

Policy & Procedure Manual

INTRODUCTION

The purpose of this manual is to provide a record of policy decisions and to serve as a guide when conducting chapter business. Policies and procedures are written as needed and reviewed annually by the Executive Board.

Policies are boundaries for organizational and managerial action. They establish objectives, guidelines and regulations. They may be very broad, basic policies allowing for flexibility as well as more specific operational policies with less flexibility.

Procedures give ways by which policies are to be achieved. A statement of procedures provides instructions and step-by-step explanations of how to carry out a policy.

Sources of information for the P & P Manual include MAC Bylaws, the Strategic Plan, previous editions of the Manual and minutes of Executive Board meetings. An outline format should be followed whenever possible. Adoption/revision dates are mandatory and should be noted at the end of each section.

The P & P Manual is divided into three major sections with the following information:

- I. General Policies and Procedures
- II. Guidelines for the Executive Board (Chair, Immediate Past Chair, Chair-Elect, Secretary, Treasurer, Chapter Council Representative and Alternate, Archivist, and Chapter Benchmarking Liaison)
 - A. General Guidelines
 1. Eligibility and membership
 2. General duties
 - B. Specific entries for each office
 1. Charge and term of office
 2. MLA responsibilities
 3. MAC responsibilities
- III. Guidelines for Committees, Liaisons, and Others (Honors and Awards Committee, Membership and Recruitment Committee, Nominating Committee, Professional Development Committee, Annual Meeting Committee, Communications Committee, MAC Messages, and Strategic Planning Committee)
 - A. General Guidelines
 1. Eligibility requirements
 2. General duties of committee chairs
 - B. Specific entries for each committee
 1. Charge to the committee
 2. Committee membership
 3. Specific committee policies and procedures
 4. Samples of letters, forms, ballots, etc.