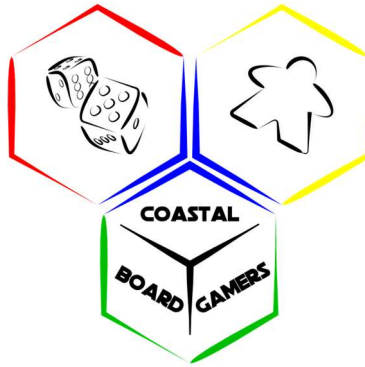




COMMITTEE GUIDELINES SUBCOMMITTEE GUIDELINES

Coastal Board Gamers Inc.



COASTAL BOARD GAMERS

Committee Guidelines

This document outlines the expectations of a Coastal Board Gamers Committee member.

Expectations

1. Attend at least 3 of the 4 Quarterly committee meetings.
 - a. Providing 1 week notice to Executive Committee member of any absence where possible.
2. Attend the Annual General meeting.
3. Attend all CBG Special Events including but not limited to Meeple Escape, Trivia Night & Awards Dinner.
4. Communicate via Discord on a regular basis being involved in the active discussions.
 - a. Including responding to Votes, personal tags & full committee tags.
5. All Coastal Board Gamers files are to be stored on the CBG Dropbox.
6. The spending of personal funds for CBG use is discouraged. This is to allow all to feel able to contribute without financial burden.
 - a. This includes but is not limited to;
 - i. Prizes: Games, Gifts.
 - ii. Food stuffs.
 - iii. Gift Bags.
7. Act as Host for CBG Events following the Coastal Board Gamers Standard Operating Procedure as Rostered.
 - a. If unable to fulfil any Hosting duties;
 - i. Organise replacement host.
 - ii. Notify the Welcoming Officer, Webmaster, Social Media Officer.
 - b. Take a turn writing the CBG Wrap Up Blog if comfortable.
8. Make every effort to achieve actions agreed to at committee meetings.



COASTAL BOARD GAMERS

Subcommittee Guidelines

This document outlines the expectations of a Coastal Board Gamers Subcommittee member.

Formation

1. Subcommittee may be formed by the General Committee for a specified task.
2. All Subcommittees must contain at least 1 General Committee member.
3. A General Committee member is to act as President/chair.
 - a. President/chair: Liaison between the Subcommittee and the General Committee.
 - i. Providing reports on the progress of the Subcommittee at each committee meeting.
 - ii. Be the deciding vote on decisions made within the Subcommittee.

Expectations

1. All volunteer Subcommittee members are expected to read and agree to these Subcommittee Guidelines.
2. Attend at least 70% of all Subcommittee meetings.
3. Subcommittees Budgets.
 - a. A Subcommittee budget should be presented to the General Committee.
 - i. Listing requested expenditure and describing usage/reasons.
 - ii. Regular financial updates to be provided in the Subcommittee report.
 - b. Subcommittees are not permitted to pre-emptively spend funds predicated to be raised as a direct result of an event. This includes but is not limited to providing prizes, give-a-ways or marketing for that event.
4. The spending of personal funds for CBG use is discouraged. This is to allow all to feel able to contribute without financial burden.
 - a. This includes but is not limited to;
 - i. Prizes: Games, Gifts.
 - ii. Food stuffs.
 - iii. Gift Bags.
5. Make every effort to achieve actions agreed to at Subcommittee meetings.
6. All effort to be made in the attendance of the event the Subcommittee is organising.