

Board Training/President Meetings

- To be planned by the Past President and duties delegated as appropriate.
- The newly elected Board at the Annual TSID Conference will determine the date for the Board Training/President's meeting.

Meeting must include:

1. Board Manuals updated
 2. Policy and Procedures Reviewed
 3. Liaisons assigned
 4. Explain workings of a board
 - Parliamentary procedures reviewed
 - Responsibilities explained
 - Review all forms (i.e. motion forms, reimbursements forms, CEU request forms, Co-Sponsorship, scholarships, etc.)
 5. Schedule yearly board meetings - dates and locations
 6. Determine *InterpreTexan* deadlines and mailing dates
- All executive Board members need to be in attendance unless excused by the President for medical reasons or other serious emergencies.
 - All Chapter Presidents are strongly encouraged to attend.

DOCUMENT HISTORY

- Established 10/2000