

MSN Operating Policy and Procedures

TABLE OF CONTENTS:

	PAGE
1. Purpose	2
2. Core Values	2
3. Territory	2
4. Financial	2
<i>Fiscal Year</i>	
<i>Budget</i>	
5. Board Members	2
6. Executive Committee	3
<i>Members</i>	
<i>Responsibilities</i>	
7. Ex-Officio Members	3
8. Recruitment	3
<i>Board Member Eligibility</i>	
<i>Board Application Process</i>	
9. Election	4
10. Support Committees	4
11. <i>Volunteers and Committees</i>	4
<i>Opportunities</i>	
<i>Expectations</i>	
12. Board Member Attendance	4
<i>Removal</i>	
<i>Limitations</i>	
13. Meetings	5
Monthly Marketing Meeting	5
<i>Welcome & Sign in Procedure</i>	
<i>Door Prize</i>	
<i>Frequency & time</i>	
<i>MSN meeting agenda</i>	
<i>Announcements</i>	
Board Meetings	7
<i>Frequency</i>	
<i>Agenda</i>	
<i>Timelines</i>	
<i>Strategic Planning Meeting</i>	8
<i>Committee meetings</i>	8
14. Sponsorship	8
<i>Expiration of Sponsorship</i>	
<i>Individual Sponsors</i>	
<i>Corporate Sponsors</i>	
15. Communications	9
16. Awards/Award Voting	9
17. Compensation	10
18. Gifts/Grants	10
19. Charitable Contribution	10
20. Ethics	11
<i>Job Descriptions</i>	12 - 21

MSN Operating Policy and Procedures

The purpose of this document is to support and offer further explanation to the Metropolitan Senior Network Bylaws. These Policy and Procedures may be updated at any time. (Last updated April, 2013)

1. Purpose of MSN

- Ethical Marketing
- Business Development
- Networking
- Education

2. Core Values

- Compassion
- Accountability
- Respect
- Excellence

3. Territory

- Multnomah County
- Clackamas County
- Washington County
- Clark County
- And, surrounding cities or areas

4. Financial

Fiscal Year: January 1 to December 31

Budget:

- Executive Committee will meet, prepare and present a budget at the annual strategic planning meeting.
- Balance should be no less than \$2,000.
- Funds may be used for: MSN events, speakers, location fees, collateral, charitable contributions to nonprofit organizations, professional services, dues and membership, postage, banking charges, website, public relations, ongoing administrative operations and expense, and approved reimbursement for the like.
- Profit and loss statements will be provided at board meetings, with specific detailed event breakdown as applicable and available.

5. Board Members (see job descriptions, updated April 2013)

- President
- Vice President
- Secretary
- Treasurer
- Communication Director
- Program Director
- Sponsorship Director
- Up to (5) Members at large focusing on each: Program committee, Sponsorship Committee, Communication Committee, Community Service Committee.

MSN Operating Policy and Procedures

6. Executive Committee

- *Members*, shall be comprised of no less than:
 - President
 - Secretary
 - Treasurer

Responsibilities

- Confirm and set agendas
- Set Financial agenda
- Conflict resolution

7. Ex Officio Members

- A legal advisor is allowed voting rights when he/she chooses to exercise them on issues relevant to his/her experience, but will not count in the “quorum”.
- Immediate Past President to receive ex officio status with same voting rights.

8. Recruitment

Board Member Eligibility

- Application process complete.
- Compliant with responsibilities and attendance standards.
- Solicitation for candidates for board positions & committees at the monthly meetings.
- Existing board members may remain on the board after term expiration only in a new board position and that has been voted on.

Board Application Process:

- Minimum 3 months volunteer commitment at the monthly meetings completed and minimum 3 months service on a committee needs to be completed.
- Attendance to board meeting prior to application.
- Application completed with/reference check....i.e.: Google/LinkedIn/Facebook.
- Interview by a designated member of the board.
- Vote from board within 30 days of date on application.
- Notification of decision regarding application if voted yes, invited to the next board meeting.

