

ST. AUGUSTINE HOME GUILD, INC.
POLICIES AND PROCEDURES
(final, Dec. 28, 2023)

ORGANIZATIONAL STRUCTURE
BOARD MEMBERS DUTIES & RESPONSIBILITIES

President

- A. Oversees the duties of the 1st and 2nd Vice Presidents
- B. Presides at Executive Officers, Board, and General Member meetings
- C. Represents Guild at quarterly meetings with administration of St. Augustine Home if required
- D. Establishes special committees and appoints chairs as necessary
- E. Executes contracts and other instruments for and in the name of the Guild and is authorized to sign checks in the absence of the treasurer
- F. Appoints Nominating Committee and Finance Committee
- G. Plans General Membership meetings
- H. Serves as ex-officio member of all committees except the Nominating Committee
- I. Performs other such duties customary to the Office of the President as directed by the Mother Superior of the Home
- J. Sends out monthly (or as needed) email updates to members and posts on website

1st Vice President:

- A. Presides at meetings in absence of or at the request of the president
- B. Conducts orientation of new members with the New Member Liaison
- C. Serves as liaison **to the Board** for ongoing volunteer activities (Bingo, Drivers for Sister Appointments, Gift Shop, Kitchen Crew, Little Store and Resident Companion Coordinators)
- D. Serves as a liaison **to the Volunteer Coordinator** at the Home for (Bed Making, Dining Room Servers, Drivers for Resident Appointments, Gardening/Landscaping, and Laundry)
- E. Oversee efforts of Information Technology Coordinator
- F. Schedules and manages all member meetings (quarterly and annual) and member events:
 - 1. Morning of Reflection – March
 - 2. Mass of Remembrance - November
- G. Represents the administrative and financial needs of assigned areas to the Board

2nd Vice President:

- A. Assists 1st Vice-President as requested by President
- B. Records minutes of meetings in the absence of the Secretary
- C. Presents Treasurer's Report at meetings in the absence of the Treasurer
- D. Oversees the Resident Activities and Events Committee, which consists of the chairs of the following positions:
 - 1. Resident Activities**
 - a) Octoberfest
 - b) April Resident Activity (Happy Days and Karaoke)

- c) 12 Days of Christmas
- d) Resident Christmas Party
- e) Ice Cream Social

Secretary:

- A. In charge of Guild books, records, lists as specified by the bylaws
- B. Causes the notice of meetings to be communicated
- C. Records minutes of Board and General Membership meetings. Submits to Board members for approval, sends copy to Communications Director for the website
- D. Keeps list of members entitled to vote and records votes at meetings
- E. Maintains a supply of Guild stationery and note cards
- F. Retains executed vendor and professional contracts, including any insurance documents
- G. Updates and maintains the Corporate Book which contains Articles of Incorporation, Certificate of Incorporation, Amendments to Articles of Incorporation, bylaws, Tax ID assignment letter from the IRS, Operating agreement, meeting minutes, and annual report filings.

Treasurer:

- A. Maintains safe keeping of checking account and accurate financial records
- B. Provides monthly reconciliation of Guild corporate bank accounts
- C. Prepares annual budget in conjunction with Guild board members
- D. Monitors Budget
- E. Follows standard accounting procedures (GAAP)
- F. Secure the Indiana State Gaming License for fundraising activities.
- G. Submit books and records for preparation of the annual federal and state tax returns.
- H. Assures filing of state (Indiana Entity Report) and IRS reports prior to filing deadlines if there is no Member at Large currently on the board
- I. Serves as chair of the Finance Committee.
 - 1. **Finance Committee** (not to exceed three individuals)
 - a) Assists the treasurer in preparing the annual budget
 - b) Develops and reviews fiscal policies and procedures annually
 - c) Assists with the preparation of annual reports to the IRS and Indiana Department of Revenue
 - d) Performs an annual audit in preparation of the end of the year statement

Membership Director

- A. Oversees all aspects of membership
- B. Prepares and sends membership renewal forms
- C. Updates members of changes in members' contact information
- D. Develops and manages recruitment strategy and member engagement plan
- E. Oversees the Ambassador Program
 - 1. Recruiting new members
 - 2. New member sponsor policies
- F. Serves as chair of the Membership Committee, which consists of the following positions:
 - 1. **New Member Liaison** manages recruitment and orientation of new Guild members

