

PICFAIR VILLAGE COMMUNITY ASSOCIATION

Best Practices

Communication:

1. Board Members are prohibited from using Association database for personal or non-Association business use.
2. Board Members are prohibited from promoting Association business for their own personal gain.
3. Board Members are prohibited from making public statements, written or verbal, on behalf of Association on positions or issues without prior approval of membership.
4. All official correspondence on Association letterhead shall be approved by a simple majority vote of the Board. A copy will be sent to the Secretary for record keeping.
5. All official Association business conducted via email shall use official Association signature (ie name.name of office @picfairvillage.com/@gmail.com)
6. All correspondence received at official Association email addresses shall be responded to within 72 hours and cc'd to the Board.
7. All email correspondence between and among Board and Committee Members shall be responded to within 48 hours.
8. Committee Members shall follow the same best practices as the Board with regard to 1, 2, and 3 above.

Maintaining Operating Costs:

1. Website /Storage
 - Hosting
 - Domain
 - Backup Cost
 - Electronic Storage (ie google drive, icloud)
2. Printing
 - Flyers, Agendas, Misc. Handouts, Sign-in sheet
 - Printing supplies (paper, toner etc.)
3. Email Distribution Service (ie, mail chimp)
4. File Sharing Access (ie Drop Box)
5. Bank Charges

Any simple majority approved Board expense, including but not limited to the above, paid for by a Stakeholder or Board Member shall be reimbursed within 5 business days. Receipts shall be required for reimbursement.