

Santa Clara Valley Chapter - California Association of Marriage and Family Therapists (SCV-CAMFT)  
Policy and Procedure Manual

<b>Subject: Board Configuration</b>	<b>Initial Date: 02-15-07</b>	
<b>Responsibility: Board</b>	<b>Date Reviewed: 12-23-08</b>	
<b>Approved by: SCV-CAMFT Board of Directors</b>	<b>Date Revised: 12</b>	<b>P&amp;P 109</b>

**109 BOARD CONFIGURATION**

Letters after a title below designates Job Description Appendix of P&P 110	
Ordering of letters below for officers designates order of succession required by the bylaws if the President is absent -- temporarily or permanently	
<b>President--A</b>	<b>Ethics--G</b>
<i>[Officer]</i>	Ethics Committee
Board Oversight	Ethics Workshop(s)
Chair of all committees	
Editorial Committee	
<b>President Elect--B</b>	<b>Special Events--H</b>
<i>[Officer]</i>	Disaster Preparedness
<u>Chapter Coordinator</u>	Well-Being Retreat
Nominating Committee	SCV Annual Conference (even years)
Incoming Referrals	CAMFT Annual Conference (odd years)
<b>Past President--C</b>	<b>Membership--I</b>
<i>[Officer]</i>	Annual Meeting
Special Projects	Survey
Policy & Procedure Manual	Membership Directory
Well-Being Committee	
<b>Secretary--D</b>	<b>Newly Licensed and Pre-Licensed--J</b>
<i>[Officer]</i>	Prelicensed Support Group
Agenda	Newly Licensed Support Group
Minutes	Internship Directory
	Mentor/Mentee Program
<b>Chief Financial Officer--E</b>	<b>Programs &amp; Evaluation--K</b>
<i>[Officer]</i>	Ongoing Programs
Budget	Venue Contracts
Annual Report	Evaluations
<b>Business Development--F</b>	<b>Technology &amp; Communications--L</b>
Fund Development	Website
Business cards	Listserve (Chapter Exchange)
Brochures	Web Advertising
Sales	

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