**Operations Manual**

**General project description:**  Development of a manual that describes the duties and responsibilities of Section and/or Branch officers, Board members, and committee chairs.

**Those in charge:** Section and/or Branch Presidents with Section Officers, and other interested volunteers.

**Benefits:**  An Operations Manual is an excellent tool to ensure consistent operations within the Section and/or Branch from year to year, particularly during leadership transitions. The Operations Manual should provide details of the duties and responsibilities of the Section and/or Branch leaderships to prospective new leaders.

**Recommendations:**

* Appoint the Section and/or Branch President or another key leader to be the responsible person for compiling information and following up with the other leaders.
* Begin with the Section and/or Branch Operations Manual template suggestion below.
* Tailor the document to meet the current Constitution, Bylaws, and existing operational procedures.
* Update the Manual annually, or as bylaws, policies, or procedures change.
* Request that each officer and committee chair update their position description and provide other important information about the duties and responsibilities of their positions.
* Create and include committee guidelines and terms of reference.
* Provide follow-up reminders to officers and board members to update the descriptions.

**Additional Ideas:**

* Ensure that all Section and/or Branch leaders realize the Manual is an ongoing, living administrative document that guides Section business.
* Suggested content & foreword:

Table

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