

GUIDELINES FOR THE FOB TRANSITION: 2022 to 2023

1. Meeting notes are to be taken and then approved by those attendants and submitted to Liaison and the Treasurer within 30 days. Treasurer will post to Goggle Drive.
2. Event Team coordinator is to meet and review their plan with the FOB Liaison before execution of their event to be started.
3. Transition team for 2022 is to fill all roles of the Activity Team Coordinators positions for the year of 2023.
4. Debrief meeting is to be held by Event Team Coordinator at the end of the event with FOB Liaison, Technical Committee Chairperson and Treasurer. Documented notes and filed on the Google drive.
5. Any member who needs to communicate to FOB members is to make the draft and send to the Liaison for issuance to all FOB members.
6. Any member can communicate to the sunshine committee the need to send a rose.
7. Mentor Program, Nell Kirchner Award and Committee Chairs are to remain as defined on google drive in 2022.

FOB LIAISON

1. Liaison of FOB on the board at BR, Cecelia Shirley will serve for 2023 and 2024.
2. Submit to BR each year goal for fund raising amount is to go up 5k per year Goal for 2023 is \$100k.
3. Liaison is to hold meeting in 3rd qtr of year to generate calendar of events for FOB.
4. Sits on the BR Board for 2 years.
5. Manage the FOB Website. Technical Committee Chairperson is to be the communicator to the Web Designer.
6. Communicate the final calendar to all FOB members.
7. Handles all communication to the FOB members.
8. Review and sign all contracts for FOB and obtains legal input and approval.

*These guidelines will be updated as we progress throughout the year

COMMITTEE CHAIRPERSONS WILL REMAIN FOR 2023 & 2024

Sunshine Committee Chairperson
Technical Committee Chairperson
History Committee Chairperson - Currently Open
Publicity Committee Chairperson

TREASURER

1. Treasurer will be responsible for the upkeep of all financials and meeting notes posted to the google drive.
2. Books and keeps in check with the BR contact - Nancy Riordan
3. Posts and manages the google drive, gives access to people who need it.
4. Handle all insurance requests for FOB.