Homenetmen Glendale
Ararat Chapter

Policies and Procedures

Revised: January 2014
ADMINISTRATIVE PROCEDURES
ANNUAL DIVISION EVENTS CALENDAR PLANNING

**Purpose**
This policy would ensure that the Chapter events planning is conducted in a consistent manner with minimum conflicts and to maintain control over scheduling of Chapter resources

**Procedures**
The following procedures should be followed to ensure smooth service delivery and control of activities for each division

- Division Executive Committees, within the first 4 weeks after being elected/appointed, should finalize their Division’s annual program’s draft and submit it to the Chapter Executive Board
- In preparing the Annual program, the Division Executive Committees should consider their Division’s General Meeting’s approved proposals/goals
- In planning their annual calendar the Divisions should identify their goals and objectives and their calendar of events should reflect that
- After receiving annual program drafts from all Divisions, Chapter Executive Board thru its Executive Director will co-ordinate the programs and in case of conflicts, change and return them to the Division Executive Committees.
- The Divisions would finalize the programs/events and return them to the Chapter Executive Board for approval and adoption.
- The Divisions, in planning their programs, should strongly consider spreading their fundraising events during the year.
ANNUAL CHAPTER EVENTS CALENDAR PLANNING

Purpose

The purpose of this policy is to prevent or minimize scheduling conflict within the Chapter and maximize the allocation of the resources.

Procedures

The following procedures should be followed;

- In preparing the Chapter’s Annual Program, Chapter’s Board should consider Divisions’ proposed annual programs as well as the regional annual programs.
- After coordinating all programs and incorporating their own programs, Chapter Executive Board forwards it to The Division Executive Committees and The Regional Board for their information.
EVENTS PLANNING & APPROVAL

Purpose

To prescribe procedures that must be followed to maintain internal controls over the Chapter Executive Board, Division Executive Committees, Division sponsored events and related activities to ensure successful, consistent and timely event planning, approval and closing process. The orientation of the event chairperson prior to the start of the by the Executive Director is strongly recommended.

Procedures

The following procedures should be followed for event planning, approval and closing process;

- A person should be assigned as the Chairperson for the event by the Division responsible for the event. The chairperson and the respective Committee would invite members to participate in the event subcommittee. The event’s treasurer must be a member of the Chapter.
- A member of the respective Division’s Executive Committee -assigned as liaison- would provide orientation immediately after his/her assignment and provide an abbreviated policies & procedures package for reference.
- The subcommittee should review the previous years’ similar event’s budgets, attendance and other related data or information.
- Please refer to the Event or Project Budget Estimates Submittal Process
- Budget estimate, through the respective Board’s treasurer, is to be presented to the Chapter’s treasurer and Executive Director at least 4 weeks before the event for approval.
- Along with the budget, Event Public Relations Checklist, should be submitted as well.
- The location of the event should be secured. If the event is in the Center, hall management will secure the valet, security and labor. The Chairperson and the E.D. should discuss details such as cleaning, table arrangement, chairs, dishes all the service/items requested should be coordinated thru the Executive Director
- The entertainment should be planned according to the audience served and contract to be signed by the Executive Director
- The food/caterer should be planned including drinks/beverages to be served/sold etc. and if any, contract to be signed by the Executive Director
- Contracts over $1,000.00 must be signed by Executive Director
- The drinks should be purchased from Ararat store
- The subcommittee should decide the duration of the event, raffles/other fund raising activities during the event, decorations, centerpieces, table assignments, type of media advertisements, and event itinerary.
- The advertisements should be routed and approved by the Executive Director’s office. The flyers should be ready 4 weeks before the event (flyers should be in English and Armenian)
- The tickets (please refer to ticket printing approval process) should be ready at least 3 weeks before the event.
EVENTS PLANNING & APPROVAL
Continued

- No flyers or tickets should be printed prior to the approval of the budget.
- The tickets should have the Chapter treasurer’s signature. There should be different tickets for different admission fees. Allow 3 days for Chapter treasurer to sign the tickets.
- Cost of printing the tickets should be reasonable.
- Soliciting any sponsor must conform to the “Chapter’s Donation Policy” guidelines.
- If the event is at the center, the floor plan should be submitted 2 days before the event and if necessary the coaches should be immediately notified of their practice cancellation.
- All expenses should have corresponding receipts.
- Cash expenditure should be minimum.
- If the event is not at the Center, all contracts should be signed by Executive Director.

The Closing Process:
- 48 Hours after the event all cash, checks and the expense reports should be returned to the Chapter’s accounting office in the event that this office is closed then it should be turned to either Executive Director or the Chapter’s office.
- The event’s account should be closed 3 weeks after the event by the Division treasurer.
- The chairperson of the event should complete and submit Post Event Evaluation Form to the respective Division Executive Committee and Executive Director.
Policy

It is the policy of Ararat to maintain a consistent and standard format for the printed material.

Purpose

This policy will guide the event and project planners in seeking approval and ensuring the consistency of the format for their printed material.

