

## 2024 Policy & Procedures Schedule of Review & Approval with Board

Policies & Procedures	First Read	Second Read	Notes
<b>1 Introduction</b>			
1.5 Organization's Relationship Nationally	SC24	Sp Called Meeting Fall 24	
1.2 Strategic Goals	SC24	Sp Called Meeting Fall 24	
1.3 History and Overview of Organization	SC24	Sp Called Meeting Fall 24	
1.4 Vision	SC24	Sp Called Meeting Fall 24	
1.5 Mission	SC24	Sp Called Meeting Fall 24	
<b>2 Board Organizational Structure</b>			
2.1 Membership and Representation	SC24	Sp Called Meeting Fall 24	
2.2 Officers (Elected and Appointed)	SC24	Sp Called Meeting Fall 24	
2.3 Executive Committee	SC24	Sp Called Meeting Fall 24	
<b>3 Governance</b>			
3.1 Governance	SC24	Sp Called Meeting Fall 24	
3.2 Governing Documents	SC24	Sp Called Meeting Fall 24	
3.2.1 Articles of Incorporation	SC24	Sp Called Meeting Fall 24	
3.2.2 Bylaws	SC24	Sp Called Meeting Fall 24	
3.3 Conflict of Interest Policy	SC24	Sp Called Meeting Fall 24	
<b>4 Roles &amp; Responsibilities of the Officers</b>			
4.1 President and Chair	Sp Called Meeting Fall 24	Fall 24 Board Meeting	SC24 Strategic Planning w/ Board WG Assignment
4.2 Vice Presidents	Sp Called Meeting Fall 24	Fall 24 Board Meeting	SC24 Strategic Planning w/ Board WG Assignment
4.3 Immediate Past President	Sp Called Meeting Fall 24	Fall 24 Board Meeting	SC24 Strategic Planning w/ Board WG Assignment
4.4 Treasurer	Sp Called Meeting Fall 24	Fall 24 Board Meeting	SC24 Strategic Planning w/ Board WG Assignment
4.5 Secretary	Sp Called Meeting Fall 24	Fall 24 Board Meeting	SC24 Strategic Planning w/ Board WG Assignment
4.6 Chief Executive Officer	Sp Called Meeting Fall 24	Fall 24 Board Meeting	SC24 Strategic Planning w/ Board WG Assignment
<b>5 Roles &amp; Responsibilities of the Board</b>			
5.1 Roles of the Board of Directors	Sp Called Meeting Fall 24	Fall 24 Board Meeting	SC24 Strategic Planning w/ Board WG Assignment
5.2 Responsibilities of Individual Board Members	Sp Called Meeting Fall 24	Fall 24 Board Meeting	SC24 Strategic Planning w/ Board WG Assignment
5.3 Terms of Service	Sp Called Meeting Fall 24	Fall 24 Board Meeting	SC24 Strategic Planning w/ Board WG Assignment
5.4 Planning	Sp Called Meeting Fall 24	Fall 24 Board Meeting	SC24 Strategic Planning w/ Board WG Assignment
5.4.1 Annual Budget Preparation	Sp Called Meeting Fall 24	Fall 24 Board Meeting	SC24 Strategic Planning w/ Board WG Assignment
5.4.2 Strategic Plan	Sp Called Meeting Fall 24	Fall 24 Board Meeting	SC24 Strategic Planning w/ Board WG Assignment
5.5 Fiduciary Responsibilities	Sp Called Meeting Fall 24	Fall 24 Board Meeting	SC24 Strategic Planning w/ Board WG Assignment
<b>6 Board Development</b>			
6.1 Orientation of New Members	SC24	Sp Called Meeting Fall 24	
<b>7 Board Management</b>			
7.1 Meetings	SC24	Sp Called Meeting Fall 24	
7.1.2 Distribution of Meeting Minutes	SC24	Sp Called Meeting Fall 24	
7.2 Board Member Attendance	SC24	Sp Called Meeting Fall 24	
7.3 Removal	SC24	Sp Called Meeting Fall 24	
<b>8 Hiring of Staff &amp; Executive Director</b>			
8.1 Roles & Responsibilities of the CEO	Sp Called Meeting Fall 24	Fall 24 Board Meeting	ExO Assignment
8.2 Association Development Specialists	Fall 24 Board Meeting	Winter 2025 Board Meeting	
8.3 Evaluation of the Chief Executive Officer	Sp Called Meeting Fall 24	Fall 24 Board Meeting	ExO Assignment
8.4 Compensation Policy	Sp Called Meeting Fall 24	Fall 24 Board Meeting	ExO Assignment
<b>9 Membership</b>			
9.1 Categories	Fall 24 Board Meeting	Winter 2025 Board Meeting	
9.2 Membership Dues	Fall 24 Board Meeting	Winter 2025 Board Meeting	
9.3 Membership Survey	Fall 24 Board Meeting	Winter 2025 Board Meeting	
9.4 Diversity / Inclusivity	Fall 24 Board Meeting	Winter 2025 Board Meeting	
<b>10 Committees and Other Working Groups</b>			
10.1 Standing Committees to the Board of Directors	Sp Called Meeting Fall 24	Fall 24 Board Meeting	
10.1.1 Educational Programs and Planning	Sp Called Meeting Fall 24	Fall 24 Board Meeting	
10.1.2 Fiscal Affairs	Sp Called Meeting Fall 24	Fall 24 Board Meeting	
10.1.3 Governance	Sp Called Meeting Fall 24	Fall 24 Board Meeting	

