

# Vice-President's Report

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March 2018

## Standard Operating Procedures Documents

A "Standard Operating Procedures" book has been added to the Documents library, with the corresponding operational folders. The SOP Template and associated Index are located within the main book.

All members have access to the documents loaded into each of the operational folders (which should only contain **.pdf** documents).

All board members and the Artistic Director have access to the "Word Documents" folder, which is where the associated "editable" Word (**.docx**) files should be placed.

## Code of Conduct / Mission, Vision and Values Statements

The committee met on Sunday Feb 25<sup>th</sup> and completed the revision. The documents are being submitted at the March 2018 board meeting for approval and adoption of policy.

*Respectfully submitted by Doug Wentz, Vice-President*