

WWN Policies and Procedures Manual

Section 24

Policies and Procedures Tasks

August 18, 2026 Rev 3

Duties, Policies and Procedures Pertaining To: Policies and Procedures Tasks

A. Policies/Duties

1. The P & P Manual should be available at the BOD meetings to use as a source of information when questions arise pertaining to the WWN P & P.
2. Maintain all sections of the master P & P Manual. Copies of the Constitution and By-Laws are included in the P & P Manual.
3. Update section(s) of the P & P Manual after the WWN Board of Directors (BOD) has approved a change to a section(s).
4. Send the updated document(s) in PDF format to WWN website Webmaster so he/she can update the Website.
5. Keep all Procedures and the Constitution and By-Laws on a thumb drive.
6. The format of the electronic name of the P & P needs to remain in this format i.e. "WWN17 Historian|Photographer 10_24_2023.pdf". This ensures that Webmaster can update website easily.
7. Provide Duties and Procedures to any Chairperson who has not received them or received out-of-date information.
8. Maintain an up-to-date Duties and Procedures Manual and update all other documents pertaining to your position. Before leaving office turn over the Duties and Procedures Manual and the updated documents to your incoming replacement, including the thumb drive.

B. Procedures

1. The BOD will vote on all changes to P&Ps. If approved, send an updated PDF copy to the President, Secretary, Webmaster and pertinent Chairman.
2. The BOD will vote on all changes to the Constitution and By-Laws. If approved, send an updated PDF copy to the President, Secretary, Webmaster and all Chairmen.
3. Update the thumb drive. Changes to include updating the publishing date and revision number.
4. Print a copy and place it in the Master P&P Manual.
5. When deemed necessary, the BOD may make change(s) to a Procedure when questions arise about a Procedure at BOD meetings. Changes may be suggested and approved by the BOD.

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.