

# WWN Policies and Procedures Manual

## Section 24

### Policies and Procedures Tasks

January 21, 2025 Rev 2

#### Duties, Policies and Procedures Pertaining To: Policies and Procedures Tasks

##### A. Policies/Duties

1. There shall be a Policies and Procedures (P & P) Chairperson
2. The P & P Chairperson maintains all sections of the master P & P Manual. He/she updates section(s) of the P & P Manual after the WWN Board of Directors (BOD) has approved a change to a section(s).
3. The P & P Manual should be available at the BOD meetings to use as a source of information when questions arise pertaining to the WWN P & P.
4. Copies of the Constitution and By-Laws are included in the P & P Manual. When the BOD, not by special review committee, makes an amendment to the Constitution and/or By-Laws, the Secretary records the change(s) and sends it to the P & P Chairperson so he/she can make the required changes to the P & P Manual. The P & P Chairperson sends the updated document(s) in PDF format to WWN website Webmaster so he/she can update the Website.
5. All Procedures and the Constitution and By-Laws are kept on a thumb drive.
6. Before the P & P Chairperson leaves office he/she turns over the P & P Manual, thumb drive and any other pertinent documents to his/her incoming replacement.
7. Note that the format of the electronic name of the P & P needs to remain in this format i.e. "WWN17 Historian|Photographer 10\_24\_2023.doc". This ensures that Webmaster can update website easily.

##### B. Procedures

1. A Chairperson may want to change the way in which he/her performs a Procedure. He/she may submit his/her proposed written change(s) to the BOD. Changes to include updated the publishing date and revision number. The WWN BOD must approve any changes to a Procedure. If the BOD approves the proposed changes, the P & P Chairperson will make four copies of the updated Procedure, one for the Master P & P Manual, President, Secretary and Chairperson. Thumb drive to be updated. An updated PDF copy will be emailed to the Webmaster chairperson to update the files on the WWN website.
2. When deemed necessary the BOD may make change(s) to a Procedure when questions arise about a Procedure at BOD meetings. Changes may be suggested and approved by the BOD.
3. Before the beginning of each fiscal year, any outgoing BOD member must provide his/her replacement with his/her Duties and Procedures Manual and any other material relative to his/her position. The P & P Chairperson will provide Duties and Procedures to any Chairperson who has not received them or received out of date information.
4. A Chairperson may submit written changes of his/her Duties and Procedures to the BOD or submit the written changes to the P & P Chairman and request her/him to present them to the BOD.

**NOTE:** Any WWN forms needed to comply with this document are available on the WWN website ([wwnewcomers.org](http://wwnewcomers.org)).