

# *Handcrafted Soap Makers Guild, Inc*

## Organizational Policy

December 13, 2007

### **Annual Strategy Meeting**

Each year the Board of Directors shall hold an Annual Strategy Meeting after the annual elections and before the start of the next term of office (which starts July 1st). All current and incoming Board members are required to attend. Outgoing Board members shall attend at the discretion of the President and/or Board of Directors and only if necessary to ensure the continuity and smooth turnover of their activities

### **Goals**

The goals of the Annual Strategy Meeting are:

1. Ensure all Board Members are trained on and oriented to the laws, rules, guidelines, policy and operating basis that guide the Board of Directors in the execution of their duties.
2. To ensure a smooth turnover between outgoing board members and incoming board members, particularly when committee chairmanships change.
3. To complete an annual budget for the next fiscal year.
4. To develop strategies and plans for the upcoming year to fulfill the mission statement of the HSMG

### **Budget**

The Treasurer and Finance Committee shall provide all Strategy Meeting attendees with a skeleton budget and financial information at least two weeks before the strategy meeting.

A final budget will be completed and approved by the end of the strategy meeting.

### **Training**

Each Annual Strategy Meeting shall include training of all current and incoming Board Members to ensure that they are familiar with trade association guidelines, Roberts Rules, HSMG bylaws and existing policy. The President shall ensure that incoming board members are sufficiently oriented to the mission statement, history, issues and operations of the HSMG and the board of Directors and that they receive any necessary training to ensure they get a productive start to their terms.

Said training may be provided by the President, Policies Procedures and Bylaws Chair, a Parliamentarian and/or another consultant as deemed appropriate by the President and approved by the Board of Directors.

Approved by  
Board of Directors  
December 13, 2007