

Board Packet and Consent Agenda Policy

Soap Donation Center

As of September 2022

Process of the Board Packet and Consent Agenda:

- ❖ Two weeks before the board meeting, the Secretary sends out an email to the board. This email includes the previous minutes to be reviewed, asks for any additions to the agenda, and serves as the first reminder of the upcoming board meeting.
- ❖ One week before the board meeting, the President sends documents for the Board Packet and Consent Agenda to the Secretary. The Secretary compiles the Board Packet and Consent Agenda from the documents sent by the President and any additions by board members. This is then sent in an email to the board one week before the upcoming board meeting. The Secretary also includes a reminder of the upcoming board meeting and the directions on how to attend the meeting.
- ❖ When the Secretary sends out the Board Packet and Consent Agenda, a “read receipt” setting is used for the emails. This allows the Secretary to track who has opened the official Board Packet and Consent Agenda email. Board members reply to the email when they have read all materials. All materials are read at least one day before the upcoming board meeting.

Policy

It is the official policy of Soap Donation Center that board members regularly check their Soap Donation Center emails. When board members have received the Board Packet and Consent Agenda email, they are required to open the email to view it. This will let the Secretary know that the board member has checked their email and this important email has been received. The board member will then read all materials when possible and send a confirmation email in reply that the materials have been read. It is required that the email be opened and the materials read at least one day prior to the official board meeting.