2. Data Manager

- a) Maintains accurate and current membership data base
- b) Prepares annual publication of Roster/Directory

3. Volgistics Manager

- a) Tracks volunteer hours
- b) Works with the Home to assign new members a Volgistics sign in number

Communications Director

- A. Manages all aspects of Guild internal and external communication.
- B. Serves as chair of the Communications Committee, which consists of the following positions:
 - 1. **Correspondence Manager** – Sends E-blasts, sympathy, thank you, and get-well cards
 - 2. **Publicity Chair** – Promotes the mission of the Guild through external communications
 - a) Sends news releases in conjunction with President
 - b) Sends publications/announcements to newspapers, church bulletins, Catholic newspapers and Catholic radio
 - c) Maintains a relationship with other media principals to share the mission of the Guild
 - d) Updates Facebook and the website on Guild activities with Residents and Members with a focus on special interest stories about them and the Little Sisters
 - e) Promotes HOTS and any other fund raiser events in the community
 - 3. **Website/Social Media Manager** – Develops, maintains and updates website and Facebook

Information Technology Coordinator-

- A. Manages all aspects of technology assets utilized by the Guild, including budgeting for and licensing tools, administering and security.
- B. Serves as chair of the Information Technology Team
 - a.) oversees the Master Account for a variety of technology products
 - b.) carries out the tasks specified under “Information Security Policies” and “Information Technology Committee tasks”.

Fundraising Coordinator

- A. Oversees all aspects of Fundraising
 - 3. HOTS Chair
 - 4. Donor Data Base Manager
- B. **Prepares and implements a plan for a year-long program to identify and add sponsors for fundraising events. (Develop a sponsor package. Identify sponsors with multi-year commitments.)**
- C. **Develop other fundraising events in addition to HOTS and in lieu of the Christmas Bazaar**
- D. Serves as a member of the Finance Committee

Special Committees (Appointed by the President)

- A. **Nominating Committee** – 3-5 members
 - 1. Prepares a slate of board members for the next business year
 - 2. Conducts election of new board members at annual meeting

Past President

- A. Acts as a mentor for the new president
- B. Performs duties as requested by the President

MEMBERSHIP DUES AND PARTICIPATION POLICY

- A. The St. Augustine Home Guild, Inc. membership dues structure is as follows:
 - 1. Active member - \$35
 - 2. Associate member - \$45
 - 3. Sustaining member - \$50
- B. St. Augustine Home Guild, Inc. members should make every effort to pay dues by the date of the Annual Membership Meeting in November to be eligible to vote in the election of officers.
- C. Members who do not renew membership and pay dues by October 15th will not be included in the membership roster that is published in January.
- D. Membership dues received after December 15th will be subject to a \$5 reinstatement fee.
- E. To remain in good standing, Active members should make every effort to fulfill the following membership requirements:
 - 1. Contribute a minimum of 50 volunteer hours annually.
 - 2. Serve on at least one committee or in one position annually to help fulfill the annual 50 volunteer hours requirement,
 - 3. Attend a minimum of one General Membership Meeting annually. Those who are unable to fulfill this requirement will be given the option of changing their membership classification to that of “Associate” or “Sustaining” member.
- F. Those who complete the membership application after June 15th will renew their membership the following year.

CODE OF CONDUCT POLICY

- A. St. Augustine Home Guild, Inc. members are expected to conduct themselves in a legal, ethical, professional, and responsible manner at all meetings, activities, and events of the St. Augustine Home Guild, Inc., Little Sisters of the Poor, and St. Augustine Home including conducting oneself in a manner that:
 - 1. Promotes the missions of the St. Augustine Home Guild, Inc, the Little Sisters of the Poor, and the St. Augustine Home.
 - 2. Respects the leadership, leadership’s responsibilities, and the decisions of the Executive Committee, Board of Directors, chairpersons of events and activities, and the administration of the St. Augustine Home.
 - 3. Respects the dignity of all St. Augustine Home Guild, Inc. members, the Little Sisters of the Poor, the residents, employees, and other volunteers of the St. Augustine Home.
- B. The Board of Directors may remove an officer or Guild member if the individual’s conduct does not conform to the above with a two-third (2/3) affirmative vote.
- C. The Little Sisters of the Poor may terminate a Guild member’s volunteer position in the Home at any time and without cause.
- D. Active members are expected to complete all membership requirements and responsibilities on an annual basis to remain good standing.

