

# PROGRAM MANAGER AND HOME OFFICE

## 12.0 PROGRAM MANAGER AND HOME OFFICE

### 12.1 DUTIES OF THE PROGRAM MANAGER

The Program Manager and Home Office shall maintain and update the following:

- database of members and SSPs, including the communication preference and special needs of the deaf-blind members, and the communication skills of the SSPs;
- a list of Board Members and a description of their needs concerning communications (including the preferred format for reading documents and correspondence; e-mail accessibility; and communications needs for meetings), accessibility (including any special needs concerning physical accessibility), dietary needs, and any other appropriate needs;
- an updated Policy and Procedure Manual on disk. Section **Error! Reference source not found.**, **Error! Reference source not found.** on page **Error! Bookmark not defined.**, provides a procedure for revising the Policy and Procedures Manual;

- copies of candidates' proof of citizenship documents on file. Section **Error! Reference source not found.**, **Error! Reference source not found.** on page **Error! Bookmark not defined.**, provides committee procedures that include establishing proof of citizenship for certain key persons;
- the written permissions which have been submitted by authors to reprint copyrighted articles in the DBA (and send a complimentary copy of that issue of the DBA to the original author and/or publisher if it is requested). Section **Error! Reference source not found.**, **Error! Reference source not found.** on page **Error! Bookmark not defined.**, provides the administrative procedure for including copyright materials in AADB publications.

## **12.2 PREPARING FOR A BOARD MEETING**

- When preparing for a Board meeting the Program Manager and the Home Office shall:
  - work with the President to investigate and choose an appropriate meeting site;
  - make arrangements for the meeting room, lodging, and meals for Board meetings;
  - provide copies at the Board meeting in the appropriate format, for each Board Member, of all reports and documents which were submitted at least a week prior to the Board meeting;

- make arrangements for the meeting room to be set up for Board meetings to facilitate maximum communication;
- provide the Board Members and SSPs with reimbursement information and instructions for each Board meeting.

### **12.3 HANDLING REIMBURSEMENTS**

The Program Manager and the Home Office shall:

- mail travel expense reimbursements within 45 days of the receipt of the travel expense forms;
- send checks for reimbursement as appropriate.
- Reimbursed expenditures must each be covered in the approved budget or be specifically approved by the Board.
- All requests for reimbursement require a receipt for reimbursement except per diem reimbursement for food.
- Section **Error! Reference source not found.**, **Error! Reference source not found.** on page **Error! Bookmark not defined.**, provides a discussion of the reimbursement policies.

## **12.4 MAINTAINING AND PROVIDING FINANCIAL RECORDS**

The Program Manager and the Home Office shall:

- record each expenditure in the accounting book, coded to the appropriate budget category, and support all disbursements with invoice, time sheet or other documentation;
- provide necessary documents to the Treasurer on a monthly basis so that the Treasurer can prepare the quarterly financial reports for the Board.

## **12.5 HELP PREPARING BUDGETS**

The Program Manager and the Home Office shall work with the Finance Committee to prepare the budget for the Board to review. Section **Error! Reference source not found. Error! Bookmark not defined. Error! Reference source not found.**, provides the procedure for preparing a budget.

## **12.6 PREPARING FOR ELECTIONS**

The Program Manager and the Home Office shall:

- check the membership status and verify the citizenship/residency status of the candidates running for office or the Board and prepare a ballot with the names of all qualified candidates;

- select a strategy for sending the ballots which will help ensure that each member submits no more than one ballot. For example, require that ballots be returned in specially printed or selected envelopes which are enclosed with the ballots, or print the ballots on special paper, or place a mark on each ballot that is difficult to photocopy, etc. This strategy must not jeopardize the anonymity of the ballots. For example, marking the ballots or envelopes with numbers matched to members' names would jeopardize the anonymity of the ballot;
- follow the required procedure for elections. Section **Error! Reference source not found. Error! Bookmark not defined. Error! Reference source not found.**, provides the procedure for nominations and elections;
- after the election, keep the ballots on file for at least a year, and keep copies of candidates' proof of citizenship/residency documents on file indefinitely;
- provide the names of the newly elected Board Members or Officers to any member who asks.

## **12.7 DISTRUBUTING MATERIALS**

The Program Manager and the Home Office shall:

- send a Board Handbook to new Board Members at the beginning of their term, and send updated Board Handbook information to those Board Members who

are returning for a consecutive term. Section **Error! Reference source not found.**, **Error! Reference source not found.** on page **Error! Bookmark not defined.**, provides a list of required materials for Board members;

- whenever the Policy and Procedures Manual is updated, send Board Members either the entire updated Manual in electronic format, or revised sections to insert into their copies of the Manual (each page of these sections will have the date of the revision);
- when the Secretary sends the corrected minutes to the Home Office, send copies to all Board Members in their preferred format.

## **12.8 MISCELLANEOUS**

The Program Manager and the Home Office shall:

- work with and provide assistance to the committees as needed to complete their projects;
- use the Media Committee as a resource for issues of accessibility of AADB publications, materials, and web site, and consult the Committee before publishing or producing materials;
- get appropriate awards (plaque, trophy, medal, etc.) to present to each AADB award recipient at the conference. For recipients who were not able to be

present, ship awards to their home within two weeks after the conference.

## **12.9 PROCEDURE FOR FILLING PROGRAM MANAGER POSITION**

- The President will notify the officers of the Executive Committee of the vacancy of the Program Manager position.
- A part-time temporary replacement from the Maryland/DC area who has some knowledge of AADB Home Office management will fill the position until a permanent replacement can be found. In the event a part-time temporary replacement can't be found, the President will delegate certain duties to the Board.
- The President and/or Treasurer will manage all financial affairs.
- The President will discuss with the Executive Committee a plan to fill the position.
- The President will keep the Board fully informed of progress in filling the Program Manager position.