

Policy and Procedure for SDBA BOD approval and oversight of Planned Activities

Policies and Procedures for SDBA Activities

Policy

To ensure full oversight of SDBA projects, events, collaborations, and activities, the Board of Directors (BOD) requires a written application form to be submitted to the BOD for approval of a new activity. The use of the form allows the BOD to prepare a yearly calendar and budget. The form includes the development, outcomes, scheduling, resource identification, publicity, budgeting and final summary report of the activity.

Procedure

To inform and obtain the approval of the Board of Directors, Committee Chairs or their designated SDBA member proxies must submit to the President of the Board and the Executive Director an email or written correspondence. BOD approval is required before commitment or development of any activity.

Include:

1. The name and brief description of the activity.
2. Outcomes expected to achieve.
3. The dates and times of the activity.
4. The estimation of resources identified/anticipated:
 1. **People:** List any members to be involved in temporary committee work for the activity development planning
 2. **Estimated Budget:** Estimated income, expenses, and profits to SDBA
 3. **Estimated Time commitment:** Anticipated schedule for committee members
 4. **Communications:** List potential use of SDBA Newsletter/independent mailings/mail chimp response forms/Website, etc which are available tools to facilitate contact and survey participants.
 5. **Publicity:** Identify any Publicity announcements, other than the SDBA Newsletter.
5. Is the activity a collaboration with another group or groups? If so, who are these groups and what is the plan for sharing resources/benefits.
6. Is the activity open to non-members?
7. A brief summary report will be submitted at the end of project to include, but not limited to lessons learned and recommendations for possibly repeating the activity.

The Board President and Executive Director will then submit the activity for approval from the Board of Directors via email. The Board of Directors will respond with their approvals or concerns to the President of the Board and Executive Director via email in no later than two weeks. Emails may be sent to sandiegobookarts@gmail.com .