

WWN Policies and Procedures Manual

Section 17

Activities

August 18, 2026 Rev 3

Duties, Policies and Procedures Pertaining To: Activities

A. Policies/Duties

1. There shall be Chairperson and other volunteers. The Activities Chairperson shall be responsible for:
 - a. Recruiting members to help plan and organize activities of interest to the WWN members.
 - b. Providing or helping recruits to provide sign-up sheets for each activity, documentation.
 - c. Verifying with Calendar Chairperson that the date is available.
 - d. Ensuring the Activities Chairperson provides information for their planned activity to the WWN Newsletter.
2. Maintain an up-to-date Duties and Procedures Manual and update all other documents pertaining to your position. Before you leave office turn over the Duties and Procedures Manual and the updated documents to your incoming replacement.

B. Procedures

1. If needed, assist the Budget Committee in preparing an Activity budget.
2. Newsletter Articles:
 - a. Detailed articles regarding the upcoming activities should be provided at least two months, preferably three months, before the date of the activity to the Newsletter Chairperson at a monthly Board meeting by the Activities Chairperson.
3. Sign-up Sheets:
 - a. Sign-up sheets should be created by the Activity chairperson and placed on the sign-up table and retrieved at the end of the General Meeting. If needed, the Activities Chairperson should be available to help in this area.
4. Final counts and facility notification:
 - a. Final counts should be available one to two weeks prior to the activity, unless the establishment requires earlier notification.
5. Cancellations:
 - a. All activity documentation presented to the membership must contain the cancellation deadline. The deadline is generally one or two weeks prior to the activity, depending on the final preparation requirements.
6. Receipts:
 - a. Receipts are required for all expenditures and submitted to the Treasurer with the Income & Expense Report.

NOTE: The WWN BOD must approve any changes to this Document. To change the Document, submit your proposed written change(s) to the President who will review the changes and forward them to the Policy and Procedure Chairperson, who will then submit the revised document(s) to the BOD for approval.