



BOOMERS ROCK

Policies and Procedures Manual

AUGUST 29, 2022



Boomers Rock

Policies and Procedures Manual

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Policy Category	Financial
Policy Title	Annual Budget Approval Policy
Policy	The Boomers Rock board will approve an annual budget by the end of February. Modifications to an approved budget may be approved by a majority of the Board.
Policy Purpose	The purpose of an annual budget is to serve as a forecast of income and expenditure (and thereby profitability), a tool for decision making, and as means to monitor financial performance.
Policy Scope and Conditions	
Responsible Role(s)	Treasurer; each Director
Procedures	By mid January the Treasurer will inform each Director of the pattern of revenue and expenses for the past year for his/her area of responsibility, to aid him/her in proposing revenue and expenses for the subsequent year. By February 1, each Director will prepare proposed revenues and expenditures for his/her area of responsibility and send the proposal to the Treasurer for compilation. Prior to the February board meeting, the Treasurer will compile each Director's proposals into an organization-wide budget for consideration by the entire Board. Modifications to the proposed budget will take place during the February board meeting, and Directors will be invited via email to approve the revised budget within a week of that meeting.
References and Help	
Version and Approval Date(s)	Ver 1.0 approved 29 Aug 2022



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Policy Category	Financial
Policy Title	Bank Reconciliations
Policy	The financial records of Boomers Rock shall be reconciled on a monthly basis, to the penny, with the account records of the bank holding our checking account.
Policy Purpose	Bank reconciliations are an essential internal control tool and are necessary in preventing and detecting fraud. They also help identify accounting and bank errors by providing explanations of the differences between Boomers Rock's recorded cash balances and the bank balance position per the bank statement.
Policy Scope and Conditions	This shall be limited to the cash and checking accounts of the bank and of Boomers Rock's financial records.
Responsible Role(s)	Treasurer
Procedures	The Treasurer uses Quicken to conduct the reconciliation and produce a report which is shared with all Directors each month.
References and Help	
Version and Approval Date(s)	Ver 1.0 approved ____ August 2022



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Policy Category	Secretary
Policy Title	Classes and Roles of Board Members
Policy	The Board must approve the Board classes and roles as the first item of business at its first meeting following election, and publish this to the membership. The Board must also approve any change to the Director Classes and Roles document and publish this to the membership.
Policy Purpose	This policy makes it clear how long each board member is to serve as a Director, and which role each Director is to fulfill for the ensuing year.
Policy Scope and Conditions	
Responsible Role(s)	Secretary, Webmaster
Procedures	<ul style="list-style-type: none"> • The Secretary should update the attached document and propose it for approval by the newly seated board. • Then the Secretary should ask the Webmaster to post the document on the website.
References and Help	Director Classes and Roles
Version and Approval Date(s)	Ver 1.0 approved 29 Aug 2022



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Boomers Rock Classes of Directors

2022 Officers and Directors

2022:

- Karen Nickel, Director of Publicity
- Vickie Botkin, Webmaster

2023:

- Nicki Hudelson, Secretary
- Tim Kohlmeyer, President
- Alissa Nead, Director of Small Groups

2024:

- Cindi Erickson, Treasurer
- Roger Ricks, Vice President
- Rita Turner, Membership Director
- JoAnn Kohlmeyer, Director of Events



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Policy Category	Financial
Policy Title	Contract Approval
Policy	In accordance with Bylaws Section 8.3, only the Director of Events (for event-related contracts) and the President (for all other contracts) are authorized to enter into contracts of which Boomers Rock is a party.
Policy Purpose	The purpose of this policy is to tightly control who is authorized to bind Boomers Rock to any financial obligation.
Policy Scope and Conditions	If and ONLY if the President is unable to fulfill this role, the Vice President assumes this authority. If and ONLY if the Director of Events is unable to fulfill this role, the President assumes this authority.
Responsible Role(s)	President, Director of Events
Procedures	Every contract involving Boomers Rock shall include a printed and a signature line for authorized party to sign.
References and Help	
Version and Approval Date(s)	Ver 1.0 approved 29 Aug 2022



