

X. OPERATIONS TEAM REQUIREMENTS

- A. The Operations Team shall determine and publish the member selection process, minimum size, member term length, leadership selection process and term length, responsibilities, decision-making authority, financial procedures, recording requirements, and member removal process for all entities to which it and its Councils delegate responsibility
- B. The Operations Team shall determine documentation naming protocols, as well as recording, storage, and publication procedures for itself, its Councils and other entities to whom it delegates authority. Such protocols and procedures shall be consistent with those devised by Secretary of the Board as described elsewhere in this document. The Operations Team shall ensure that all such documents are accessible by the Board Officers and that non-confidential documents are accessible by the Congregation.
- C. Operations Team meetings must be open to the Congregation, unless confidential matters are being discussed. The Operations Team shall determine a procedure to inform the Congregation of its regular meeting schedule and any special meetings planned.
- D. The Operations Team must review, and revise as needed, its Operations Policies and Procedures at least every three years.
- E. The Operations Team must devise a procedure for recording its decisions.