

# **CFS Administration Charter**

## PURPOSE

The purpose of the Administration Ambassadors is to carry out the business activities of CFS including but not limited to management of: policies and procedures, organization records, finances, nomination of new board members, and insurance.

## MEMBERSHIP and CHAIR

The CFS Board will appoint a current CFS Board member couple to serve as Ambassadors for Administration each academic school year (July through June). A husband and wife serving on the committee will count as one member and allowed one vote.

The area of Administration is populated by: Administration Ambassadors, CFS Board Chair, CFS Board Secretary, CFS Insurance Coordinator, CFS Librarian (Vice-Chair of the Board), Treasurer, and Nominating Committee Chair (Vice-Chair of the Board).

The CFS Board Chair will appoint two Board members (one being the Vice-Chair) and two at-large CFS members to the Nominating Committee.

The Budget Committee shall be comprised of the Treasurer, Chair and Vice-Chair of the Board.

## LENGTH of TERM

All members of the committee serve one-year terms. There is no term limit, however selections are yearly.

## MEETING SCHEDULE

The various committees will meet on an as-needed basis, but no less than bi-annually.

The Budget Committee will meet in February to draft a budget for the upcoming academic year.

The Nominating Committee will meet in February to begin the process of nominating new board members to fill vacancies.

## ROLES and RESPONSIBILITIES

The area of Administration is responsible for:

- Management of new CFS policies & procedures with recommendations for approval to the Board (Administration Ambassadors).
- Management of CFS library on Box.com (Vice-Chair/Librarian).
- Proposing the CFS annual budget and other finance information as needed (Treasurer/Budget Committee).
- Oversight of insurance and the insurance coordinator (Administration Ambassadors).
- Providing an agenda in advance of each meeting (Board Chair).
- Recording minutes of each meeting and providing the minutes to the CFS Board of Directors after each meeting (Board Secretary).
- Treasurer report presentation monthly to the CFS Board (Treasurer)
- Annual review of Administration charter and policies (Administration Ambassadors)
- Management of Board Task List and review of Board Task List at each CFS Board meeting (Administration Ambassadors).