

MANUAL OF PROCEDURES REPORT
FSMTA Executive Board Meeting
June 12, 2010

Zelda Jensen is returning home today after a two-week trip to Europe, so she will be unable to attend this meeting. I will report on her area in her absence.

In Zelda's last report to the board dated October 23, 2009, she made the following request to the various chairmen:

I therefore would like to request that all the chairmen update their own procedures (as recommended in the website under "Manual of Procedures"), before sending them to me for editing.. Currently everyone should have an e-copy of their particular job description, however I can provide one if necessary.

Zelda reports that no new suggestions have been submitted by any of the chairmen. With regard to the change of time lines back to a Fall Conference, it is difficult for her to make decisions about procedures without having knowledge of the jobs. It would be much appreciated if the current chairmen could take a look at their copies, do the revisions according to the new time line, and submit their rough drafts to Zelda as soon as possible..

Respectfully Submitted,

Becky Barlar, Editor

for Zelda Jensen, Manual of Procedures Chair