

THE HERB SOCIETY OF AMERICA, INC.
OPERATING MANUAL REVIEW COMMITTEE
Approved June 2009, Amended June 2014, Amended April 2016

The Operating Manual Review Committee reviews the Operating Manual (*formerly known as Board Manual or Green Book*) documents to ensure that they further the mission of The Herb Society of America and follow board directives. The vice president will chair this committee.

Responsibilities:

Committee Chair (Vice President)

Review Operating Manual documents each year to determine that approval dates are within a three-year period. Sections of the Operating Manual requiring committee review and board approval of any changes following this time line include:

- Section 5 Board of Directors Job Descriptions
- Section 6 Membership Delegates
- Section 7 Policies
- Section 8 Procedures and Guidelines
- Section 9 Information for Unit Chairs information
- Section 10 Programs

Procedures for review

1. Notify the appropriate board member to have their outdated documents reviewed and or updated if as necessary.
2. Distribute updated documents to manual review committee members to for review.
3. Following committee review, return documents to the appropriate board member for approval of any significant suggested changes or questions.
4. Documents with only minor changes or updates may be electronically distributed to board members for consideration and vote of acceptance at any time.
5. If accepted, this vote will be confirmed at the next board meeting in order that the action is reflected in the minutes of the meeting.
6. If not accepted, or if there are questions about the intent of any changes, the document will be presented for discussion at the next board meeting.
7. New documents or documents with substantive changes will be included in materials sent to board members for discussion at the next board meeting.
8. Provide the approved updated version to headquarters for incorporation into the board manual master copy.

Responsibilities:

1. Two membership delegates are named committee members at the beginning of a new vice president term for a period of two (2) years, unless the membership delegate's term expires. If that occurs another membership delegate will be selected to the committee by the vice president.
2. Review submitted documents for clarity, ensuring that they are consistent with HSA's policies, guidelines, procedures, and the *HSA Style Manual*.
3. Report any questions and suggested document changes to the vice president within the requested time frame.

Addendum

Certain sections contained within the Operating Manual are operational in nature and may be changed by the responsible board member without review by this committee. Examples include, but are not limited to:

- The Herb Society of America **General Information** (Section 1)
- Strategic **Plan** (Section 2)
- ~~Operational~~ **Forms** (Section 13)

When such changes are made, an announcement will be sent to the members of the board.

The president will form a special committee for by-law review and revision on an as needed basis. Any amendments suggested will be presented to the membership for voting, as outlined in the by-laws.