TRI-PAR ESTATES PARK AND RECREATION DISTRICT
POLICY AND PROCEDURE MANUAL

ITEM: 5.22 OFFICE PROCEDURE FOR TRUSTEES

1. Office staff is under the supervision of the Chair of Board of Trustees. In the absence of the Chair supervision will follow in order the First Vice-Chair, Second Vice-Chair, and Treasurer.

2. The Board Chair and Treasurer will be provided office space as required for their duties. Other trustees may use any available desks and office facilities as needed for their responsibilities.

2. Office staff will provide assistance with correspondence and other responsibilities as needed. Requests and instructions shall be directed to the Office Manager who will assign the task to the proper staff person.

3. All items in files are available to trustees. However, to maintain integrity of files, trustees should ask a staff person responsible for filing to get things from the files and to re-file. Files are not to be taken from the office. If a trustee needs an item for use outside the office, they should request that a copy be made for the purpose.

4. Other than when in the office for trustee responsibilities, trustees should not loiter and socialize in the office interrupting the work of office staff.

5. It is the practice of the office to make copies and provide fax services for personal papers of present and past trustees free of charge. These are only for personal use of trustee and not to be used for other persons or other organizations of which the trustee may be a member.

Adopted by Trustees – 10/20/2015

SECTION 5: POLICY AND PROCEDURE