

SUBJECT: Board of Directors		Standard Operating Procedure #3
Date: May 2011	PREPARED BY:	Allen Foundation Series
Page 1		APPROVED BY: John Doe Manager

PROCEDURE

Monthly

The meetings of the Memorial Foundation Board of Directors are usually held at 12 p.m. on the third Wednesday of each odd month in the Allen Hospital Board Room.

1. One week before the meeting:
 - a. Fill out a "Special Function Request" form (found in the left lateral file drawer under Special Function Request forms) and send a copy to the dietary.
2. Wednesday before the meeting: Give John a draft of the Board agenda. (Found in Word: Board Meetings)
3. Friday before the meeting:
 - a. Send out the board packet. John and Jane receive financial information (supplied by Jane in finance). Include a report from dir. of dev., VP of inst. adv., dev. asst., college chancellor, Planned Giving Committee, pres/CEO of hosp., financials, minutes.
 - b. Put originals in the Foundation book.
4. Day before the meeting:
 - a. Call each Board member to see if he/she will be attending.
 - b. Call dietary by 8:30 a.m. the day of the meeting with the exact number of attendees so they can plan the lunch (include those Board members who plan to attend, John, Joe and yourself, as well as any guests).
 - c. You are to eat with the Board and take minutes at the meeting, which follows.
5. Following the meeting:
 - a. Type the minutes and have the staff review them.
 - b. Have the secretary/treasurer sign the minutes at the next meeting.
 - c. Make copies for all Board members to send out in the packet.
 - d. Put the original minutes in the Foundation notebook.

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Yan Bai



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Table of Contents Elr Procedures Manual Template

1. Understanding the eBook Elr Procedures Manual Template
 - The Rise of Digital Reading Elr Procedures Manual Template
 - Advantages of eBooks Over Traditional Books
2. Identifying Elr Procedures Manual Template
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Elr Procedures Manual Template
 - User-Friendly Interface
4. Exploring eBook Recommendations from Elr Procedures Manual Template

- Personalized Recommendations
- Elr Procedures Manual Template User Reviews and Ratings
- Elr Procedures Manual Template and Bestseller Lists
- 5. Accessing Elr Procedures Manual Template Free and Paid eBooks
 - Elr Procedures Manual Template Public Domain eBooks
 - Elr Procedures Manual Template eBook Subscription Services
 - Elr Procedures Manual Template Budget-Friendly Options
- 6. Navigating Elr Procedures Manual Template eBook Formats
 - ePub, PDF, MOBI, and More
 - Elr Procedures Manual Template Compatibility with Devices
 - Elr Procedures Manual Template Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Elr Procedures Manual Template
 - Highlighting and Note-Taking Elr Procedures Manual Template
 - Interactive Elements Elr Procedures Manual Template
- 8. Staying Engaged with Elr Procedures Manual Template
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Elr Procedures Manual Template
- 9. Balancing eBooks and Physical Books Elr Procedures Manual Template
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Elr Procedures Manual Template
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Elr Procedures Manual Template
 - Setting Reading Goals Elr Procedures Manual Template
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Elr Procedures Manual Template

- Fact-Checking eBook Content of Elr Procedures Manual Template
- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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