

WWN Policies and Procedures Manual

Section 11

Book Club Committee

October 24, 2023 Rev 0

Duties, Policies and Procedures Pertaining To: Book Club

A. Duties

1. Organize Book Club activities.
2. Maintain an up-to-date Duties and Procedures Manual and update all other documents pertaining to your position. Before you leave office turn over the Duties and Procedures Manual and the updated documents to your incoming replacement.

B. Procedures:

1. Prepare sign-up sheets to put out on the sign-up table a month before Book Club meeting date.
2. Contact restaurant to let them know of the day, time and number of people attending. The Book Club meets the 2nd Monday of each month.
3. An email will be sent out to all who have signed up prior to meeting date.
4. Chairperson to post pictures and write up on Facebook

C. Policy

1. Share what you are reading, discuss other books of interest and exchange books with others.

NOTE: The WWN BOD must approve any changes to this document. To change the document either submit your proposed written change(s) to the Policy and Procedure Chairperson, who will submit the written change(s) to the BOD, or you may submit the proposed written change(s) to the BOD.