

ADMINISTRATIVE PROCEDURE 302

DAY TO DAY BUSINESS OF THE STAA

Background

To ensure that the business of the STAA flows on a continuous basis and that the actions of the Executive Committee are transparent, at all times, to the members.

Guidelines and Procedures

1. The Executive Director has the ability to answer questions and perform any duties as outlined in the By-Laws or Administrative Procedures.
2. The Executive Director will design, distribute, and collate the results of all surveys.
3. An Executive Committee member should not act independently from the Executive Committee.
4. The Executive Director will develop a list of annual duties and deadlines.

Approved: January 2018
Review: January 2020