MSN Operating Policy and Procedures

9. Election

- Election process per Bylaws, written ballots when possible is preferred.
- Any former or current Board member meeting the requirements listed here may volunteer for the President Elect position.
- It is recommended that the President Elect have served in a leadership role as a Director for at least six months and shall be nominated, seconded, and voted in by the majority of the board
- The candidate for President Elect will be identified & elected up to 4 months prior to taking office as President.

10. Support committees

- Programs
- Sponsorship
- Communications
- Community Service
- Special Events (workshops and Awards Breakfast)

11. Volunteers and Committees:

- *Opportunities*
 - Welcome and working the event
 - Breakfast Sponsor assistance
 - Set up/breakdown
 - Corporate Sponsorship table
 - Collateral Table
 - Committee support
- Expectations
 - Committee membership needs to be transparent to the board
 - Committee expectations need to be clear to committee members upon accepted appointment
 - Recommended annual volunteer and committee member orientation

12. Board Member Attendance

- Attend monthly MSN meetings – must attend a minimum of $\frac{3}{4}$ of meetings: 3 missed meetings are allowed; courtesy should be given to other board members, specifically the President by communicating need to miss a meeting. On the 4th missed meeting, one is no longer on the board and must be voted back on, after going through the board member application process.

MSN Operating Policy and Procedures

- Attend monthly working board meetings – must attend a minimum of $\frac{3}{4}$ of meetings: 3 missed meetings are allowed, courtesy should be given to other board members by communicating need to miss a meeting and reports submitted. On the 4th missed meeting one is no longer on the board and must be voted back on, after going through the board member application process.
- Tracking of the above will be monitored by marking those in attendance and absent on board meeting minutes.
- Attend annual strategic planning meeting
- Greet and set-up or clean-up at each meeting, workshop, and awards breakfast, etc.
- Recruit new members and promote MSN to other professionals in the senior profession.

Removal (requires 2/3 majority vote per Bylaws)

Violations might include:

- Felony criminal record
- No longer active or involved within the senior industry
- No longer fulfilling obligations
- Less than 75% attendance at monthly or board meetings
- Significant noncompliance of Ethics policy.

Limitations

- Language per Bylaws
- A board member may only serve one term in a given position, and then may rotate into another board role. An extension of up to 1 year will be allowed if time is needed to recruit and train a replacement.
- If all avenues for recruitment and replacement have failed and 1 year interim period has expired, the current board member may remain in the same position with a 100% unanimous vote for 1 additional 2 year term totaling a 4 year term in that same board position.

13. Meetings

Monthly Marketing Meeting

Welcome & Sign in Procedure

Registration area Includes:

- Registration for visitors and guests
- Collecting money and updating information
- Provide updated list of individual sponsors and list of corporate sponsors for check in reference
- Collect business cards in basket, noting 1st time visitors
- Sign in sheet and explanation of door prize offering

MSN Operating Policy and Procedures

- Volunteer available explaining no company consulting, company gift or credit
- MSN resources: Speaker suggestion, breakfast host list, membership, brochure, etc.

Door Prize

- Printed explanation of “acceptable door prize” – no commercial or promotional offerings from the company represented, must be a retail value of \$30.
- This will also be communicated in reminder emails of meetings and newsletter.
- Sign in sheet available for them to list the prize, value and name of company
- Time of announcement will be limited to 30 seconds
- We will also have a few gift certificates on hand for the first time someone is not in compliance as a means to allow for the announcement; money must be collected at the meeting.

