

National T.T.T. Society
Executive Board/Project Board/Parliamentarian
Useful Guidelines

Board Meetings:

- a) All board meetings and conference call discussions are confidential and topics discussed in our meetings are not to be discussed with non-board members.

- b) The Executive Board meets in the Fall of Non-Convention year and the Spring of both years, typically on Friday and Saturday. The Project Board meets each spring of both years, typically on a Saturday. If the need occurs, the Project Board will call a meeting in October of Non-Convention year. The location will be decided by the President. The date and times will be determined as a group to attempt to fit everyone's schedule. The Executive board and the Project Board also meet for a Pre-Convention board meeting. The executive board usually meets on the Wednesday and Thursday prior to National Convention. The Project Board usually meets on Thursday prior to National Convention.

- c) The hotel room reservations are made by the treasurer based on the accommodation needs of the members, that is, if a member must arrive the day ahead of the meeting time, a room will be reserved. Payment for these rooms will be paid out of the National Treasury.

- d) Board members make their own arrangements for travel to the board meetings.

- e) Dress is casual for board meetings. Meals are arranged close to the meeting facility at midrange restaurants where dress is also casual

- f) Typically board members bring snack food and beverages to share during the board meetings. Members who are driving will often bring bottled water and items that can't be easily carried on a plane.

- g) If board members arrive the night before the scheduled board meeting date, the meals must be paid by the board member and are not reimbursable.

Board Travel:

Members of the Executive Board, National Parliamentarian and Project Board should submit all pre-approved T.T.T. receipts for reimbursement, including mileage. Request for reimbursement for mileage must be accompanied with a printout from an online map program (ex. Google Maps) that shows the starting address and ending address with the miles travelled clearly indicated. Up to 20 extra miles can be added for travel occurring outside of these miles (e.g. driving to and from dinner at a board meeting). This will insure that the true cost of running the Society on the National level is on record. Members may choose to donate back their reimbursement as a gift to the Project fund; this is a personal choice and not an expectation.

Conference Calls:

- a) NEB Conference calls are scheduled for each month between the spring and fall board meetings. The Executive Board calls have previously been scheduled for the second Tuesday of the month at 7 pm Central Time. This may change depending on board member availability and the president’s preference. Project Board members may or may not need to be on the calls based on topics. The Project Board may hold conference calls as needed per the decision of the Project Administrator.

- b) An agenda is prepared by the President for each conference call. Members can add items they would like to discuss. A google Doc will be furnished for the call so members can add their comments or notes as they want. The agenda for the Project Board will be prepared by the Administrator with suggestions from the Project Board members.

- c) Calls may be cancelled if there is not sufficient business.

General and Miscellaneous:

- a) All board members should read the Bylaws, current handbook and Convention Folio related to their offices. The job descriptions will be a guide to the work accomplished and reported at the board meetings and convention.

- b) Articles for Tidings are due to the National Office according to this schedule:
 - 1) Reminder to board members with suggested topics 15th of even month
 - 2) All info to Office 25th of even month
 - 3) Draft to board 5th of odd month
 - 4) Send email 7th of odd month

	Topic		Source
March	NEB	Vision moment President’s message	President
	Camp	T-shirts Campership/Kay Eng reminder	Project Board
	Membership	Membership report	Organizer/Office
	Finances		Treasurer
	Dates	State conventions	Office
	Other	Facebook feature Sidebar with links to regular features	Office
May	NEB	Resume of board meeting	
	Camp	Tips for camp chairs	Project Admin
	Membership		Organizer/office
	Finances		treasurer
	Other	Regular features	Office
July	NEB	President’s message	

	Camp		Project Admin
	Membership		Organizer/office
	Finances		Treasurer
	Other	National Convention info	
September	NEB	President's message	
	Camp	Camp results/numbers	Project Admin
	Membership		Organizer/office
	Finances		Treasurer

Send to the National Office for inclusion in the current edition once the entries are complete.

- c) The office sends a Conflict of Interest & Gift Prohibition Policy and Fiscal Year End Statement form each year for board members to sign. The form will be emailed and must be signed and returned. Annually board members are asked to report the average number of hours they spend per week on T.T.T. work.
- d) Board members will occasionally contribute their own money toward gifts for office staff. They may also contribute to donations in memory of a death. This money is kept separate from the T.T.T. treasury.
- e) Email voting: A Google Doc may be used for email voting. A motion must be made by 7 PM CST. The motion must be seconded and discussed before the vote is called for. Discussion will take place for 24 hours before a call for the vote. The end of voting must be concluded within 48 hours after the motion was seconded. The call for the vote cannot be made before 24 hours from the 2nd, to ensure time for discussion.
- f) Email Policy: The Sender will only address the people required to answer in the greeting line. If others are copied but not addressed they are not expected to reply unless they choose to provide input.

NATIONAL CONVENTION:

Prior to the National Convention, each officer prepares a report of their activities during their term of office. This report is written in the third person and reflects the completion of elected office responsibilities over the 2 year term. One copy should be emailed to recording secretary only. Each officer will do 1 year reports each fall and one 2 year report the fall of National convention.