

<b>SUBJECT: Board of Directors</b>		Standard Operating Procedure #3
Date: May 2011	<b>PREPARED BY:</b>	Allen Foundation Series
Page 1		<b>APPROVED BY:</b> John Doe Manager

## PROCEDURE

### Monthly

The meetings of the Memorial Foundation Board of Directors are usually held at 12 p.m. on the third Wednesday of each odd month in the Allen Hospital Board Room.

1. One week before the meeting:
  - a. Fill out a "Special Function Request" form (found in the left lateral file drawer under Special Function Request forms) and send a copy to the dietary.
2. Wednesday before the meeting: Give John a draft of the Board agenda. (Found in Word: Board Meetings)
3. Friday before the meeting:
  - a. Send out the board packet. John and Jane receive financial information (supplied by Jane in finance). Include a report from dir. of dev., VP of inst. adv., dev. asst., college chancellor, Planned Giving Committee, pres/CEO of hosp., financials, minutes.
  - b. Put originals in the Foundation book.
4. Day before the meeting:
  - a. Call each Board member to see if he/she will be attending.
  - b. Call dietary by 8:30 a.m. the day of the meeting with the exact number of attendees so they can plan the lunch (include those Board members who plan to attend, John, Joe and yourself, as well as any guests).
  - c. You are to eat with the Board and take minutes at the meeting, which follows.
5. Following the meeting:
  - a. Type the minutes and have the staff review them.
  - b. Have the secretary/treasurer sign the minutes at the next meeting.
  - c. Make copies for all Board members to send out in the packet.
  - d. Put the original minutes in the Foundation notebook.

# Elr Procedures Manual Template

**California. Department of Industrial  
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Enforcement**

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**Organization Development** Gary McLean, 2005-12-02 Designed for use in undergraduate and graduate programs in organization development management human resource development and industrial and organizational psychology Organization Development provides readers with an overview of the field and acquaints them with the basic principles practices values and skills of OD Covering every aspect of the work of an OD professional and featuring numerous illustrative case studies it shows how OD professionals actually get work and what the first steps in any OD effort should be Author Gary McLean surveys different ways to assess an organizational situation including a comparison of the Action Research and Appreciative Inquiry models and provides forms for devising an action plan based on that assessment He then looks at how to choose and implement a range of interventions at different levels as well as how to evaluate the results of an intervention Organization Development goes beyond the organizational level to look at the application of OD on community national regional and global levels And it successfully combines theory and practice process and outcomes performance and affective results effectiveness and efficiency *Environmental Law Reporter*, 1977 *Public Welfare, Parts 1 to 199* U S Office of the Federal Register, 2013-01-14 Operations and Procedures Manual California. Department of Industrial Relations. Division of Labor Standards Enforcement, 1978\* **Procedures Manual** Haverhill Public Library. Technical Services Division, 1979 **Policies and Procedures Manual** Australia, *Operational Policy and Procedures Manual* National Registry of Emergency Medical Technicians (U.S.), 1980 **Procedures Manual** Michigan. Department of Agriculture, 1964 *Procedures Manual* United States. Department of State. Library, 1966 *Standard Operating Procedures Manual* Dallas (Tex.). Department of Code Compliance, 2006 **Standards and Procedures Manual for Rule-making**, 2009

**Employer Procedures Manual** Teachers' Retirement System of Louisiana, 1996 *Policies and Procedures Manual* University of Maine. Dept. of Environmental Health and Safety, 1997 **The Policies and Procedures Manual** Horry-Georgetown Technical College, 1999 **Operation Procedures Manual** Colorado Springs Fine Arts Center, 1991 General Procedures Manual, University of Colorado-Boulder Campus University of Colorado Boulder, 1981 **EML Procedures Manual** Herbert Lee Volchok, 1972 Standard Operating Procedures Manual Alaska. Department of Education. Division of Management, Law and Finance, 1978 Operations and Procedures Manual: pt. 1. Section 10.01-Section 10.35 California. Department of Industrial Relations. Division of Labor Standards Enforcement, 1989 Policies & Procedures Manual Colorado State University. Libraries, 1993

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