure establishes guidelines for writing and review of WFFC operating procedures.

II. SCOPE:

This procedure applies to all official WFFC media which may be written, published and distributed to Club officers and committee chairs to expedite communications and to document Club policy.

III. REQUIREMENTS:

A. Background: Throughout the Club's history, attempts have been made to establish written procedures or white papers to aid in the continuity of Club policy and operations. For various reasons, these documents were neither formally approved nor maintained in any consistent manner. While the value of documented procedures is obvious, a need exists for consistency and periodic review. This procedure addresses that need by establishing a format for authors of subsequent procedures, and sets forth approval and review procedures in order that they can be maintained and updated as Club policy dictates.

B. Organization and Format: Operating procedures will be numbered and organized per this reference procedure. The general format and organization of this procedure will be used as guidance in their preparation.

C. Review and Approval: Proposed Operating Procedures, as well as any proposed revisions to existing operating procedures, will be submitted in draft form to the WFFC Board of Trustees for review. During the review process, particular attention will be given to eliminate potential conflicts with the constitution and Bylaws. Approval of marked-up drafts will be made by a 2/3rd vote of the Board of Trustees, after which official copies bearing the signature of the President and any Trustee will be distributed to affected officers and chairmen. Changes to approved Operating Procedures will be implemented in the same manner as originals.

IV. RESPONSIBILITIES

A. Authors of Procedures: WFFC officers, committee chairmen or members in good standing tasked with writing procedures shall follow the format of this procedure and shall submit them in draft form to the WFFC Board of Trustees. I think Board of Directors is the correct name for our managing board consisting of elected officers and trustees. Or, just use the word "Board" when referring to this body.)

B. WFFC President: The President shall schedule a regular Board meeting for the review and approval of procedures in accordance with the procedures review described herein and as may be discussed elsewhere in the Operating Procedures.

C WFFC Past President: The Past President shall organize and coordinate an annual review of the procedures by the WFFC Trustees. This review shall be made in the fourth quarter of the year and shall be completed in time for newly installed officers, Trustees and committee chairs to receive updated copies at the January Board meeting.

D. WFFC Trustees: The Trustees shall perform an annual review of all operating procedures relative to Club policy and the constitution for the purpose of recommending additions, changes and deletions to the Board of Trustees.

E. WFFC Secretary: The Secretary shall publish and maintain the master official copy of the Operating Procedures, and shall ensure that all affected officers and committee chairmen have current copies at the beginning of each year.

WFFC Operating Procedure Number 101 Cont.

²When it becomes appropriate for an operating procedure to be updated, the 1st step is to access the current version of the operating procedure with Microsoft Word. This is done by loading MS Word, clicking **File/Open**, and entering a File name of <http://www.wffc.com/opdocs/>, and clicking the Open button. When a menu appears displaying links to all operating procedures, simply click the procedure you want to update. Once the operating procedure displays is MS Word, click **Tools/Track Changes/Highlight Changes**. This causes the operating procedure to be viewed in markup mode, which means deleted text displays as being crossed out, and inserted text displays underlined in red. Then, save the operating procedure to your computer's hard drive, as the server copy is read only.

Once all updates to the procedure have been successfully entered, email the updated word document (as an attachment) to both president@wffc.com and secretary@wffc.com. The president will send out the procedure with the board meeting agenda, so board members can peruse it prior to the board meeting, saving much time.

Following board approval, the Secretary will record the date of board approval in the operating procedure, and accept the changes by clicking **Tools/Accept or Reject Changes/Accept**. The Secretary then sends the approved operating procedure to the Webmaster, so it can be posted in the member area of the website, where club members will have convenient access to it.

¹ Corrected Reference

² Procedure defined by Roger Rohrbeck (Webmaster) & Ron Tschetter (Secretary), 12/31/2011

³ Updated to reflect Bylaws change which removed male membership restriction. R. Rohrbeck 2/24/2013