**PARTNERSHIP OF**

**OFFICE SERVICES SUPPORT EMPLOYEES IN SOCIAL SERVICES**

**Manual of Policy and Procedures**

**Revised March 13, 2024**

**MANUAL OF POLICY AND PROCEDURES**

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**CHAPTER I MANUAL OF POLICY AND PROCEDURES**

Any policies and procedures contained herein which relate to a specific article of the By-laws shall be a chapter in this Manual of Policy and Procedures and will carry the same title as the respective article.

The Board of Directors of POSSESS shall be the policy-making body.

New or amended policies in the manual may be adopted by a majority vote at any regular or called Board of Directors meeting when a quorum is present; or, in the absence of a quorum, through e-mail or mail ballot.

New or amended policies shall be effective the first day of the month following the month in which Board action is taken.

All actions taken by the Board of Directors to adopt or amend policies shall be recorded in the minutes.

A copy of all new and amended policies will be forwarded to each POSSESS member for inclusion in the Manual of Policy and Procedures.

The official By-laws and Manual of Policy and Procedures shall be maintained by the State Secretary of POSSESS.

**CHAPTER II STATE OFFICERS**

The President shall be responsible for coordinating the presentation of recommendations to the League from the Executive Board, and serve or appoint a designee as liaison to the League Board (VLSSE). Any designee liaison must be from the current Executive Board.

The Vice President, as chairperson of the Professional Development Committee, shall strive to select locations for the general business meetings, which will vary, thereby, making the meetings more available to the membership as a whole. The Vice President shall communicate with the Treasurer all financial expenditures relative to spring and fall conferences when negotiated.

The Secretary shall ensure that new and amended policies and procedures are recorded in the minutes and distributed to the Board of Directors. The Secretary shall ensure that the President receives a copy of all Board and business meeting minutes within 30 days after a meeting is held. The Secretary shall be the custodian of all records and papers, including regional meeting minutes, roll of membership and lists of committees. The Secretary shall notify, in writing, committees and Board Members of their appointments and their changes.

The Treasurer shall notify the Executive Board when any budget item approved by the Board may exceed the amount appropriated. The Treasurer will forward to the Vice President a final correct roster of POSSESS Members in attendance at conferences.

**CHAPTER III REGIONS**

POSSESS Regions shall be designated as indicated in the By-laws: Central, Eastern, Northern, Piedmont, and Western.

Regional Representatives will submit any recommendations and concerns to the POSSESS State President in a timely manner.

**CHAPTER IV EXECUTIVE BOARD**

After the election of new officers, orientation must be provided to the members of the Executive Board at the first quarterly Board of Directors meeting.

During the first quarterly Board of Directors meeting, the Executive Board shall provide, in writing, the following:

the responsibilities of the committees and their chairs and;

communication protocols and organizational procedures in addition to those in Chapter II and IV.

Orientation shall include:

review of POSSESS structure, including committee structure, and;

a detailed review of the Executive of any unresolved issues of the previous Board of Directors;

 exchange of material, reports, information between each position.

 **CHAPTER V BOARD OF DIRECTORS**

The Board of Directors shall be composed of State Officers, Regional Representatives, the Parliamentarian, and the Webmaster.

Each Regional Representative shall be responsible for the following items in addition to those specified in the By-Laws:

represent the regional membership;

serve as a communication link between the Region and the Board of Directors;

provide information to the Executive Board of concerns of regional membership;

provide leadership for POSSESS within their Region;

shall attend the Board of Directors and business meetings in person or virtually.

The Parliamentarian is appointed by the State President and shall attend all business, Board of Directors, and Executive Board meetings. The Parliamentarian shall use Robert’s Rules of Order to maintain control of all meetings. If the Parliamentarian is an Individual Member of POSSESS, he/she shall have a vote at meetings. If a non-member Parliamentarian is utilized, he/she will have no vote at meetings.

The Webmaster, as chairperson of the technology committee, is appointed by the State President and shall attend all business and Board of Directors meetings. These individuals shall maintain and manage all POSSESS websites to deliver membership needs and requirements, coordinate with the Board of Directors on planning, design, development, operations and new postings on the website, as well as communicate and correspond the needs of POSSESS with the hosting. If the Webmaster is an Individual Member of POSSESS, he/she shall have a vote at meetings. If a non-member Webmaster is utilized, he/she will have no vote at meetings.

The By-laws and Manual of Policy and Procedures Committee shall review annually, and update as needed these documents. The State Secretary shall maintain and make available these documents for use at all Board and business meetings.

**CHAPTER VI MEETINGS**

POSSESS meetings, at various levels, shall be scheduled as follows:

business meetings shall be held during the spring and fall conferences;

Board of Directors shall meet at a minimum on a quarterly basis;

membership meetings on a quarterly basis, and;

committees shall meet as necessary.

The State President and/or designee shall be reimbursed all travel expenses at the state travel rates including hotel, meals and registration expenses while representing POSSESS.

The Board of Directors shall have their hotel room reimbursed or paid upfront for all in-person Board of Director meetings, up to and including 1 night.

POSSESS shall pay the conference registration fee for fall and spring conferences for all members of the Board of Directors. The Vice President shall be reimbursed all hotel room charges for fall and spring conferences if not comped by hotel. The Board of Directors shall have half of their hotel room reimbursed for fall and spring conferences.