CONFLICT OF INTEREST POLICY

In furtherance of Article V Section 13 of the Bylaws, St. Augustine Home Guild, Inc. members must ensure that no conflict of interest exists or appears to exist with a company, vendor, supplier, or other business entity of which a St. Augustine Home Guild, Inc. member, family member, or other individual with whom the member has a close personal or financial relationship. An actual or potential conflict of interest exists when the member, family member, or other close individual directly or indirectly benefits financially from such a financial agreement. The individual or entity who stands to benefit is known as the interested party.

Also in furtherance of Article V Section 13 of the Bylaws of the St. Augustine Home Guild, Inc., acceptance of a gift or financial contribution from a benefactor for the purpose of furthering the work of the Little Sisters of the Poor of Indianapolis or the St. Augustine Home Guild, Inc. does not constitute an arrangement or agreement to engage in a business relationship with such individual, vendor, company or business entity.

St. Augustine Guild members shall not:

- A. Grant or appear to grant preferential treatment to a person or business with whom the member has a current or past close personal, professional, or business relationship.
- B. Influence or attempt to influence entrance into a contractual arrangement with a company, vendor, supplier, or other business entity of which the member has a direct or indirect financial interest.
- C. Accept gifts, entertainment, or other favors from a vendor, supplier, or other business or entity that seeks a financial commitment from the St. Augustine Home Guild, Inc.
- D. Use the St. Augustine Home, Inc. to promote their personal interests.
- E. Use confidential information or membership lists to benefit personal or financial interests.
- F. Be in a position where they could benefit directly or indirectly from a business contract or transaction (i.e., supplier of goods or services or contractual agreement).
- G. Give preferential treatment to a supplier, business, or other person doing business in order to serve one's personal interests.

Procedures to Disclose and Address Conflict of Interest:

A. Disclosure of Conflict

Prior to board or committee action on a contract, or transaction all interested persons in attendance with any actual or possible conflicts of interest shall disclose her personal or financial interest and all material facts. Such disclosure shall be reflected in the minutes of the meeting.

B. Addressing Conflict

An interested person may make a presentation at the board or committee meeting, but after such presentation, shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement resulting in the conflict of interest. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

A person who has a conflict of interest with respect to a contract or transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.

The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting.

The chairperson of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the board or committee shall determine by a majority vote of the disinterested members whether the transaction or arrangement is in the St. Augustine Home Guild, Inc.'s best interest and for its own benefit and whether the transaction is fair and reasonable to the St. Augustine Home Guild, Inc. and Little Sisters of the Poor of Indianapolis. The disinterested members of the board or committee shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

If the board or appropriate committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the board or committee determines the member has in fact failed to disclose an actual or possible conflict of interest, it shall investigate alternatives to the proposed transaction or arrangement such as secure additional bids and/or transaction arrangements and then determine the best course of action.

FINANCIAL MANAGEMENT POLICY

The Financial Management Policies were developed to ensure that the St. Augustine Home Guild, Inc. operates in a fiscally responsible manner in compliance with that of a 501c3 nonprofit organization.

A. Fiscal Year: The fiscal year shall be January 1st through December 31st.

- B. Budget: A budget for the new fiscal year shall be prepared by the Finance Committee and submitted to the Board of Directors for approval by December 15th. The budget may be amended by the Board and formally approved by January 15th.
- C. Reimbursement Procedure:
1. All requests for reimbursement must be within keeping of the current budget for the particular event or activity for which the item(s) are purchased.
 2. Requests must be pre-approved by the chairperson of the event or activity prior to making the purchase or placing an order.
 3. If a Guild member wants to purchase something for the Home or Sisters that is not included in the established budget, a written request that includes an estimate of cost must be submitted to the Board for approval prior to the purchase.
 4. Upon approval, the person to be reimbursed shall complete a reimbursement/Purchase Order (PO) form, which can be obtained from the Guild Treasurer.
 5. A vendor's receipt or invoice needs to be attached to the P.O, and returned to the Treasurer by either placing it in the Guild mailbox at the Home or by mailing it to the Treasurer.
 6. The carbon copy of the P. O. is kept by the Guild Treasurer so that the record of expense can be documented.
- D. Non-Reimbursable Expenses
- The Guild shall not reimburse members for the following expenses:
1. Automobile expenses incurred as a result of a St. Augustine Guild Activity within the geographic area.
 2. Alcoholic beverages, except as approved by the president and treasurer
 3. Expenses incurred for the entertainment of committee members, including food or beverages at committee meetings, unless specifically budgeted for
 4. Items of a personal nature
 5. Sales tax on any purchase, except at the discretion of the treasurer in extraordinary circumstances.

