

# **SOUTH CENTRAL TELECONFERENCE MEETING POLICY**

## **I. PURPOSE**

The purpose of this document is to guide the region in planning and executing teleconference (or videoconference or web-conference) meetings.

- A. The goal of the teleconference meeting will be to discuss regional issues, conduct business meetings and provide leadership development to its members.
- B. The content of the meeting will be at the discretion of the region and should reflect the desires and needs of the group.

## **II. DATE AND TIME OF TELECONFERENCE**

The South Central representative will work with the president or designee for each chapter to establish a consensus for the date and time of teleconference meetings.

## **III. AGENDA AND REPORTING**

- A. The South Central representative will work with the chapter designees to develop an agenda for the meeting.
  - 1. The representative will develop a draft agenda and send it to the chapter designees within one week of the scheduled date of the teleconference meeting.
  - 2. The designees will also be offered the opportunity to add items to the agenda. The deadline for added items will be 48 hours after the draft agenda is sent.
  - 3. The representative will incorporate any additional items into a final agenda and send it within 48 hours of the meeting.
- B. Minutes from the teleconference meeting will be sent to the designees and/or presidents, and the chapter contacts within two weeks of the meeting.

## **IV. BUDGET AND FINANCIAL CONCERNS**

Funds from the escrow account can be used to meet by teleconference, videoconference and/or web conference if another source of payment can not be identified. The following are guidelines to use escrow funds:

- A. The escrow account shall not fall below \$2000.00.
  - 1. Should the escrow account fall below this level, each chapter within the region will be asked to contribute 1/8 of the amount necessary (due January 15th) to bring the escrow account to the minimum balance.
- B. No refunds can be disbursed from the escrow account if it falls below the minimum balance.

## **V. MISCELLANEOUS**

- A. Voting and policy changes must follow the guidelines listed in the *South Central Regional Meeting Guideline Policy*.

*Adopted, July 16, 2007*