

REFERENCE MANUAL COMMITTEE

Charges

1. To maintain and update a reference manual of existing KSRA policies and procedures approved by the Board of Directors
2. To disseminate the reference manual to the KSRA Board of Directors
3. To facilitate a breakout session at the June KSRA Leadership Workshop

Duties of the Chair

1. To compile existing policies and procedures of the association
2. To disseminate the reference manual to all KSRA officers, local and special interest councils, and committee chairs
3. To facilitate a session for local council presidents at the Leadership Workshop in June to familiarize them with their role in the utilization of the reference manual
4. To prepare an annual report and submit a copy for file with the secretary (Bylaws Article VI, Section 12) and more frequently if requested by the president