

Items to be Approved

9/28/2020

(These items MUST be recorded in the minutes of the appropriate meeting - include name of maker of motion, wording and result)

	Executive Board	Association	President	Committee	Timeline
PROGRAMS/ACTIVITIES/FUNDRAISERS					
Programs/ Activities/ Fundraisers	Approve & Recommend Program to Association. Approve Committee Program Plan of Action.	Approve Program/Activity	Participate in committees ex-officio. Assists/guides	Recommend plan of action including budget to Board. Carry out work approved. Report to Board.	Spring and/or First Meeting of year
Committees & Chairs	Ratify Chairs/Committees. Appoint Audit Committee & Bank Reconciliation Reviewer	Ratify appointments of audit committee & Bank Rec Reviewer	Appoint Chairs/ Committees		Spring or First Meeting; As needed
Contracts	Approve & Recommend approval of contract to Assoc.	Approve contracts for programs	Sign contract w/another officer, include titles to avoid liability		Prior to signing, As needed
FINANCIAL					
Budget	Approve & recommend to Association	Approve Budget	Appoint committee, Serves ex-officio	Chaired by Treasurer, Prepares budget	Spring meeting AND First meeting of year
	Approve & recommend revisions to budget	Approve revisions to budget	Ensure current budget is approved by Association	Review/recommend changes to budget	As needed
Release funds	Recommend release of funds	Releases funds for programs	Ensure funds are released		Prior to expenditures
Expenditures	Authorize payments. Approve bills to be paid. Ratify checks.	Authorize payments and/or Ratify checks. "Approve pay bills until next meeting."	Sign checks w/treasurer & payment authorizations w/secretary		Each Meeting
Audit	Approve Audit	Adopt Audits (July-Dec and Jan-June)		Audit Committee reviews. Auditor presents audit.	Mid-Year, Beg of year
Financial Reports	Review & Receive	Review & Receive	No Motion Needed "Any Questions? The report will be filed for Audit"	Treasurer & Financial Secretary prepare & present reports for each meeting	Each Meeting
ADMINISTRATIVE					
Minutes	Review, Correct & Approve minutes of Board	Review, Correct & Approve minutes of Association	No Motion Needed "Any Corrections? The minutes are approved as presented/corrected."	President can appoint committee to review minutes	Each Meeting
Bylaws	Approve any changes to bylaws prior to sending to council	Adopt Bylaws after approved by CAPTA	Appoint bylaws committee; serve ex-officio; Give 30 day notice of meeting & post changes; sign adopted bylaws w/secretary	Bylaws committee chaired by Parliamentarian recommends changes to Board; return signed copy to Council Parliamentarian	At least every 5 years, or as needed
REPRESENTATION					
Nominating Committee	Parliamentarian to convene nominating committee	Elect Nominating Committee	DOES NOT serve ex-officio	Prepares a slate of officers; Post slate 28 days prior to election	At least 60 days prior to election meeting
Elected Officers	Elect officers to fill any vacancies after election	Elect Officers at Annual Election meeting	Give 30 day notice of mtg. Ensure slate is posted 28 days prior		Check bylaws for election month
Council Delegs.		Appoint/elect Council delegates	Give names to Council Parliam.		September
Conv. Delegs.	Consider candidates	Elect addl.Convention delegates	President-elect is delegate		Prior to May