



STCA STANDARD OPERATING PROCEDURES

DRAFT SOP

Officers and Trustees Position Descriptions

Rescue Trust Fund

From the Rescue Trust Fund Document:

NOW THEREFORE,

1(b) All Trustees shall be elected by a majority vote of the STCA Board...The Rescue Trust shall be comprised of one past or current member of the STCA Board, and the remaining Trustees must be members of STCA. As a guideline, it is recommended that Trustees be chosen for experience in rescue, veterinary care, or finance.

The Trustees of the Rescue Trust Fund shall elect from amongst its members a Chair, Secretary, and Treasurer, Each office is for one year, and may be re-elected annually. The Trustees shall meet immediately following the election of any new Trustees by the STCA Board, to select the Chair, Secretary, and Treasurer for the following year.

Trustees shall serve for a term of two (2) years...Trustees may serve as many consecutive terms to which they are elected; there shall be no limits on the number of terms.

TRUSTEE POSITION DESCRIPTIONS

Chairperson:

1. The Chairperson shall be in charge of all meetings and the conduct of the business of the RTF by mail, online or by any electronic means.
2. The Chairperson shall have the right to bring to the RTF for decision any issues he/she finds appropriate relative to the Rescue Coordinator(s)' work, or where the action of the RTF would have benefit to the function of the STCA Rescue.
3. The Chairperson shall have the responsibility of, in cooperation with all of the Trustees, reporting to the STCA Board on the activities and concerns of the RTF.
4. The Chairperson shall have authority to authorize or make payments for necessary care up to a limit approved by the STCA Board. Amounts in excess must be approved by the RTF Trustees prior to being submitted to the Board for their approval. Once authorized by the STCA Board, the Chairperson will notify the RTF Treasurer to issue a check or use the RTF Credit or Debit card directly to make the required payment. When the card is used, the receipt should be requested to be sent to the RTF Treasurer for the records.

Treasurer

1. The Treasurer shall receive and disburse all Rescue Trust Fund monies
2. The Treasurer shall keep records of disbursements for rescue dogs or for grants for the care of rescue dogs in such a way that there is a record of income and expense for each individual dog and organization that has submitted the request. The Treasurer shall issue reports to the Trustees at each meeting and/or semi annually, whichever is more often, and as requested by the Chairperson.
3. The Treasurer shall be responsible for submitting Treasurer's Reports, approved by the Trustees, to the STCA Board and the STCA Bagpiper in accordance with their requirements. A full disclosure of all funds requested and dispersed each year and the organizations that have received funds from the RTF shall be published in Bagpiper #1 at the end of the fiscal year.

Secretary

1. The Secretary shall have the responsibility of recording minutes of all meetings and of recording motions made during written or electronic business and providing a copy to each Trustee. After approval of the minutes and records by a vote of the Trustees, the Secretary shall provide copies to the President, Treasurer and Secretary.
2. The Secretary shall receive correspondence on behalf of the RTF and issue whatever correspondence from the RTF is required at the direction of the Chairperson or Trustees.
3. The Secretary shall be responsible for sending thank-you cards for donations and for sending acknowledgement cards to honorees in whose name donations are made when so requested by the donors.

Trustee

It is the responsibility of each Trustee to attend RTF meetings and to conduct RTF business when requested by the Chairperson(s) or fellow Trustees. A Trustee should be willing to accept such additional assignments as may be made by the Chairperson(s) or fellow Trustees for the benefit of the RTF. Trustees should be mindful of the necessity of confidentiality in sensitive matters. Trustees should conduct themselves in a way that best benefits the purposes of the Rescue Trust Fund, STCA Rescue and the STCA.