

**Policy of
Greenville Woodworkers Guild, Inc.**

Title:	Appointed Officers, Committee Chairmen and Special Function Officers	Policy No.:	5
		Revision:	4
		Date Adopted:	May 10, 2004
		Resolution:	2004-25
		Date Effective:	May 10, 2004

Statement of Policy:

The qualifications, duties, responsibilities and tenure of Appointed Officers, Committee Chairmen and Special Function Officers shall be established as set forth herein.

Reason for Policy:

Consistent with the Bylaws, the Board of Directors of Greenville Woodworkers Guild, Inc. (the "Guild") will, from time to time, establish positions of service (offices) as may be necessary to accomplish the goals and objectives of the Guild. The Board of Directors will appoint individuals (officers) to serve in the positions thus established. This policy is intended to provide specific and consistent requirements regarding the determination of duties, responsibilities and tenure of established positions and appointed individuals.

Policy Requirements:

When establishing an office, The Board of Directors shall prescribe the duties and responsibilities of the office. The duties and responsibilities shall be prescribed by the adoption of a Position Description. The establishment of an office shall remain in effect until the office is eliminated by the Board of Directors. It shall not be necessary to re-establish an office at the time of a new appointment to the office or following a time of vacancy in the office.

When appointing an officer, the Board of Directors shall specify the classification of the officer to be one of the following as provided by the Bylaws. The tenure of the appointment will also be specified. Note that the title of the office need not reflect the classification of the officer. Appointed individuals may be removed from office at any time by the Board of Directors

Appointed Officer must be a member of the Board of Directors and the tenure of the appointment shall not extend beyond the term of the appointed individual's term as a member of the Board of Directors.

Committee Chairman must be a member of the Guild and the tenure of the appointment may be specific or may be "continuing" pending completion of the assigned duties, resignation of the appointee or elimination of the office by the Board of Directors. A Committee Chairman's duties must include the direction of a committee consisting of at least one person in addition to the Committee Chairman.

Special Function Officer must be a member of the Guild and the tenure of the appointment may be specific or may be "continuing" pending completion of the assigned duties, resignation of the appointee or elimination of the office by the Board of Directors.