

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.

Elr Procedures Manual Template

**National Registry of Emergency
Medical Technicians (U.S.)**



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Organization Development Gary McLean, 2005-12-02 Designed for use in undergraduate and graduate programs in organization development management human resource development and industrial and organizational psychology Organization Development provides readers with an overview of the field and acquaints them with the basic principles practices values and skills of OD Covering every aspect of the work of an OD professional and featuring numerous illustrative case studies it shows how OD professionals actually get work and what the first steps in any OD effort should be Author Gary McLean surveys different ways to assess an organizational situation including a comparison of the Action Research and Appreciative Inquiry models and provides forms for devising an action plan based on that assessment He then looks at how to choose and implement a range of interventions at different levels as well as how to evaluate the results of an intervention Organization Development goes beyond the organizational level to look at the application of OD on community national regional and global levels And it successfully combines theory and practice process and outcomes performance and affective results effectiveness and efficiency

Environmental Law Reporter, 1977 *Public Welfare, Parts 1 to 199* U S Office of the Federal Register, 2013-01-14 *Operations and Procedures Manual* California. Department of Industrial Relations. Division of Labor Standards Enforcement, 1978* **Procedures Manual** Haverhill Public Library. Technical Services Division, 1979 Operational Policy and Procedures Manual National Registry of Emergency Medical Technicians (U.S.), 1980 The Error Free Workplace, Improve your process with step by step work instructions and operating procedures Examples are included A work instruction or Standard Operating Procedure SOP is needed to reduce workplace errors and ensure process consistency Product quality is easily attained when all workers are able to easily repeat a process the same way every time Work instructions that promote process consistency save time and money during routine operations as well as during new employee training sessions At the end of The Error Free Workplace you will Understand why most work instructions fail Build a framework that allows the quick creation of familiar feeling instructions Create a style guide to keep documents consistent Write concise steps that convey all necessary information Place and format images appropriately for technical documentation Apply helpful tips that I have gathered from writing my own work instructions in a manufacturing environment These topics will help you build a solid foundation and get you started on the way to writing work instructions that people actually want to read

Policies and Procedures Manual Australia, **Procedures Manual** United States. Department of State. Library, 1966 Standards and Procedures Manual for Rule-making, 2009

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