NOMINATION AND ELECTION POLICY

- A. Nominations for Executive Officers for the next business year shall be done by the Nominating Committee. The Nominating Committee shall:
1. Consist of five (5) members in good standing who have been members of the Guild for at least one (1) full business year and appointed with the approval of the current Executive Officers.
 2. Establish and present a proposed slate of Executive Committee officers for the next business year to the current Executive Committee for approval no later than October 15th.
 3. Conduct the voting process for the proposed slate consisting of at least one individual for each office in compliance with the most recent revision of Robert's Rules of Order.
- B. All voting members will receive a slate of officers, along with the date, time, and location of the Annual Membership Meeting where the election of officers is to take place at least two weeks prior to the election.
- C. Election (voting) for the slate of Executive Officers for the next business year shall be held at the Annual Membership Meeting which is held on the second Wednesday of November, or if a holiday, the next day.
- D. Nominations may be made from the floor, provided consent has been obtained from the nominee.

- E. Elections shall be by ballot except where there is only one nominee for an office, the election may be by voice vote.
- F. Guild members shall be provided with the opportunity to vote by e-mail or postal mail or by a designated proxy ballot in the event they will be unable to cast their vote in person.
- G. Completed e-mail ballots must be post-marked no later than noon one day prior to the scheduled election date. Completed mail in ballots must be postmarked no later than one week prior to the scheduled election date. It is the responsibility of the voting member to see to it that the ballot is received one day prior to the election if voting via postal mail.

MAILING LIST POLICY

The St. Augustine Home Guild, Inc. membership list is for the use of the St. Augustine Home Guild, Inc, only and cannot be used for promotion of any activity unrelated to the St. Augustine Home Guild, Inc. It shall not be used for personal gain. It shall not be made available for commercial or solicitation purposes unrelated to the Guild.

INFORMATION SECURITY POLICY

The St. Augustine Home Guild has critical technology assets to manage over the long-term. Procedures are in place to deal with volunteer turnover and other normal changes to leadership.

Most of these assets will have a Master account that is held by a Coordinator of Information Technology (IT) and in their absence, the President of the St. Augustine Home Guild or whomever they designate. This role will create and delete user accounts for others, manage permissions and perform other maintenance.

Master Accounts are any administrative accounts for systems managed by the St. Augustine Home Guild. For instance, systems for e-mail communication, productivity tools and website administration.

Master accounts will be kept very secure and limited to a small group of knowledgeable people.

Master accounts will be held by at least one person formally involved with the organization (a St. Augustine Home Guild Board member). Volunteers should not be the sole owners of Master Accounts.

Master accounts will be held by at least two people.

Each user must have their own account -- no account sharing is allowed.

Business records and confidential documents shall be held in Guild's shared storage solution. Transmission of confidential documents needs to be on secure communication channels.

A password vault will be used to store important credentials. This is a secure, web-based application, administered by the Guild's Information Technology Coordinator (or designate) to store log-in credentials so they are accessible to the users who need them.

ELECTRONIC COMMUNICATION POLICY

The St. Augustine Home Guild, Inc. must ensure that the use of Guild information technology resources is appropriate, professional, and related to the business of the Guild. This is especially important because electronic communication tends to be more immediate and informal than written communication.