Frequency & time

- Meetings are held monthly on the first Wednesday of each month
- Locations of meetings rotate at 3 month intervals among the 4 metro counties
- Awards Breakfast is held in Multnomah county
- Meetings are approximately 2 hours long

MSN meeting agenda: Approved as is, adding time to recognize corporate sponsors

- 7:15 to 7:30 Setup
- 7:45 to 8:20 Sign in & networking, register door prize sign in
- 8:20 President or assigned: Welcome, announcements, corporate sponsors recognition, 1st time visitors recognition
- 8:25 Breakfast sponsor recognition & information
- 8:30 Introduction of speaker and topic
- 9:15 Speaker with Q/A Time following
- 9:15 30 for 30; 50/50 raffle; recognition 1st attendees
- 9:25 to 9:35 Introductions: Name & Company Only, without description Board members and committee members introduce themselves
- 9:35 MSN news, next meeting information and wrap up
- 9:40 Networking

Announcements

- The Breakfast Sponsor is allowed, approximately 5 minutes at the beginning of the meeting in appreciation of their financial support of providing breakfast for that month’s meeting, and the breakfast sponsor may also distribute materials at each seat.
- 30 second commercials are allowed with \$30 door prize – no commercial or promotional offerings from the company represented, must be a retail value of \$30. No company consulting, company gift or credit.

MSN Operating Policy and Procedures

Board Meetings

Frequency

- Board Meetings are held monthly, attendance to 75% of meetings is expected to remain a board member in good standing.
- Committee members are welcome, but are required to abide by Metropolitan Senior Network board protocol.
- Typically the board meetings are early in the morning – mid month, lasting no more than 2 hours

Repeat items to appear on board agenda:

- Attendance documented for monthly and board meetings
- President calls to order
- Minutes approved (if in advance of current meeting (electronically votes collected and printed)
- Vice President update on workshop and awards breakfast
- Treasurer report, profit and loss and quarterly budget update
- Program committee update
- Sponsorship recruitment/retention
- Communication committee update
- Community service committee update
- Board member recruitment and volunteer interest, committee member involvement
- Old business, new business, previously tabled items

Timelines

- Board meeting minutes to be sent out and approved within 1 week of meeting
- Board members to submit thoughts and input for board agenda to President with approximate time requested for input by the Monday before board meeting
- Board agenda to be set and confirmed by President and Vice President by two business days before the board meeting and sent out to all board and expected guests.
- If unable to attend the meeting, directors must submit their report to the board two business days before the board meeting

Guest Protocols for MSN Board Meetings

- MSN board meetings are open to the public
- Guests are welcome to attend regular board meetings and should follow MSN board meeting protocol. Guests are considered spectators but can be called upon by the board chair for their input after recognition.
- Guest should submit suggested agenda items to the President two days prior to the board meeting, (Same protocol as board members)

MSN Operating Policy and Procedures

- Agenda will be provided to Guests, but other board working documents are reserved for board members only.

Strategic Planning Meeting

- Held annually
- Lasting 4 – 6 hours
- Held in first quarter of the year
- Regular “Quorum” standards and practices from the by laws are enforced

Committee meetings

- Meetings are held as needed and to be determined by the committee chair
- No voting is required
- No quorum is needed
- At least one Board member present
- Committees are responsible for making recommendations to the full board, but have no authority to make decisions, contradictory to the Policy and Procedures and/or By-laws.
- Committee activities need to be reported back at the next board meeting by committee chair particularly if board vote is required. Committee reports need to be emailed to the MSN board members.

14. Sponsorship

Corporate Sponsors

- Minimum financial obligation of \$300/annual or in kind donation (as determined and approved by board)
- Recognition on metropolitanseniornetwork.org website, Rotation of Logo on Home page, Sponsorship page, with opportunity for web link Listed with logo on the corporate sponsorship table at meetings
- Two sponsors per month will be allotted time to highlight their company during the meeting
- Logos are included on official MSN mailings and email blasts
- Recognition at each meeting
- Discount for additional staff members of the same company (number and value determined by individual board vote)
- One complimentary admission to awards breakfast
- Recognition at Annual Awards Breakfast
- Logo display on slide at front of each monthly meeting, when possible
- Opportunity to be a breakfast sponsor at monthly meeting

