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| 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.

How To Write Procedures Manual

L Cohen



How To Write Procedures Manual:

Enjoying the Melody of Expression: An Emotional Symphony within **How To Write Procedures Manual**

In some sort of used by displays and the ceaseless chatter of fast communication, the melodic splendor and mental symphony produced by the published word usually fade into the background, eclipsed by the persistent noise and distractions that permeate our lives. But, nestled within the pages of **How To Write Procedures Manual** a stunning fictional treasure filled with organic feelings, lies an immersive symphony waiting to be embraced. Constructed by a wonderful musician of language, that captivating masterpiece conducts viewers on a mental trip, skillfully unraveling the hidden tunes and profound influence resonating within each cautiously crafted phrase. Within the depths with this touching assessment, we shall examine the book is main harmonies, analyze its enthralling publishing fashion, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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