Chapter Operating Guidelines Document

This document is intended for chapters operating under a CoreNet Global Memorandum of Understanding without separate bylaws and provides the general framework for a chapter's operating success. The contents include policies and procedures that likely do not vary from year to year.

Unlike the chapter's annual business plan that should focus on what the chapter plans to accomplish in a given year, this document clarifies leadership roles and responsibilities, governance structure, key policies, and more.

This documents provides the types of guidelines that a chapter should have to manage its governance and operations from year to year. It is by no means an all-inclusive document and can be updated or amended as to how you see fit for your chapter.

**LEADERSHIP & GOVERNANCE**

1. ***Memorandum of Understanding (MOU)***

Chapter will adhere to the terms and conditions outlined in the agreement with CoreNet Global. All chapter leaders must read and acknowledge this document. The chapter president/chair will hold these signed MOU until the completion of his/her term and ensure that the MOU document is shared with his/her successor.

1. ***Annual Compliance***

Chapter will participate fully and disclose all required information in a timely manner to CoreNet Global as part of its annual compliance process. The required documents for submission are outlined in the MOU.

1. ***Chapter Leadership Structure/Composition***

Please list volunteer and/or paid positions that exist in your chapter leadership structure, including terms, number of positions, etc. At a minimum, there must be four members serving as the Chapter's board of directors (President/Chair, Vice President/Vice Chair, Secretary and Treasurer).

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| **Position** | **Term** | **No. of positions** | **Other information** |
| Chair |  |  |  |
| Vice Chair |  |  |  |
| Secretary |  |  |  |
| Treasurer |  |  |  |
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1. ***Leadership Roles & Responsibilities***

Please define the roles and responsibilities of each leadership volunteer or paid position listed above.

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| **Position** | **Roles & Responsibilities** |
| Chair |  |
| Vice Chair |  |
| Secretary |  |
| Treasurer |  |
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1. ***Expectations***

Please define any expectations or requirements of leadership service (Examples: Required attendance at certain number of board meetings, committee meetings, strategic planning meeting, annual chapter leader event in Atlanta, GA, etc. Required leadership decision-making based upon the best interests of the chapter, not personal interests.)

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1. ***Meeting Schedule***

Please outline the chapter leadership meeting schedule (frequency, duration, type of meetings - face-to-face/conference call/etc.) Also include the approximate timeframe of your chapter's annual strategic planning session.

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1. ***Committees***

Please list any committees (if any), define composition and outline duties and responsibilities of each committee, describe their role and term

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**SUCCESSION PLANNING & ELECTIONS**

1. ***Elections***

Please describe your election process, including notification, application, slate selection and voting processes, and note terms of office.

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1. ***Succession Planning***

Please describe the process your chapter uses to recruit, cultivate and foster new chapter leadership talent.

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1. ***Leadership Removal***

Please explain any processes or procedures the chapter will use when minimum chapter leadership expectations are not being met and removal from a chapter leadership position may be required.

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**FINANCIAL MODEL**

1. ***Budget Development/Approval Process***

Please define how your annual budget is set and approved.

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1. ***Financial Commitments & Obligations***

Please define the approval process for the chapter making any financial and contractual commitments.

***Important note***: Chapters operating under a Memorandum of Understanding with CoreNet Global are not separate legal entities. Therefore it is vital that any and all contractual or financial obligations made by the chapter be reviewed and approved by CoreNet Global in advance.

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1. ***Financial Statements***

Please describe how monthly financial statements provided by CoreNet Global are reviewed and approved by the chapter. Also note any financial goals, including reserves targets.

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