- A. At the discretion of the Executive Officers, Board of Directors, committee chair, and St. Augustine Home administration, Guild related information may be transmitted to member via e-mail rather than postal mail.
- B. The creation or transmission of any data or messages that may be construed to violate the Guild's mission is strictly prohibited.
- C. The Guild will safeguard member e-mail addresses and protect their privacy per the Mailing List Policy. Member e-mail addresses may be used only for legitimate St. Augustine Home Guild communication.
- D. It is the member's responsibility to inform the Guild membership officer and data manager of any change in contact information.

WEBSITE AND SOCIAL MEDIA POLICY

The SAHG website serves a three-fold purpose; not only is it used for internal communications with the Guild membership, it is also used to communicate with all of the Guild's external audiences from sponsors and potential members to everyone in between. Additionally, it provides an online donation portal.

The SAHG Facebook page is a tool for communication with both internal and external audiences. It (potentially) provides a way for Guild members to hold individual fundraisers for the Guild. Additionally, it is a tool for communicating and promoting in a very visual manner regarding fundraising events, volunteer opportunities and other Guild activities.

PROCEDURES

General Membership Meetings:

- A. Guild members should make every effort to attend the Annual General Membership Meeting at which time the election of officers for the next business year will take place. Members are also encouraged to attend the other three General Membership Meetings if possible.
- B. The total number of members of the Guild present at a general membership meeting shall constitute a quorum.
- C. An active, associate, or sustaining member who is unable to attend a general membership meeting where voting is to take place on a major issue will be provided with an opportunity to vote by proxy or electronically,
- D. A proxy vote from a member who is absent from a meeting is not required.
- E. Only proxy votes that are received by noon on the day before a general membership meeting is scheduled to take place will counted. An affirmative majority of the total admissible votes cast is required for approval of ballot issues.

Committee Chair Responsibilities:

- A. All standing committees shall be comprised of a chair and an unspecified number of members needed to conduct the activities pertaining to the function of the event.
- B. Chairs of standing committees shall present the interests of assigned committee members to the appropriate Board Director.
- C. Chairs of standing committees shall fill the vacated positions of the assigned committees. Individual committee chairs shall fill vacancies in committees with the approval of the standing committee chair. The Guild membership will be notified electronically of an open committee position and shall request volunteers from the membership at large to fill a vacated position for the remainder of the business year.
- D. Chairs of standing committees shall oversee the expenditures of funds needed to fulfill the responsibilities of assigned committees in keeping with the budget for the current fiscal year.
- E. A committee chair may assign subcommittees of a committee to function under the chair's responsibility and appoint chairs of such subcommittees with the approval of the chair's subcommittee.
- F. Other committees, standing or special, shall be created as the Executive Committee shall deem necessary to carry on the work of the Guild. The chair of such committees shall be appointed by the president or designee who shall be treated as though appointed by the president.

General Committee Procedures:

- A. To ensure accuracy and consistency, the president and publicity chair shall approve the release and publication of any information concerning the Guild to the media and/or membership.
- B. Problems or issues within a committee may be referred to the Executive Committee, Board of Directors, or appropriate standing committee chair.
- C. Committee chairs will keep up to date records of committee procedures, activities, budgets and expenses, and recommendations and file a Committee Report form in the committee's permanent files in the archives. The committee chair will also provide the 2nd Vice President with a copy of the report.
- D. Outgoing officers and chairs shall meet with their replacements to brief them on the responsibilities of the position and introduce replacements to the people in the community and in the Home pursuant to the incoming officer's or committee chair's specific responsibilities.
- E. If the Guild solicits advertising of any sort, it shall require the advertiser's approval of the advertisement prior to publication.
- F. Any financial arrangement with a community organization or business enterprise shall be drawn up in the form of a written agreement to be reviewed by the committee chair and signed by the committee chair, treasurer, president, and community group. A copy of the agreement will be binding and placed in the Guild office. Any financial obligation will be that of the Guild and not that of an individual party who signs the agreement on behalf of the Guild.
- G. A committee chair shall not vote on issue except in the case of a tie.

Communications Committee Duties:

- A. Website/Social Media - The SAHG website serves a three-fold purpose: not only is it used for internal communications with the Guild membership, it is also used as a way to communicate with all of the Guild's external audiences from sponsors and potential members to everyone in between. Additionally, it provides an online donation portal.
- B. Website/Facebook maintained on a regular basis. The SAHG Facebook page is a tool for communicating with both internal and external audiences. It (potentially) provides a way for

Guild members to hold individual fundraisers for the Guild. Additionally, it is a tool for communicating and promoting in a very visual manner regarding fundraising event, volunteer opportunities and other Guild activities.

