

## **Canterwood Division 12 STEP Association**

### **Communication Preparation Guidelines and Board Responsibilities**

**(9-13-2022 First Edition; 9-06-2024 Second Edition-Minor Editorial Changes)**

**Goal:** Have the Board develop/review 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 to be 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.