

SUGGESTIONS TO EXECUTIVE COUNCIL

1. REVISION OF RESPONSIBILITIES OF THE UNION BOARD EXECUTIVE COUNCIL:

- 1) Approve Steering Committees and General Chairmen on individual Board member's request, when necessary.
- 2) Represent the Board when necessary.
- 3) Perogative to challenge each Board member.
 - a. How they justify the existence of the activities in their area
 - b. How they are planning and what they have done in carrying out each program.

2. EVALUATION AND SUGGESTIONS:

- 1) The evaluation committee decided that the organization and responsibilities of the Executive Council provided a good check and balance system for the Board. Also the Union Board should understand that each member has the perogative to challenge any action or decision of the Executive Council.
- 2) The committee felt that the Board members should submit a more detailed explanation for the itinerary to the Executive Council. This procedure would facilitate the elimination of details for Board meetings.
- 3) The committee suggested that the Secretary of the Board submit to each Board member a form sheet for the itinerary on Thursday, preceding the Executive Council meetings. These forms would be due by 2:00 P.M. the following Monday. This form would serve as a reminder to the Board members and would insure direct access to pertinent business. Accompanying this form would be a sheet for announcements that any Board member would care to make. SEE ATTACHED FORM.
- 4) The committee decided that it would be advisable to include these written announcements with the itinerary. This process would eliminate any detailed announcements at the Board meetings but would keep the Board members posted on pertinent information.
- 5) Since the announcements would be taken care of by this written sheet, the committee felt that it was necessary to revise the itinerary:
 - a. Standing committee report (Executive Council)
 - b. Old Business
 - c. New Business
 - d. Brain Storming

6) SUMMARY:

By using the form for itinerary business, the committee felt that this would aid the Executive Council in weeding out the details of Board business. Each Board member would turn in the form sheet even if there was no business from his or her area. Any pressing problems would be thoroughly discussed by the Executive Council, and the Board member involved before going on to Union Board meeting. The Board members should fill the form sheets out in detail so that this breaking down process can be accomplished quickly and efficiently.

The announcement page should be placed with the itinerary to insure immediate action. These announcements should also be written out in detail.

By this process the Board members will receive on Tuesdays, or the day of Board meeting, a copy of the minutes from the previous meeting, an itinerary, and an announcement page.

EVALUATION COMMITTEE:

- Barbara Freeland
- Bob Hanning
- Cathy Krause
- Tom Smallwood

FORM SHEET FOR ITINERARY

A. No report

1. Business other than in own area:

2. Individual Area Report:

3. Announcements

Club Frangipani - Bob presented, for the Union Board's approval, the following names for the Club Frangipani Steering Committee: