

 <p><b>policies and procedures</b> ELECTRIC BOAT MANAGEMENT ASSOCIATION</p>	APPROVED <i>Paul L. Lee</i> 9/26/2016	NUMBER 3-5
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		PAGE 1 OF 1
SUBJECT ADMINISTRATIVE TRANSITION		

PURPOSE

To establish the procedure for transfer of administrative year end reports with the exception of the Audit Report which is covered by Policy 1-6.

DEPARTMENTS AFFECTED

Officers and Committee Chairperson(s).

DEFINITIONS

None

PROCEDURE

1. Officers & Committee Chairperson(s) (Incumbent). Prepare a report of the activities for the fiscal year including such items as:
  - a. Programs
  - b. Problems
  - c. Recommendations
  - d. Performance to budget
  - e. Names of Committee members
  - f. Names of proposed members or chairpersons
  - g. Changes in procedure

These reports shall also reflect the status of the goals assigned by the President at the beginning of the year. Submit reports to the President (incumbent) by the June meeting.

2. President (Incumbent). Review reports and submit them to the President (elect) by 30 June. Prepare and submit an annual report of organizational activities to the entire membership in the final newsletter or special mail.
3. President (Elect). Review reports and distribute them to officers (elect) and to Chairperson(s) (appointed).
4. Officers (Elect) & Chairperson(s) (Appointed) Review reports and discuss with President (elect). Return reports to Secretary by 31 August.
5. Office Secretary. File indexed, controlled reports in EBMA Office.