10.1.4 Public Affairs	Sp Called Meeting Fall 24	Fall 24 Board Meeting
10.1.5 Diversity	Sp Called Meeting Fall 24	Fall 24 Board Meeting
10.2 Other Standing Committees	Sp Called Meeting Fall 24	Fall 24 Board Meeting
10.2.2 Nominations and Elections	Sp Called Meeting Fall 24	Fall 24 Board Meeting
10.3 Ad Hoc Committees, Commissions and Task Forces	Fall 24 Board Meeting	Winter 2025 Board Meeting
10.4 Leadership Foundation for Teacher Education (LFTE)	Fall 24 Board Meeting	Winter 2025 Board Meeting

## 11 Financial Management

11.1 Financial Management	SC24	Sp Called Meeting Fall 24
11.1.1 Philosophy	SC24	Sp Called Meeting Fall 24
11.1.2 Authority	SC24	Sp Called Meeting Fall 24
11.2 Financial Procedures	SC24	Sp Called Meeting Fall 24
11.2.1 Purpose Statement	SC24	Sp Called Meeting Fall 24
11.2.2 Accounting System	SC24	Sp Called Meeting Fall 24
11.2.3 Accounts Payable	SC24	Sp Called Meeting Fall 24
11.2.4 Accounts Receivable	SC24	Sp Called Meeting Fall 24
11.2.5 Budget	SC24	Sp Called Meeting Fall 24
11.2.6 Business Continuity	SC24	Sp Called Meeting Fall 24
11.2.7 Cash Management	SC24	Sp Called Meeting Fall 24
11.2.8 Conferences and Workshops	Fall 24 Board Meeting	Winter 2025 Board Meeting
11.2.9 Contracts	Fall 24 Board Meeting	Winter 2025 Board Meeting
11.2.10 Gift Acceptance	SC24	Sp Called Meeting Fall 24
11.2.11 Gift Acknowledgement	SC24	Sp Called Meeting Fall 24
11.2.12 Gift Processing	SC24	Sp Called Meeting Fall 24
11.2.13 Grants	SC24	Sp Called Meeting Fall 24
11.2.14 Personnel	SC24	Sp Called Meeting Fall 24
11.2.15 Records Retention	SC24	Sp Called Meeting Fall 24
11.2.16 Scheduled Financial Matters	SC24	Sp Called Meeting Fall 24
11.2.17 Travel	Fall 24 Board Meeting	Winter 2025 Board Meeting
11.2 Annual Financial Audit	SC24	Sp Called Meeting Fall 24
11.3 Annual 990 Tax Filing	SC24	Sp Called Meeting Fall 24

## 12 Revenue Sources and Sharing

12.1 Membership Dues	Sp Called Meeting Fall 24	Fall 24 Board Meeting
12.2 Sponsorships	Fall 24 Board Meeting	Winter 2025 Board Meeting
12.2.1 Annual and Summer	Fall 24 Board Meeting	Winter 2025 Board Meeting

## 13 Legal Issues

13.1 Office, Storage and P.O. Box	SC24	Sp Called Meeting Fall 24
13.2 Registered Agent	SC24	Sp Called Meeting Fall 24
13.3 Insurance	SC24	Sp Called Meeting Fall 24
13.4 Document Retention Policy	SC24	Sp Called Meeting Fall 24
13.5 Conflict of Interest Policy	SC24	Sp Called Meeting Fall 24
13.5.1 Facilitation of Disclosure by annual form	SC24	Sp Called Meeting Fall 24
13.5.2 Procedures to Manage Conflicts	SC24	Sp Called Meeting Fall 24
13.6 Joint Venture Policy	SC24	Sp Called Meeting Fall 24
13.7 Whistleblower Policy	SC24	Sp Called Meeting Fall 24

## 14 Accountability

14.1 Annual Report	Sp Called Meeting Fall 24	Fall 24 Board Meeting
14.2 Annual Report to Membership	Sp Called Meeting Fall 24	Fall 24 Board Meeting
14.3 Awards	Sp Called Meeting Fall 24	Fall 24 Board Meeting

## 15 Annual Calendar of Events

Fall 24 Board Meeting	Winter 2025 Board Meeting
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## 16 Annual Meeting and Summer Conference

16.1 Annual Conference Planning	Winter 2025 Board Meeting	Spring 2025 Board Meeting
16.2 Give Back Program	Summer 24 Board Meeting	SC24
16.3 Sponsorship, Ads and Exhibits	Sp Called Meeting Fall 24	Fall 24 Board Meeting

## 17 Online Presence and Social Media

17.1 Social Media Policy	Sp Called Meeting Fall 24	Fall 24 Board Meeting
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## 18 Frequently Asked Questions

18.1 How to join ATE?	Winter 2025 Board Meeting	Spring 2025 Board Meeting
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