

Policy Manual Report

July 29, 2010

Policy Manual Pending Changes

The following changes will be made to the Policy Manual as soon as I receive authorization from the Board to do so:

Delete:

DUTIES OF CONFERENCE TREASURER (4-14-08)

1. The VATE Conference bank account will be opened under the name 20xx VATE Conference.
2. Once the bank account is established, the VATE Conference treasurer will communicate with the VATE treasurer and convey to the VATE treasurer the bank name, address, conference account number, and also send a copy of an initial bank statement.
3. All VATE conference registration forms and other conference material will indicate that checks or purchase orders to pay for any conference-related expenses (registration, meals, exhibitor fees, etc.) will be made payable to 20xx VATE Conference.
4. All checks will be endorsed to 20xx VATE Conference using a bank-issued deposit stamp.
5. At the conclusion of the VATE Conference and when all transactions have cleared, the Conference treasurer will present to the VATE Executive Board a conference account report listing all income and all expenditures and provide, if requested, all bank records related to the 20xx VATE Conference account.

Replace with

DUTIES OF CONFERENCE TREASURER

1. The VATE Treasurer will serve as the Conference Treasurer.
2. Separate line items will be created on the financial report to reflect all income and expenses related to the VATE Conference.

Treasurer duties add:

The VATE Treasurer will serve as the Conference Treasurer.

Add new Board member:

Virginia Writing Project Liaison

List of duties needed

Linda MacCleave
July 29, 2010