Individual Sponsors

- Minimum financial obligation of \$60/annual, or in kind donation (as determined and approved by board)

MSN Operating Policy and Procedures

- Opportunity to be a breakfast sponsor at monthly meeting

Expiration of Sponsorship

Corporate Sponsors

- 60 day reminder in official letter form mailed or sent as email attachment
- 30 day reminder in official letter form mailed or sent as email attachment
- One week reminder contact
- Final contact made at monthly meeting

Individual Sponsorship

- One 30 day reminder sent via email
- Reminder at monthly meeting of sponsorship expiration

15. Communications

- Email meeting reminder within 1 week of meeting
- Flyer for the next monthly meeting out at each meeting
- Monthly flyer posted to the MSN website within 3 weeks of upcoming meeting
- Website updates and posting monthly
- Database updates and uploads to Constant Contact monthly
- Award Ballot communications (See below for award voting process)
- Maintain accurate and consistent information and branding
- Changes must be submitted to Communications Director by the 10th of each month to be included for following month materials
- Annual website renewal and update as required

16. Award Voting

- The public and all board members except President are eligible for all applicable awards
- Paper copies at October meeting for nominations and additionally sent by email
- November meeting will have the final nominations for the final vote and sent via email link
- Criteria is stated on the nomination ballot each year
- If there are not 20% of attendees that voted, Care, Integrity and Leadership awards will not be recognized.
- Marketer of the year award will be given to the person with the most votes, even if not representing 20%.
- The “Krista Davis” Spirit Award is nominated and voted on, exclusively by the MSN board members. This nominee will have supported the mission and daily activities of the MSN organization above and beyond a job description and expectations.
- Attendees and sponsors to vote on all applicable awards via a “blind” voting process
- BLIND VOTING PROCESS – All nominations are reviewed, eligibility confirmed and edited (removing gender, name, company references) by the Awards committee.

MSN Operating Policy and Procedures

- Once nominations and descriptions have been edited, they will be republished in a 'survey' format to encourage and support as many voting responses as possible.
- Votes will be counted by the agreed upon committee after the pre-assigned deadline and the results will remain confidential only to the awards committee until the announcement at the Awards Breakfast in December.
- Due to the blind voting process, nominations without a description will not be included on the ballot.
- The quantity of nominations will not be mentioned, however, the combination of descriptions from all nominations will be included.
- A ranking system will be applied to break voting ties.
- A template will be provided for nomination submission.

17. Compensation

- No board member shall receive any salary, payment, honorarium or other compensation of any kind for his/her affiliation with the MSN Board
- Nothing shall prevent any person from being reimbursed for reasonable expenses as approved by the board. (expenses above \$100 must gain prior approval) Use of MSN funds and property are for the sole use of the MSN organization, no exception without prior approval from the board.
- A board member may receive compensation for outside and additional services beyond the scope of their expected roles of responsibility as a board member. These may include but are not limited to: graphic design, printing, web development. (As approved by the MSN board)
- The board must be bonded and insured.

18. Gifts/Grants

- The organization may accept any contribution, gift or grant for the general purposes in accordance with the fiscal policies of MSN

19. Charitable Contribution

- Annual contribution
- *When:* Awards Breakfast
- *Amount:* Maximum \$1000, dispersed equally to the 4 county territories as long as it is fiscally responsible to do so.
- *Who:* A nonprofit serving a senior focus. Proof of Tax exempt status must be verified for tax purposes.
- *How:* Recipient is notified in November and asked to attend the awards breakfast. Two complimentary awards breakfast tickets will also be provided to the recipient.

MSN Operating Policy and Procedures

Quarterly contribution

- In addition and as directed by the Community Service committee, donations will be solicited and donated to a specific community enterprise within the county that the MSN meetings are being held in that quarter.

Other contributions

- The Community Service Committee will also focus on broadcasting other community events, walks, collections, activities for MSN board and sponsors to participate in throughout the year.

