

Policies and Procedures
For
The Friendship Force of Knoxville (FFK), Tennessee
Board of Directors

Section I
General Board Policies

1. Board meetings will be held prior to the General Meeting at the discretion of the Board.
2. The immediate past president will serve as parliamentarian.
3. Members of the Board of Directors will give any notebooks and other relevant materials to their successor at the end of their term.*
4. Board of Director Members will keep all receipts for expenditures and submit them with a completed Reimbursement Request available from the treasurer.
 - a. Requests for reimbursement should be submitted to the treasurer as soon as possible but in all cases within 60 days after incurring the expense.
 - b. Any expenditure over \$200 must be approved by the Board.
 - c. The treasurer may approve expenditures that exceed specific budgeted categories by up to \$100. Expenditures that will exceed any budget category by more than \$100 require Board approval.
5. Chairpersons should encourage club members to actively participate on their committees and keep a listing of all those who participate.
6. The club may send the President or the President-Elect to the International Conference and pay up to a maximum of \$750 toward the cost of conference registration, hotel accommodations and travel economy rates for one person. The amount may be revised depending on the resources in the club treasury.
7. In the event that a Board decision is needed and must be voted on, such votes may be taken by email and so documented by copies of such emails, at the subsequent Board meeting. If any Board member objects to an email vote, then the motion must carry by a $\frac{3}{4}$ vote of all Board members.*
8. The secretary shall send a copy of the minutes to the President within a week after each such meeting.
9. The Treasurer will submit to the Board an Operating Budget in November for the following year.*
10. The Journey Coordinator along with the Ambassador Coordinator or Host Coordinator and the Treasurer will submit a preliminary Journey Budget to the Board establishing costs of the journey.
11. The policies and procedures and bylaws shall be reviewed by the board annually.

Section II
Dues

1. The club membership year will be from January 1 to December 31.
2. Dues are normally \$40, but COVID 19 has altered the dues structure for 2021. Therefore, the fee for current members for 2021 is \$0 and for new members \$20. FFK will cover the FFI fee for current members.

3. Dues for new members joining after July 1 will be ½ of the annual dues. Name badges for new members are provided gratis. Members who have not paid dues by February 15th will be dropped from the membership rolls.
4. The annual dues will be recommended by the Board. Any changes in dues will be approved by two thirds (2/3) of the Board of Directors. Notice of a change of dues must be published in the club newsletter at least one month prior to the date of the change.*

Section III Standing Committees

There shall be five (5) standing committees, Membership, Journey, Program, Hospitality, and Communication. Any FFK member may volunteer for and serve on any committee, and all FFK members are asked to serve on at least one of the standing committees.

Duties and Responsibilities of all Chairpersons:

1. Chairpersons delegate tasks to individuals or subcommittees as appropriate to ensure their completion.*
2. Chairpersons make presentations to the Board as needed regarding the current status of activities.

Membership Committee: The Membership Committee has the responsibility for membership development. The committee:

1. Develops methods of attracting new members and retaining existing members.
2. Arranges membership development events.
3. Performs the following tasks:
 - a. Appoints greeters for each meeting and along with the appointed greeters, welcomes and introduces new members at each meeting.
 - b. Contacts any new person visiting a FFK event and makes appropriate follow-up.
 - c. Provides each new member a brochure, member interest survey and updated Membership Directory.
 - d. Mails information about FFK to those requesting it and follows up one week to ten days after the mailing.
 - e. At each meeting sets up a table for membership registration, name badge distribution and distribution of any brochures or other information relevant to the club.
 - f. Sets up FFK banner at each FFK event.
 - g. Notifies the President and/or Program Chair before the meeting or event of any guests and/or new members.
 - h. In conjunction with the Board, contacts members not renewing their FFK membership to understand their reasons for not renewing.

Journey Committee:

1. The Journey Coordinator:
 - a. Serves as Chairperson of the Journey Committee.

- b. Serves as the contact between FFI, our club and the host club before a Host or Ambassador Coordinator is appointed.
 - c. Recommends Ambassador and Host Coordinator candidates to the President for appointment and approval by the board.
 - d. Mentors or finds mentors for new Ambassador and Host Coordinators as needed.
 - e. Works with Ambassador Coordinators, Host Coordinators and the Treasurer to prepare Journey budgets for approval by the Board.
 - f. Monitors Ambassador and Host Coordinators so that they are on track regarding budgeting and planning.
 - g. Maintains FFK Journey Policies.
 - h. Maintains a record of mutual or reciprocal journey plans for future years and maintains contact with those clubs.
 - i. Assists the Board in decisions about policy changes for journeys, and
 - j. Operates consistent with journey documents on the FFI website and in the Journey Coordinator Manual.
 - k. Coordinates all journey activities with clubs requesting either inbound or outbound journeys with FFK.
 - l. Assists the Ambassador and Host Coordinators with the preparation of a final Journey Report to be submitted to the Board within 30 days after the end of a journey.
2. The Journey Committee coordinates all journey activities. The committee:
- a. In addition to the Journey Coordinator, consists of the current Host and Ambassador coordinators, and former Journey, Host and Ambassador Coordinators are encouraged to join.
 - b. Develops journey training programs for Ambassador and Host Coordinators, Home Hosts, Day Hosts and all other journey activity members.
 - c. Recruits members to participate in journey training programs.
 - d. Works in conjunction with the President to prepare annual club requests for both inbound and outbound journeys.

Journey Policies can be found in a separate document that compiles both the needs and requirements of FFK and FFI.

Program Committee: The Program Committee:

- 1. Arranges for speakers and programs with the assistance of the President and the Board and that are consistent with the mission of FFK.
- 2. Develops a Speakers Bureau to present FFK to community groups.
- 3. Is a liaison with community groups.
- 4. Is a liaison with news media.
- 5. Prepares other materials such as a current slide program and club brochures for distribution.

Hospitality Committee: The Hospitality Committee:

- 1. Arranges for refreshments and other hospitality needs for meeting, programs, and other social events.

- a. Purchases supplies and any food items needed, such as beverages and meat dishes when provided by the club for host journeys. Purchase receipts are submitted to the Treasurer for reimbursement.
- b. Insures that tables and chairs are set up as needed.
2. Makes recommendations to the Board concerning locations and costs for all special events.
3. Prepares a budget for special events with the assistance of the Treasurer and ad hoc special events committee then to be submitted to the Board for approval.
4. Keeps organization notebook updated with pertinent information including costs of meeting facilities, caterers used with contact information.

Communications Committee: The Communications Committee is responsible for

1. Newsletter: Prepares newsletter “Gateway to Worldwide Friends” that includes:
 - a. “Note from the President.”
 - b. New member information and any membership changes.
 - c. News relating to individual members, such as illnesses, deaths, and other unique activities.
 - d. Information about upcoming club activities and journeys, including other journeys thru FFI.
2. Website: Maintains the website with current and historic information about FFK.
3. Telephone Tree: Maintains, revises and distributes telephone listing to members of the Telephone Committee.

*From By-Laws

Approved January 11, 2017

Updated September 13, 2017

Updated October 24, 2018

Revised October 9, 2019 by vote of the Board of Directors

Revised October 26, 2020 by vote of the Board of Directors