

BOARD OF DIRECTORS OPERATIONAL POLICY

The following shall be the operational policy of the AYM Board of Directors (BOD) and may be changed by a majority vote of BOD members present at any scheduled or special BOD meeting. Such change shall be given to all BOD members, staff and volunteers that are affected by such change.

#1: The following forms shall be on file and either signed or initialed, plus dated by each AYM Board member

Application

Ethics Policy

Sexual Harassment Policy

Conflict of interest

Statement of Faith

Commitment Pledge

Background check for felony convictions and sex crime convictions

Board of Directors Operational Policy

#2: BOD members shall pledge to support or raise a minimum of \$500 per Physical year to the Ministry's General Fund, or an amount approved by the BOD President for individual BOD members.

#3: The BOD will conduct quarterly and Annual Board meetings and these will be considered regularly scheduled meetings for by-law mandatory attendance requirements. Any other scheduled BOD meeting will be considered a special meeting.

#4: At each BOD meeting the CEO or Treasure shall give a financial report of current monies in the AYM accounts.

#5: The Treasure, President, Vice-President and CEO shall be a designated signer on all AYM accounts. The CEO may authorize specific staff members or volunteers as signers or issue debit or credit cards on specific accounts but not on AYM general account.

#6: The CEO or Treasurer shall send out quarterly thank-you notices to those quarterly financial donors.

#7: The AYM Secretary shall provide minutes for the previous regularly scheduled Quarterly Board Meetings.

#8: The AYM Secretary shall maintain a current copy of the AYM by-laws and make them available to any BOD member, staff or volunteer when requested. When any changes are made to the AYM by-laws the Secretary shall provide such changes to each BOD member.

#9: The CEO and any Program Directors shall provide the BOD a monthly report of the previous month's activities.

#10: No alcoholic beverage or illegal drug or substance that the BOD feels would be detrimental to the functioning or image of AYM shall be used at AYM meetings or events by AYM personnel or those attending such meetings or events. AYM residential staff may on approval of a Facility Program Director or AYM/ CEO have alcoholic beverages in their private residence on an AYM facility.

#11: The CEO shall maintain the Policy and Procedures manual (P&O) and make it available to any BOD member, staff or volunteer on request. Any changes to the P&O shall be approved by the BOD at any scheduled or special meeting.

#12: Except the CEO, no BOD member shall hold a designated staff position or designated Program Director positions. This policy shall not prevent BOD members to volunteer and organize on an individual bases any AYM activity such as weekend retreats, fundraisers or other specific events.