20. Ethics

- As ethical marketing is a foundation of MSN, board members shall be held to a higher standard and in accordance with the Ethics Policy.
- Ethics Policy is available on the MSN website and posted at each meeting.

MSN Operating Policy and Procedures



President Board Member Description

The President is responsible for overall leadership and business strategy to enhance the productivity, and success, of Metropolitan Senior Network as a personal and professional business development league. The following are the main responsibilities of the President of Metropolitan Senior Network:

- Acts as facilitator and speaker at presentation and board meetings. Represents MSN as lead speaker at public functions.
- Works with the MSN Board to develop goals and objectives to present for discussion to the Board in order to focus the boards' projects for the year.
- Keeps track of the MSN Monthly and Board meeting schedules and communicates the agenda for each meeting and the priorities at hand.
- Builds relationships throughout the metropolitan area to secure support from various professionals that can further MSN's goals and objectives.
- Oversees each board position in order to make sure all projects are on time and the workload is balanced for all board members.
- Works closely with the Communication Director on all collateral's (brochures, flyers, workshops etc.) that represent MSN.
- Strives to strengthen the infrastructure (legal documents submitted, computer software and databases secured, archives efficiently maintained) of the organization in order to keep MSN organized and efficient.
- Strives to keep all MSN activities in alignment with the mission statement and core values.
- Maintains and communicates with all inquires to MSN website via email.
- Advises board members as needed.

Any of the above responsibilities may be assigned to another board member as needed.

MSN Operating Policy and Procedures



Vice President Board Member Description

The Vice President is responsible for assisting the President in overseeing the projects and activities of the Board. The Vice President also steps into the leadership role of MSN when the President is not able to be present. The following are the main responsibilities of the Vice President of Metropolitan Senior Network:

- To support and assist the President in all responsibilities and projects.
- To check in with the Board members to make sure they have a balanced workload and are able to complete their projects.
- To aid communication to all (and between all) board members.
- Create and maintain an accurate database of all MSN participant contact information, sponsorship status, as well as participation tracking. Coordinate with the communication Director to upload and export.
- To help coordinate with the President the date, time, and place of each presentation, board, or strategy meeting.
- To keep track of and enhance MSNs' fundraising for, and charitable giving to, the Senior population of the metropolitan area. i.e. workshops, Awards Breakfast with the Treasurer.
- To help recruit business professionals to support MSN.
- To act as "hostess" during monthly meetings - greeting and assisting other board members as needed during meetings.
- Responsible for oversight of all coordination of the December awards banquet. (i.e. trophies, flowers, gifts, menu selection, liaison with the MAC or selected facility)

MSN Operating Policy and Procedures



Secretary Board Member Description

The Secretary is responsible for the infrastructure of the organization and for all duties that require participation from all board members, documentation of events, meetings and activities, and accurate communication to all board members. This position is responsible for being the second person legally responsible for the organization. The following are the main responsibilities of the Secretary of Metropolitan Senior Network:

- Take the minutes at each working board meeting and distribute to all Board members within seven days.
- Assist at the registration table at the monthly meetings, workshops, and Awards Breakfast
- Help with all projects and meetings as needed.
- Assist Communication Director with various projects and mailings.
- Maintain records of MSN common forms and help update when needed.

MSN Operating Policy and Procedures



Communications Director Board Member Description

The Communication Director is responsible for all printed and electronic communications to sponsors and attendees. Effort should be taken to ensure accuracy, professionalism and consistent brand identity. The Communications Committee Director is responsible for coordinating any Communication committee board members and volunteers to oversee the responsibilities of the "Communication Team." Maintains the relationship with appointed web professionals on the behalf of MSN.