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Policy Category	Events
Policy Title	Event Attendance
Policy	In accordance with Bylaws section 4.1, unless otherwise specifically noted as a members-plus-guests event, only members in good standing may attend any Boomers Rock event.
Policy Purpose	This policy helps preserve the value of membership and prevents members from being denied access to limited-capacity events due to the attendance of non-members.
Policy Scope and Conditions	<p>This policy shall apply to all events, whether free or paid, including small group events and volunteer open houses.</p> <p>Only the Director of Events shall have the authority to designate any event as a members-plus-guests event.</p>
Responsible Role(s)	Directors of Events, Small Groups, Membership
Procedures	<ul style="list-style-type: none"> • The responsible director shall assure that this policy is followed by checking the event's registration list against the current membership file. • Every event announcement shall clearly state whether the event is for members only, or for members plus guests.
References and Help	
Version and Approval Date(s)	Ver 1.0 approved 29 Aug 2022



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Policy Category	Events
Policy Title	Events Refund Policy
Policy	<p>Members are entitled to a full refund for any ticketed event that is cancelled by Boomers Rock.</p> <p>An individual member is entitled to a full or partial refund of a ticketed event only at the discretion of the Events Director.</p>
Policy Purpose	This policy strikes a balance between the need to preserve revenue to cover event expenses, and fairness to our members when unavoidable circumstances arise.
Policy Scope and Conditions	Typical reasons for an event cancellation include (but are not limited to) poor weather, or failure of the facility to suitably accommodate an event. Typical reasons for an individual member cancellation include (but are not limited to) bereavement or a positive Covid test.
Responsible Role(s)	Director of Events
Procedures	<p>Event cancellation: The Director of Events notifies all registrants via Wild Apricot, and cancels their registrations. The Director of Events then notifies the Treasurer, who refunds the registration in both Wild Apricot and AffiniPay.</p> <p>Individual request for refund: The Director of Events approves the request at his/her discretion, then notifies the Treasurer who refunds the registration in both Wild Apricot and AffinPay.</p>
References and Help	
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Policy Category	Financial
Policy Title	Expenditures and Refund Approvals
Policy	Each expenditure and refund request shall be reviewed and approved by at least one disinterested Director prior to payment.
Policy Purpose	The purpose of this policy is to prevent unauthorized expenditures of Boomers Rock's funds, as well as conflicts of interest.
Policy Scope and Conditions	This policy applies to all outgoing funds, irrespective of method. A disinterested party is one who is not involved in a particular situation or not likely to benefit from it and is therefore able to act in a fair and unselfish way.
Responsible Role(s)	President, Director of Events, Treasurer, other Directors as needed to satisfy the disinterested party requirement.
Procedures	<p>Expense reimbursement: The requestor completes this online form https://form.jotform.com/220217848637158 which includes a workflow that assures that the completed form is routed to a disinterested Director for approval.</p> <p>Refund request: The Director of Events completes this online form https://form.jotform.com/220226243002032 which is routed to the Treasurer for processing, in accordance with Boomers Rock's Refund Policy.</p> <p>Once approved, the completed form is electronically routed to the Treasurer for processing.</p>
References and Help	Refund Policy
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Policy Category	Membership
Policy Title	Member Data Confidentiality
Policy	Data created or provided by a member, or photos or videos of an identifiable member, will only be used in achieving the purposes of the Boomers Rock organization and will not be shared with, or sold, to any external organization without the expressed consent of the member.
Policy Purpose	It is inappropriate for the Boomers Rock organization to use data, photos or videos of a member for anything other than its own purposes.
Policy Scope and Conditions	<p>Group photos or videos sent to external media, where a member's identity is difficult to discern, is excluded from this policy.</p> <p>Boomers Rock will honor any member's request to withdraw a photo or video where he or she is easily identifiable.</p> <p>Only members have access to Boomers Rock photo albums on its website.</p> <p>A downloaded extract of membership data should not be shared with anyone other than a Director.</p>
Responsible Role(s)	Director of Membership, Director of Publicity, Webmaster
Procedures	<ul style="list-style-type: none"> All photos used for public promotion of Boomers Rock should be examined by the Director of Publicity for compliance with this policy.
References and Help	
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Policy Category	Events
Policy Title	Pets at Events
Policy	Every event shall be free of pets, unless authorized by the Director of Events.
Policy Purpose	Because some members may be allergic to pets, and because some pets may not be reliably well-behaved, pets are not allowed at BR events.
Policy Scope and Conditions	The Director of Events has authority to waive this requirement for certain events where the concerns, stated in the purpose, are absent.
Responsible Role(s)	Director of Events, Director of Small Groups
Procedures	<ul style="list-style-type: none">• Every event announcement shall include verbiage as to whether the event is pet friendly or not.
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