

WFFC OPERATING PROCEDURE

Number 105

Revision Number: D

Date: Nov. 16, 2005

SUBJECT: Trustee's Responsibilities and Duties

Dick Thompson
ORIGINATOR

RESPONSIBLE OFFICE: President

APPROVAL (Resp. Officer)

AFFECTED OFFICES: All Others

APPROVAL (President)

REFERENCES: ¹A. WFFC Bylaws, Article V, Section 1
 B. WFFC Operations Procedure 101. IV. C & D

I. PURPOSE:

This procedure provides guidance for the WFFC elected Trustees and the Immediate Past President in performing their duties

II. SCOPE

This procedure applies to the functions and activities of the WFFC elected Trustees and the Immediate Past President on the Board of Trustees.

III. REQUIREMENTS:

A. Background: It is recommended that nominees for the role of Trustee should have been active members of not less than 10 years, and have had some previous officer responsibilities such that they have a full and complete "understanding" of policies and procedures and traditions of what the Club has been and should be. Obviously, the Immediate Past-President has satisfied these background requirements and further references to the duties of the Trustees will include the role of the Immediate Past-President. Trustees should be members who can attend Board meetings and participate in all discussions referring to Club policies and activities. Since a Trustee's term of office covers three years, the Nominating Committee should explain fully to potential Trustee nominees what is expected of an elected Trustee. In general the role of the Trustee is to oversee Club policies, operations and activities and to provide guidance on such issues to other members of the Board.

IV. RESPONSIBILITIES:

A. Attend all Board meetings.

B. Participate in Board discussions, consideration and decision-making, with the purpose of advising on Club policies, as written in the Bylaws, but also on issues that may not be explicitly stated in the Bylaws, but are part of the Club's unwritten policies and traditions.

C. The Past President shall perform an annual review of Club operations and procedures, per reference B), applying the intent of the Bylaws and unwritten policies and traditions for the purpose of recommending additions, changes or deletion to the Board of Trustees. From Operations Procedure 101.IV.C., “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 chairmen to receive updated copies at the January Board meeting.”

The Past President shall submit, to the officers, trustees, and committee chairmen for their review, those Operating Procedures applicable to their respective role and responsibilities to obtain their collective comments and revision to the Operating Procedures. If there are none or only minor revisions or changes to the Operating Procedure(s), with ‘minor’ constituting spelling, structure, or grammatical corrections, the changes may be instituted without Board approval. However, if there are more major modifications, such as procedural revisions or additions, suggested to the Operating Procedure(s), the Past President will review said revisions or additions with the Board and gain the Board’s approval. Said approvals will be conducted in a manner timely to allow issuance of the corrected Procedures prior to distributing copies to the newly installed Board.

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