

Samples of procedures I think we need to have documented. These will help provide continuity as Board members change/leave. This is **NOT** meant to be a complete list, just a starting point. I'm sure there are similar types of lists/procedures for the other positions so please add yours. Thanks, Cathy

Fundraising

1. List of vendors and contact names who have donated items in the past.
2. List of past donations
3. Post on Staff To Do List:
 - a. Add banner
 - b. Add progress gauge (I can't think of the right word)
4. Post thread about fundraiser.

Picnic

1. Pick the date – may need to be done after or with #5
2. Post to Board? Staff? Everybody for suggestion re: locations?
3. Decide on available locations
4. Verify permission for wood run
5. Select location
6. Get commitment for caterer
7. Request staff assist in getting donations
8. Review list of vendors/contacts from previous picnics
9. Review list of special invitees, if any.
10. Get event added to the calendar.
11. Post thread announcing picnic.
12. Closer to actual date repost and encourage folks to bring deserts and remind about the facility (including whether or not folks can bring dogs unless we just want to carry that forward without further discussion).
13. Start list of items needed from members – table cloths, napkins....
- 14.

Treasurer

1. Transfer signature authorization cards at bank.
2. Outgoing Treasurer contacts sites to change password to new Treasurer.
3. Obtain software (currently Quickbooks) form ????
4. Establish folders with titles supplied by previous Treasurer.
5. Verify business, contact and payment method for businesses we pay.
6. Issue receipt for payments received.
7. Review bank statements to be sure nothing weird sneaks in.
8. Issue re-imbursement for staff expenses as appropriate.
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