The following are the primary responsibilities of the Communication Director of Metropolitan Senior Network:

- Coordinate with the Secretary to maintain an accurate database for communication needs. Export and upload to Constant Contact monthly.
- Send monthly meeting reminders using Constant Contact e- marketing or similar program.
- WEBSITE: Maintain up to date website consisting of monthly meeting details, special events, updated sponsors and board member contact details, as well as updates to other web pages.
- LINKED-IN GROUP: Maintain updated info and reply to requests on linked in group account.
- NEWSLETTERS: Ensure consistent format, layout and design of MSN monthly newsletters to ensure accuracy, consistency in regard to MSN brand. Newsletters should consist of: all current board members contact and position, corporate sponsor logos, marketing related article, and member profiles when applicable.
- MONTHLY FLYERS: Coordinate content with Program Director to gather speaker, topic, location and sponsor details to communicate monthly meeting information in a professional manner and consistent with the MSN brand.
- MARKETING COLLATERALS: Coordinate format and design of all marketing materials and forms to be professional and consistent with the MSN brand.
- REPORTING: Report to MSN board on increase and decrease in: contacts linked-in group activity, and website changes.
- MAILINGS: Coordinate with the Graphic Designer to ensure timely mailing of printed materials while attentive to budget constraints, and ensure all materials or professional and consistent with the MSN brand.
- SURVEY: Create surveys to assess how MSN is doing with our Presentations and workshops and to secure feedback for the Board on the participants' views of the organization as a whole. Prepare electronic Ballot for Annual Awards Breakfast.

MSN Operating Policy and Procedures



General Responsibility of all Board Members Board Member Description

- Attend 75% of monthly MSN meetings.
- Attend 75% of monthly working Board meetings.
- To analyze the market and assure that MSN is on target for meeting the needs of the professionals we serve while staying in alignment with the mission and core values. Specifically addressing the competition MSN faces from other associations with a non-hostile approach and creating an action plan when attendance drops.
- Assist with greeting members at monthly meetings
- Attend annual strategic planning meeting.
- Participate in at least one special project (work shop, awards breakfast, community services projects, etc.) committee.
- Attend to all of the specific responsibilities of your Board position.
- Greet and welcome attendees at each meeting, workshop, Awards Breakfast, etc
- Works with Communication Director to create surveys to assess how MSN is doing with our presentations and workshops and to secure feedback for the Board on the participants' views of the organization as a whole.
- Recruit new individual and corporate sponsors by talking about and promoting MSN to professionals within the senior services field.
- Recruit professionals in the metropolitan area to attend the monthly presentation meetings, workshops and Awards Breakfast.
- Assist with the set up or clean-up of monthly meetings and special events.
- See Policy and Procedures regarding the following: requires clean Criminal Record, currently active or involved within the senior industry, fulfill obligations as assigned.

MSN Operating Policy and Procedures



Graphic Designer Independent Contractor Description

The Graphic Designer is responsible for creating any and all Metropolitan Senior Network published materials, collateral's, and documents. The responsibilities of the Graphic Designer of Metropolitan Senior Network are as follows.

- Currently the Graphic Designer is a paid independent contractor position contracted on a yearly basis.
- Designs, creates, and mails monthly invitation flyer with coordination of mailing list from Communication Director and Secretary in a timely manner.
- Designs and creates, partially writes, revises, edits, prints, and assists with the mailing of the quarterly newsletter.
- Designs brochures, business cards, and all other working documents (such as applications etc.) that represent MSN to the public.
- Designs, creates, and prints all flyers, tickets, workbooks, and handouts for the workshops.
- Designs, creates and prints all flyers, advertisements, programs, and tickets for the Awards Breakfast.
- Responsible for creating a style manual for consistency, keeping examples and samples of all work in an archive, and securing the LOGO and other trademarks for Metropolitan Senior Network.
- This position reports to the Communication Director to coordinate content and brand identity.

MSN Operating Policy and Procedures



Member at Large Board Member Description

The Member at Large is responsible for supporting the individual committees of Metropolitan Senior Network. The main responsibilities of the Member at Large are as follows:

- Each Member at Large is responsible to serve on at least one committee (Sponsorship, Programs, Community Service or Communications)
- The member at Large is responsible for supporting the daily tasks associate with their primary committee designation.
- All General responsibilities apply.

