

QUAIL CREEK POTTERY AND SCULPTURE CLUB POLICY AND PROCEDURES

BOARD MEMBER AT LARGE

GENERAL

Policy:

One of the Board Members at Large is assigned duties to assist the Officers or Chairpersons of Committees when they will be absent for an extended period of time.

Procedures:

Under direction of the Officer or Chairperson being represented, the Board Member at Large:

1. Is identified to all Board members as to their specific assignments.
2. May be assigned to assist more than one position at a time.
3. Attends all Board meetings to stay abreast of the decisions of the Board.

All items performed are reviewed by the Officer or Chairperson being represented or by the President to ensure they are in keeping with POTS policies.