

Table of Contents

PREFACE -	THA Members – Never Underestimate Them!	04
	Code of Ethics – THA Board Members	05
	Code of Ethics – THA General Membership	06
Chapter 1	Board of Director's Listing	07 - 12
Chapter 2	Welcome to the Board of Directors	13 - 16
Chapter 3	Staff Responsibilities	17 - 18
Chapter 4	What is THA?	19 – 26
	<Insert> Commonly Used Acronyms	27 - 28
Chapter 5	Preparing for Board Meetings	29 - 32
Chapter 6	Dealing with Boardroom Conflict	33 - 36
Chapter 7	Common Problems	37 - 40
Chapter 8	THA By-Laws	41 - 52
Chapter 9	Committee Responsibilities	53 - 66
Chapter 10	TMH Foundation	67 - 70
Appendix A-----THA Formal Policies [Effective October 16, 2008]	71
➤	Audit Committee Policy	72
➤	Board Room Conflict Policy	73
➤	Code of Ethics Policy – Board of Directors	74 - 76
➤	Code of Ethics Policy – Members	77
➤	Compensation Policy – Top Management	78
➤	Document Retention and Destruction Policy	79
➤	Employee Code of Conduct Policy	80
➤	Guest Speaker Policy	81
➤	Internal Controls Policy	82 - 88
➤	Meeting Minutes Policy	89
➤	Public Records Policy	90
➤	Whistle Protection Policy	91 - 92
Appendix B-----THA Employee Handbook [Effective October 16, 2008]	93 - 122