

Policy of
Greenville Woodworkers Guild, Inc.

Title:	Operations	Policy No.:	15
		Revision:	1
		Date Adopted:	Jul 16, 2012
		Resolution:	2012-30
		Date Effective:	Sep 1, 2012

Statement of Policy:

Guild operational structure shall be established, documented and modified by the Board of Directors. Documentation shall include an Organization Chart and a Position Descriptions for each operational position established by BoD approval.

Reason for Policy:

Due to the numerous and varied responsibilities assigned to individuals involved in operational activities of the Guild it is necessary to establish policy regarding assignment of responsibilities and a means to communicate within the Guild the operational responsibilities so assigned.

Policy Requirements:

- Organization Chart: The Secretary will create/maintain an Organization Chart reflecting the positions and reporting structures as established by the BoD. The Organization Chart will include all approved positions, reporting relationships and the name of the individual holding each position.
- Organization Chart Changes: The Board of Directors must approve all new positions, elimination of positions and modification of reporting relationships. No position shall be considered or titled as an "Officer" position except for those Officer Positions (elected and appointed) delineated in the Bylaws.
- Officer Reporting Relationships: All Officers shall report to the President.
- Position Descriptions: A position description shall be prepared for each position (including officer positions) and shall be approved by the Board of Directors.
- Non-Officer Appointments: Each Position Description shall specify the approval required for appointment of individual to the position (Board, President, other officer, and/or non-officer).
- Non-Officer Reporting Relationships: All non-officer positions shall report to an officer or a subordinate of an officer. No non-officer position shall report to the Board of Directors.