MSN Operating Policy and Procedures



Program Director Board Member Description

The Program Director is responsible for locating and recruiting appropriate speakers and professionals for the monthly MSN presentation meetings. They are also responsible for securing the location of the meeting and the host for the meetings. The Program Director oversees the main responsibilities of the “Program Committee.” The following are the main responsibilities of the Program Director of Metropolitan Senior Network:

- Greet and Network with attendees at monthly meetings - opens dialogue to see satisfaction of speakers or collect ideas for upcoming speakers.
- Networks throughout the metropolitan area in order to seek out and secure speakers for presentations and workshops. Responsible for web research (*i.e. Google*) of speaker and/or checking references.
- Keep a database on all speakers and their topics, performance, and fees.
- Meets with potential speakers to learn about speaker’s topics, and explain MSN as an organization. Also discusses in detail the “non-advertising” of items during discussion.
- Updates the board at monthly meetings as to upcoming speakers, and maintains yearly calendar of upcoming speakers.
- Responsible for creating and distributing sponsor survey to MSN attendees at each monthly meeting and event. Responsible for tabulation of survey results and distribution to board members within 7 days.
- Coordinates the host for each meeting and helps to set up the food and beverage. Maintains host supply checklist for posting on website and gives to each host prior to meeting. Secures the meeting room for each month’s meeting and coordinates the set-up of the room
- Informs the Communication Director of the speaker, topic, presentation description, and meeting location directions for the flyer in a proficient and timely manner. (*If possible 2 months prior to meeting date*)
- Puts together the appreciate gift for the speaker (*Thank You note & gift card or payment*) and brings it to the meeting.
- The program director will introduce the speaker at the monthly meeting.
- Assists the Vice President in planning, executing, and recruiting workshops and Awards Breakfast speakers.

MSN Operating Policy and Procedures



Sponsorship Director Board Member Description

The Sponsorship Director is responsible for recruiting new business sponsor, Corporate and Individual, for Metropolitan Senior Network. This person is also responsible for recruiting new people in the industry to attend the monthly meetings while encouraging those who already attend to stay with MSN. The following are the main responsibilities of the Sponsorship Director for Metropolitan Senior Network.

- To recruit new corporate sponsors to support MSN each year.
- Maintains record of all corporate sponsors (copies, checks, and paperwork). Forwards new corporate sponsors' information to Secretary, Treasurer and Communication Director
- Provides/maintains a list of corporate sponsors/individual sponsors and gives list to all board members at each board meeting.
- Keeps & maintains corporate MSN display board with logos and MSN signs. Displays board at each monthly meeting, workshop, awards breakfast and other events.
- Send email reminder to corporate sponsors/individual sponsors regarding upcoming due dates

MSN Operating Policy and Procedures



Treasurer Board Member Description

The Treasurer is in charge of all bookkeeping and accounting for Metropolitan Senior Network. The following are the main responsibilities of the Treasurer of Metropolitan Senior Network.

- Keep accurate records of all financial transactions of the organization.
- Keep a current account of MSNs' monthly financial status (P & L) and be able to deliver this report at the monthly board meetings.
- Keep a current balanced checking account for Metropolitan Senior Network with signature cards with President.
- Write checks and pay bills and donations for MSN in a timely manner.
- Keep track of reimbursements and petty cash for the MSN board projects.
- Responsible for legal paperwork, taxes, etc. that are financial in nature.
- Assist at registration table at all MSN events/meeting by collecting payments and providing receipts when requested by participants.
- Keeps separate records for the following - Awards, workshops, media, monthly meetings, corporate and individual sponsors.
- Coordinate with Sponsorship Director to get updated sponsor list.
- Forwards any pertinent information to Secretary, Sponsorship, and Communication Directors
- Maintains and checks PO Box on a regular basis.
- The Treasurer may coordinate with an independent contractor for book keeping services, if approved by the MSN Board.