

Canterwood Division 12 STEP Association

Communication Preparation Guidelines and Board Responsibilities

(9-13-2022)

Goal: Have board developed/reviewed documents and educational materials for use by the community that are timely, complete, transparent, and clear. Better community assets result from many reviewers.

Operating Principle: STEP policies and documents are developed, submitted to the board for review/comment and approved by consensus where possible and by simple majority when consensus cannot be reached.

Guidelines:

- In consideration of timeliness and respect for our volunteers' and business partner's time, information and documents developed for STEP business purposes will be coordinated and completed in an expeditious manner.
- Documents will have a lead author(s) who will be responsible for the initial drafting, distribution, comment compilation/redrafting and any distribution(s) required for finalization.
- Lead authors may be from the board, community, contractors or members of the STEP business partner team
- Target comment period is 3 business days unless otherwise arranged. Redline strike-out mode is the preferred method of commenting if significant changes are being suggested.
- Drafts with significant and or competing comments will be redrafted, recirculated for additional review (3 business days).
- Total elapsed time for the review and completion of any document is targeted for 8 business days, unless otherwise arranged.
- Documents with a stated comment deadline, that receive no comments are assumed to be acceptable/approved by non-commenting board members unless other arrangements are made.
- Final distribution to the community via the STEP business partner, email, mailing or posting to the website will be managed by the president or designee.

Specific Responsibilities:

President is responsible for drafting annual activity reports, ensuring that community information is distributed by the business partner, board, or posted to the website by the webmaster; and responding to correspondence needs as they arise.

Vice President is to act when the president is unavailable.

Secretary is responsible for recording, drafting and finalizing meeting minutes for the approval process by board members in attendance.

Treasurer is responsible for drafting/overseeing summary or detailed financial reports for all STEP accounts and any resulting final reports.

Board Member(s) are active participants in board related activities and decisions.

STEP Business Partner is responsible for drafting reports as approved by the board and performing contractual duties.