POSSESS may offer to pay expenses of a non-member not on an expense account who will speak or participate in planned functions. Expenses which may be covered are hotel, meals and travel as approved by the Board of Directors. In lieu of expense reimbursement a gift card may be given at the discretion of the Board of Directors. All social functions shall be free to invited guests.

All POSSESS business meetings shall be open to the public as specified in the Virginia Freedom of Information Act and meetings may be closed only as expressly provided by law (Code of Virginia 2.2-3711) but in no event shall a non-member of POSSESS vote.

**CHAPTER VII STATE CONFERENCE SCHOLARSHIP**

All POSSESS members are eligible to apply for this Scholarship.

The submission of a conference registration form is not valid until payment is received. If a member is awarded a scholarship, the member or agency will receive reimbursement after the conference concludes. Should the recipient not attend the conference or attend the business meeting while at the conference or fail to meet the remaining criteria set forth in the Manual of Policy and Procedures, reimbursement will not be made.

The criteria to be used to receive a scholarship will be that:

1) a member is required to attend two of the last four membership meetings

2) scholarship recipients will be required to work either the registration table, State Raffle table or introduce workshop speakers.

State Scholarships are **non-transferable** from one member to another. The State Treasurer may reassign scholarships to qualified members prior to the registration deadline.

The State Treasurer will review and determine scholarship recipients.

All State conference scholarship recipients will be expected to perform some task(s) related to the conference such as workshop presenter, raffle table, or pre-conference work, etc.

POSSESS will award one (1) Percell Erquhart Scholarship annually at the spring conference. The scholarship will cover the cost of registration and accommodations for the recipient. The Vice President will receive all of the Percell Erquhart Scholarship applications and Board of Director will select the winner. The scholarship must be applied by the next Spring conference – see By-laws.

**CHAPTER VIII COMMITTEES**

All committee reports should be submitted in writing to the State Secretary upon request to the membership meeting at which the report will be presented. POSSESS members may request to join a committee or committees by notifying the Secretary in writing of their desire to do so. The Secretary will notify the Committee Chair who will acknowledge the member's request.

**Nominating Committee** – The functions of this committee shall be as follows:

1. canvas the membership for nominations and confirm nominees’ acceptance;
2. prepare a slate for the office of President, Vice President, Secretary, and Treasurer;
3. prepare and send ballots to all members
4. tabulate results at Spring Conference prior to business meeting and will announce to the State membership at the business meeting

**Professional Development Committee** – The Vice President shall serve as Chairperson of this committee It has the responsibility to plan time, place, and content of the statewide business meetings. It will also make available for the membership all resources and programs. This committee also plans the training for quarterly membership meetings.

**Membership Committee** – This committee is responsible for planning and conducting membership drives and preparing membership material. The Membership Committee is responsible for reviewing membership needs and determining appropriate means to address these needs.

**Technology Committee** – The Webmaster shall serve as Chairperson of this committee. This committee shall determine and act on technology issues facing local Social Services agencies and provide support and information on professional development programs and computer technology. This committee shall also be an advocate for training to utilize the technology presently used in Social Services agencies.

**Fundraising Committee** – This committee will be responsible for advertising and conducting fundraising events. The Fundraising committee will present the fundraising ideas and events to the Board of Directors for approval.

**Networking Committee-** This committee will be responsible for coordinating methods and strategies for members to interact and network at membership and business meetings. This committee will foster virtual group networking opportunities within membership.

**Sunshine Committee-** This committee will be responsible for maintaining a list of membership’s special dates, to recognize members years of service and life events in member’s lives, and to increase awareness of members of POSSESS organizational accomplishments.

**Special Committees** – The Special Committees shall be assigned specific tasks to be accomplished. Once tasks are complete, reports shall be made and the committees shall automatically dissolve.

**CHAPTER IX FINANCES**

The State Treasurer shall make recommendations for Board of Directors approval on expenditures.

The State Treasurer will report on finance status and activities at all Board of Director meetings and business meetings to all membership.

Individual Membership dues of $25.00 are due by July 31 of each year. After July 31, membership dues will be $30.00 for renewals and $25.00 for new members. Agency membership dues of $125 (5-person) or $200(10-person) are due by July 31st of each year. All dues will be sent to the State Treasurer to finalize membership status.

**CHAPTER X NOMINATIONS AND ELECTIONS**

Elections will be held on the State levels according to specifications set out in the By-Laws.

All State Officer vacancies shall be filled by the Board of Directors.

All elections will be held as follows:

the offices of President and Vice President cannot be combined;

tie votes will be opened to discussion at the meeting and another vote taken until the tie is broken.

**RESOLUTION**

**CHAPTER XI**

Resolution must be sent by President to the State Board of Social Services in November to be set for February meeting. The Vice President or designee of the Executive Board will attend February meeting to accept signed Resolution. President shall submit resolution to FUSION for posting during the month of appreciation.

 **AFFILIATIONS**

**CHAPTER XII AFFILIATIONS**

**Virginia League of Social Services Executives**

POSSESS shall seek an affiliate relationship with the Virginia League of Social Services Executives by submitting an application to the League President. It is expected that this affiliation will be one of cooperation and that there will be no conflict in the objectives of the two organizations.

The President of POSSESS or his/her designee shall serve as liaison to VLSSE. The VLSSE will assign a liaison to POSSESS. The function of the liaison is to be the official communication conduits between the Board of Directors of POSSESS and the League.

The State Committee Chairs of POSSESS and the League are encouraged to include their counterparts in meetings in a manner which would effectively serve to enhance cooperation and communication on issues of mutual concern.