Policy Regarding Administrative/Management Tools Developed by CLWC Board Members

Directors are encouraged to take initiative in streamlining, updating, clarifying, or in any other way improving processes over which the CLWC Board of Directors has stewardship responsibility.

In taking such initiative, from time to time an individual director or groups of directors may develop specific administrative and/or management "tools" (e.g. checklists, databases, distribution/contact lists, spreadsheets, logs, files, etc). It is to be understood that while considerable individual time and effort may have gone into preparing these tools, such service is rendered as a part of the fulfillment of one's responsibilities as an elected director and the tool becomes the sole property of the Corporation. Such tools are to be shared with those members of the Board whose assigned duties require access or whose performance of assigned duties would be enhanced by having such access.

Communications Policy Addendum

In order to preclude potential loss of continuity due either to a change in or the unforeseen loss of a sitting Secretary or otherwise designated communications Point of Contact, at least two (2) duly elected directors will maintain a current listing of all codes, passwords, account numbers, administrative capabilities, or any other information necessary to access Corporation phones, answering/routing/ notification systems, email, website(s), or any other electronically controlled or administered systems used to communicate internally among the CLWC Board or externally with the CLWC Community at large.

These two (2) directors must be from different elected year groups to assure continuity and to preclude chances of both directors being "retired" from the Board at the same time. When a director holding such information leaves the Board either through retirement or resignation, the Board will designate a replacement within 10 days of that departure. Passwords will be changed whenever any such replacement occurs.