

ORGANIZATIONAL POLICY

June 30, 2009 (v3)

TELECONFERENCES



Since the HSCG Board of Directors and volunteers are located in many locations, the ability of the Board, Executive Committee and Committees to meet by teleconference is essential to the smooth operation of the organization.

TELECONFERENCING SERVICE

The HSCG 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 Office Manager.

The Office Manager shall select a teleconference service that provides the services and options needed for the HSCG. The service must provide toll-free 800 number service at a reasonable rate.

BOARD OF DIRECTORS / EXECUTIVE COMMITTEE MEETINGS

The Board of Directors and Executive Committee are authorized to use the teleconference services for scheduled meetings.

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 Office Manager. 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 HSCG Policy *Completed Staff Work*).

It is the responsibility of the Committee Chair to ensure that the meeting does not go over time and over budget.

Approved June 30, 2009
by the Board of Directors

History:

June 30, 2009	(v1) Original publication date
Oct 7, 2013	(v2) Revised to incorporate name change, and to clarify who is authorized to use teleconferencing for meetings.
May 4, 2018	(v3) Assigns responsibility for teleconferencing services to the Office Manager. Reformat.

