

POLICIES AND PROCEDURES

of the Affairs of
The Breakfast Club of Saskatoon Inc.
Revised September 1, 2004

Board

- The role of the Board is to assess the needs of the organization as a whole and to provide leadership, direction and programming to ensure members' needs are met according to the 7:22 Bylaws as set forth by its members and Business Guidelines as agreed upon by the Board of Directors.
- Board members are 7:22 members in good standing.
- Attend 80% of all Board meetings plus attend 80% of all Club meetings and functions.
- The Board meets as needed.
- Provide responsible leadership and be effective in a team environment.
- Act as advisors to incoming board Members.
- Keep accurate records and information for current and incoming Board Members.
- Member specific needs and personal beliefs are unique to each member and fulfilled individually through networking and are not considered a part of the business of the 7:22 Breakfast Club.
- All Board Members are voting members except as outlined in the Corporation Bylaws Paragraph 40.

President

- Chair Board of Directors Meetings.
- Promote networking in the Club.
- Provide leadership and direction to the Club and the Board to ensure that the business needs and objectives of the club are met according to the Bylaws.
- Plan and facilitate all Board meetings.
- Takes corrective action as required and agreed upon by the Board.
- Budget and financial responsibility.
- After elections and upon determination of new executive positions change signing authorities at the bank.
- Notify Newsletter Director, on a timely basis, of any information necessary for presentation to Membership.
- A 7:22 Member for at least two (2) years and served on the executive at least one (1) year.

Vice President

- Aid the president in running of the 7:22 Breakfast Club.
- Act on behalf of the President in his/her absence.
- Develop and facilitate networking exercises.
- Assist with Board and 7:22 correspondence as required.
- Responsibility for all Club publicity and advertising including working cooperatively with other Board Members to promote 7:22 functions and special events in order to ensure a correct image of the Club is portrayed and all advertising is within budget.
- Maintain the 7:22 Breakfast Club procedures manual.

- Budget and financial responsibility.
- Executive Board reports and input.
- Notify Newsletter Director, on a timely basis, of any information necessary for presentation to Membership.

Secretary

- Coordinate speakers for breakfast, Christmas lunch and any other social events.
- Review presentation guidelines with speakers.
- Arrange for gift to be presented to outside speakers.
- Notify Newsletter Director and the Vice President who will be speaking at next meeting, and the company they represent
- Budget and financial responsibility.
- Executive Board reports and input.
- Access to a computer and fax is helpful.
- Maintain Minute Book and distribution of minutes.
- Record, maintain and distribute minutes of the Board Meetings, the Elections Meeting, the AGM and record Directors attendance at each Board Meeting.
- Archive a copy of the Newsletter for each Breakfast Meeting.

Treasurer

- Oversee the collection of all dues and fees for 7:22 events.
- Arrange for receipt of admission fees to all 7:22 events.
- Bank deposits as needed.
- Prepare cheques for payment of invoices.
- Prepare quarterly GST report for payment or credit.
- Responsible for auditing of all invoices for accuracy prior to payment.
- Bank reconciliation
- Collect “Pot of Gold” and “Fines” at each meeting or arrange alternate in your absence.
- Prepare membership invoices and distribute by last meeting of November and last meeting of May.
- Upon assuming the duties as treasurer change the following contacts:
- Hotel, GST, Non-Profit Corporation.
- Ensure 7:22 committees prepare and adhere to budgets and audit all financial reports to ensure accuracy.
- Report to the Board regularly regarding the financial affairs of the Club.
- Notify Newsletter Director, on a timely basis, of any information necessary for presentation to the Membership.
- On or before January 31 the Treasurer will present the Board of Directors with a financial statement for the previous year and a budget for the current year upon approval the Financial Statements will be presented to the membership at the Annual General Meeting for ratification by a general vote. Statements are then to be submitted to Corporations Branch.

Membership Director

- Greet members at each meeting and distribute name tags. Register each guest.
- Accept prospective member applications and present to members for any objections.
- Maintain current membership list at all times and distribute to membership.
- Maintain and monitor attendance sheet. Notify Board of any attendance issues.
- Record reasons for absent representatives.
- Collect money for guests and “Pot of Gold”. Name draw for “Pot of Gold”.
- Contact with the Treasurer and Vice President regarding new members.
- Order name tag for new member.
- Budget and financial responsibility.
- Executive Board reports and input.
- Notify Newsletter Director, on a timely basis, of any information necessary for presentation to Membership.
- Notify President and Newsletter Director if a member has missed two (2) meetings in a row without just cause
- Phone new members to ensure they are getting the most of the Club. (Develop questions for Board review).

Assistant Membership Director (works with Membership Director)

- Facilitate and provide direction to new members and membership inquires.
- Preparation, distribution and explanation of New Member Kits.
- Coordinate profile photo sessions.
- Coordinate the solicitation and collection of member profiles.
- Editing and proof reading of profiles prior to production.
- Budget and financial responsibility.
- Executive Board reports and input.

Newsletter

- Forward copy of newsletter on a bi-monthly basis for publication on the website.
- Collection and editing of editorial content.
- Compatible PC/software is imperative.
- Budget and financial responsibility.
- Executive Board reports and input.
- Collect and publish tips and leads sheets at the end of the meeting.

Website Master

- Responsible for updating and maintaining website.
- Responsible for coordinating with Newsletter Director.

Social Director

- Plan, coordinate, facilitate and arrange venues for 7:22 social events.
- Door prize solicitation for social events.
- Event promotion in association with the Vice-President.
- Ticket sales and collection and receipt of payments.
- After each event, money should be submitted with proper documentation and delivered to the Treasurer on a timely basis.
- Budget and financial responsibility.
- Executive Board reports and input.
- Notify Newsletter Director, on a timely basis, of any information necessary for presentation to Membership.

Past President

- Act as advisor to President.
- Assist President as required.
- Chair Nominating committee and run and scrutinize elections.
- Executive Board reports and input.
- Notify Club of AGM and report to members the elected positions.
- Responsible for tallying votes when necessary.

Non Voting

Sergeant at Arms

- To fine members at meetings for breach of proper etiquette.
- Always to do such in good taste and with reasonable judgment.
- Fines to a maximum of One Dollar (\$1.00) per time.

Social Assistant Director

- Will assist with planning, coordinating and facilitating social events.

Golf Coordinators

- Organize two (2) golf tournaments.