Procedure

The following procedures should be followed in order to get approval for the process:

- Flyers/tickets should be ready 4 weeks before the event
- The contents of the flyer/ticket should be approved by Executive Director
- All flyers should contain the following:
  1. Homenetmen’s logo in the upper left corner
  2. Chapter’s proper name “Homenetmen Glendale Ararat Chapter”
  3. Name of the organizing Division
  4. Nature of the event
  5. Location
  6. Tel. number as well as Facebook account
  7. Age group (if necessary)
  8. Time/Date of the event
  9. Admission fee – should differentiate/indicate if different admission fees
  10. Sponsors if any
  11. Indicate www.Ararat.org
- The number of the flyers/ticket will be decided by the Committee & Executive Director
- 2 copies of flyers/tickets should be submitted to the office
- Should seek the lowest price for printing.
DIVISION EXECUTIVE COMMITTEE’S TRAINING

Policy
The level of training and the knowledge of the committee member determines their efficiency and effectiveness in the decision making process.

Purpose
In order for the executives to perform their duties according to the policies and procedures established by Ararat and for the organization to operate smoothly and consistently the training of the executive members is essential.

Procedures

• The training will be done by Executive Director, Board treasurer and Board Secretary
• The training will be done before the members start their duty as Division Executive Committee members.
• The training will include the following topics:
  a) Homenetmen Organizational chart and bylaws
  b) Board Liaison responsibilities and authorities
  c) Risk management topics
  d) Orientation
  d) New member acceptance process
  f) Members resignation and deletion
  g) Office and printing procedures
  h) Correspondence
  i) Organizing events
  Accounting procedures (event budgets, check requests, closing accounts, etc…)
• All Division Executive Committee members should go through the same training process administered by either The Executive Director or Board appointee every year.
• Each year, staff job description should be submitted to Chapter Executive Board and related Division Executive Committees, in order to ensure clear understanding of roles and responsibilities and minimize conflicts.
CONDUCTING MEETINGS

Purpose

This policy is to guide the Chapter Executive Board, Division Executive Committees and all subcommittees in conducting their respective meetings.

All meetings should follow the Homenetmen bylaws. The meeting notice should be send/emailed to all participants, in advance and should be available to review during or prior to the meeting. Also the notice must specify the time, date, location and agenda items.

Responsibilities

Chair/Vice chair- The chair, vice chair or the lead person would call the meeting to order and would start on the agenda items.

- If this is a Board or an Executive Committee meeting the chairperson will call the meeting to order and the minutes from the previous meeting will be reviewed and approved.
- Previous meeting’s action items will also be reviewed and accounted for. If any of these items require extensive discussion by the board, such items will be added to the meeting’s agenda.
- There should be a two minute time limit for the speakers, if the discussion on a certain agenda item requires more time, the committee could decide to either take a vote or postpone the item to the subsequent meeting.
- It is an acceptable practice for each meeting to pre-determine an adjournment time. If this is the case, then agenda items should be discussed in the order of priority. All unfinished items will be added to next meeting’s agenda.
- It is the chairperson’s/meeting facilitator’s responsibility to ensure that all discussions are relevant to particular agenda items.
- If an agenda item has been discussed in full, it should not be brought back up for discussion again.
- New Business Agenda
  Issues under new business should be discussed under the appropriate agenda item at the following meeting.

Secretary - The secretary would record the minutes of the meeting as it relates to action items, follow up issues, decisions and any items that need to be registered. In addition, the Secretary should present all received correspondence and prepare the Board’s/Ex. Committee’s official responses or announcements. The Division Executive Committee’s secretaries should submit a copy of the minutes of their respective meeting to the office. They should also submit a six month report to the office.
Participant - Each participant has the right to request the floor, from the chairperson. All other participants will refrain from commenting, until the current speaker relinquishes the floor. The order of speaking/commenting will be on a “first-come first-served” basis.

Proposal’s 5-step Approval Process

- The proposal is presented
- It must be approved by a second member
- There is time provided for Q&A
- Time is allotted to Pro and Con expressions
- The meeting leader motions for votes

Meeting Etiquette

The following should be honored during meetings at the Chapter;

- Come to the meeting with positive attitude
- Treat members with respect during and after the meeting
- Be prompt in arriving to the meeting and in returning from the breaks
- Turn cell phones off or leave on vibrate
- NO side conversations
- If you must take urgent calls on the cell phone, take your conversation outside
- Talk one at a time, waiting to be recognized by the Chairperson or meeting facilitator
- Limit side conversations
- Be patient when listening to others speak and do not interrupt them
- Don’t make threats or rude comments to members
- Address any concerns about the discussion or the meeting with chairperson or meeting facilitator. It is their job to bring the meeting to order
- If members feel they can’t talk about issues or concerns during the meeting, they can talk to the chairperson or any of the vice chairs
- Be respectful of other people’s ideas or situations when they talk
- Try not to judge or point fingers
TOURNAMENTS AND CAMPS REGISTRATION

Purpose

This policy should apply consistently to registration of any tournament, classes and camps sponsored by Homenetmen Ararat.

Procedures

The following should be followed for this process;

- The date of the registration and the location should be announced thru flyers posted at the Center and on the website
- The registration process should start by verifying if a member has paid their dues. A member with an unpaid balance can not register for any event
- An official receipt of Homenetmen should be issued for all tournaments, camps and classes registrations
- A poster/flyer should be presented to the parents at time of registration inform them about the details of the event.
- The insurance forms must be completed by the parent or legal guardian at the time of registration
- Medical waiver must be signed by the parent
- In case a parent would be driving the van/car the members to the destination - In that case the parent needs to complete the driver information form