

Handbook Committee Job Description

Committee Chair: KT Trudeau

Date Updated: April 09, 2025

Purpose of the Committee

The Handbook Committee's role is to maintain changes to the Handbook throughout the year and publish the final Handbook to be distributed at the Christmas party. The Committee also creates a Calendar to be distributed at the Annual Meeting the first week of October.

Key Responsibilities:

- Communication with appropriate committees or Board to stay current with all changes.
 - Maintain changes to the handbook throughout the year:
 - Members who have passed away
 - Members who have resigned
 - Changes to SIs voted on by the board
 - Changes to Bylaws as voted on at the annual meeting
 - Recommend potential Handbook changes to the Salty Sister Board.
 - Work collaboratively with other committees to ensure correct changes.
 - Submit reports or updates to the board/general membership as needed.
 - Prepare Handbook for printing
 - Distribute printed Handbook at the Christmas party
 - Distribute complete handbooks to the New class at the Christmas party.
 - Distribute printed calendar at the Annual Meeting, the first week of October.
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Committee Composition:

- Handbook Committee Chair
 - Additional members, as needed, appointed by the Committee Chair
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Meetings:

- Meetings are held as needed and organized by the Committee Chair.
 - Calendar meeting(s) are attended by the Committee Chair.
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Deliverables/Goals for the Year:

- Complete a Handbook with appropriate changes for the upcoming year to be distributed at the Christmas party.
 - Complete a Calendar with appropriate changes for the upcoming year to be distributed at the annual meeting, the first week of October.
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Preferred Skills or Experience:

- Proficiency in Google Docs
 - Time management skills to ensure timely distribution
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Support Provided:

- Salty Sister Board provides approved changes to Sailing Instructions.
- Salty Sister Board provides approved changes to Standing Rules.
- The Bylaw Committee provides approved changes to Bylaws.
- Membership Committee provides changes to
 - Roster
 - Salty's who have passed away
 - Resigned
 - New Members
 - Incoming Co-Captain, Co-Captain and Social Committee Chair provide information to create a calendar in one or more organized meetings.
- Current Officers and Board Directors are provided by the Nominating Committee as nominated at the annual meeting
- Updates to Charms and trophies are provided by the Awards Officer.