



Handcrafted Soap Makers Guild, Inc.

ORGANIZATIONAL POLICY

Teleconferences

June 30, 2009

Since the HSMG Board of Directors and volunteers are located in many locations, Board, Executive Committee and Committee meetings by teleconference are essential.

Teleconferencing Service

The HSMG shall retain a teleconferencing service to be utilized for teleconference meetings. The responsibility for finding, retaining and maintaining the teleconferencing service shall be the responsibility of the Treasurer.

The Treasurer shall use a teleconference service that provides the services and options needed for the HSMG. The service must provide toll-free 800 number service at a reasonable rate. The Treasurer must ensure that unique identifying numbers are available, and assign those to the different committees so that usage can be correctly tracked.

Board of Directors / Executive Committee Meetings

The Board of Directors and Executive Committee are authorized to use the teleconference services for scheduled meetings. After each Board or Executive Committee Meeting the Secretary must send a report to the Executive Committee with the number of minutes of the meeting (number of participants x number of minutes) so the funds can be allocated for the teleconference fees.

Committee Meetings

In order to maintain control over expenditures, Committees are not authorized to use the teleconference service without prior approval.

To request approval for a teleconference meeting, the Committee Chair should submit a request to the Executive Committee. The request should include a brief summary of why the meeting is needed and a cap amount to be spent on the teleconference, based on the number of participants and the estimated number of minutes (see *Completed Staff Work* policy).

If the request is approved, the Executive Committee will set aside funds for the teleconference meeting and let the Committee Chair know. **It is the responsibility of the Committee Chair to ensure that the meeting does not go over time and over cost.**

Oversight

It is the responsibility of the Executive Committee, with information from the Treasurer and Bookkeeper as needed, to keep tabs on the use of the teleconference service and ensure that its use does not become an unplanned drain on HSMG finances.

Written by Marie Gale

Approved June 30, 2009 by the
Board of Directors

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