- C. Repair any broken links if applicable (currently identified using the “Broken Link Checker” plug in)
- D. On a bi-weekly basis make requested updates to the website including adding the Guild News, event updates, calendar updated, handbook updates, etc.
- E. On as-needed basis work with the treasurer regarding links to online payment platform
- F. Update the forwarding of generic email addresses to the new officers and Guild leadership
- G. All emails sent on behalf of the Guild will be in compliance with Federal CAN-SPAM Laws

Information Technology Committee Duties:

- A. Will hold the Master Account for a variety of technology products used by St. Augustine Home Guild leaders
- B. Manage shared data storage for the St. Augustine Home Guild
- C. Administer Microsoft 365 non-profit license
- D. Manage work flow systems and video conferencing
- E. Administer E-mail system and video conferencing.
- F. Manage licensing and budgeting for technology tools
- G. Administer finance systems including accounting system and online payments
- H. Create and delete user accounts for others, manage permissions and perform other maintenance
- I. Ideally the Guild will have two or three people on this team to cover vacations, etc.

ST. AUGUSTINE HOME GUILD AMBASSADOR PROGRAM

Ambassador Program Policies for Recruiting New Members

The role of the Parish Ambassador is to increase Guild membership by promoting the St. Augustine Home Guild, Inc. within one’s parish/church. An ambassador’s responsibilities include:

- Introduce yourself to the Parish Priest/Minister and inform him/her about St. Augustine Home Guild and the mission to support the elderly poor at the Home. Explore ways to promote the Guild at the parish/church.
- Obtain permission to promote the Guild activities and membership (i.e., bulletin, table in the narthex after the Sunday service, parish events and activities, etc.)
- Include the Guild’s website, SAHGINDY.ORG, in communication about the Guild.
- Have copies of volunteer activities descriptions and promotional information about the Guild (packet) available to prospective members.
- Help potential member secure a sponsor (current Guild member in good standing). An ambassador may serve as the sponsor if she is a friend of the prospective member.
- Refer the name and contact information of those interested in joining the Guild to the New Member Liaison, who will send prospective members an application and invitation

New Member Sponsor Policies

The role of a new Member Sponsor is to encourage the new member to become involved in Guild activities and events. Sponsor expectations include:

- Provide an honest assessment of the applicant's ability to be an asset to the Guild to the New Member Liaison
- Mentor the new member for six months by contacting her a minimum of once a month to answer questions and address any concerns
- Encourage the new member's involvement in volunteerism at the Home and behind the scene
- Invite the new member to attend upcoming Guild events and activities. Accompany the new member
- Attend the New Member Orientation with the new member if possible
- Accompany the new member on a tour of the Home if possible

MEMBER AT LARGE

The member at large duties are delegated by and subject to the direction of the President of the St. Augustine Home Guild (SAGH) board. The member is entitled to all rights and privileges of membership, including the right to make motions, to debate and to vote.

Parliamentarian Responsibilities:

- Provides advice and guidance at meetings related to compliance with parliamentary guidelines outlined in Robert's Rules of Order.
- Sets ground rules for meetings.
- Encourages participants to focus discussion on the agenda item at hand to make meetings run smoothly.

Non-Profit Advisor Responsibilities:

- Provides advice and support to the board of directors or executive staff relating to legal requirements for non-profits that govern SAHG such as IRS and State requirements.
- Advises the board of any changes to the state's charitable trust rules that govern the charitable assets of a corporation.
- Recommends and provides information and materials to the board of directors relating to non-profit matters.
- Assures SAHG is operating in accordance with its mission and the purpose for which it was granted tax-exempt status.
- Assures filing of required state (Indiana Entity Report) and IRS reports prior to filing deadlines.
- Assures records are completed and filed in the required Corporate Book. These records may include but are not limited to the following: minutes of all meetings both general

membership and board of directors, a list of members names, appropriate accounting records, etc.

- Provides guidance on proper implementation of the Bylaws and Articles of Incorporation of which the member must be knowledgeable.