

MEMO AND REPORT GUIDELINES AND FORMATS

GLOSSARY OF TERMS

- VTR. Voted to recommend indicates a matter considered at a committee meeting which requires action from higher Council authority.
- TOTE Time of the essence indicates the committee's request for expeditious Executive Committee action or approval (before the next Board of Directors meeting) in order to proceed with time sensitive arrangements, e.g., contracts or commitments with speakers, printers, etc.
- FYI For your information
- REC Recommended

DOCUMENTS AND CORRESPONDENCE RECOMMENDED FORMAT

1. All **documents**, except correspondence:

a. **First page**, upper right corner heading

b. Centered title

as follows (see example):

NYSCHP- omit if on letterhead. Use letterhead for external documents

Unit- name of division, committee, office, etc. Omit words such as “office of,” “committee,” unless necessary to prevent ambiguity (e.g., Organization Affairs Area of Service and the Organizational Affairs Committee)

Name- author or originator

Date- date drafted or last revision

Type- Report,
Proposal,
Discussion Paper,
Minutes, etc.

Draft #- number to identify successive drafts or revisions of the same document; omit when final

c. **Subsequent Pages**: running, two line heading, justified left or right:

first line: title

second line: draft # or date, page #

d. If the length or formality of the document warrants use of a separate title **page**, the upper right corner heading is moved to the lower right (see example).

2. **Correspondence** (see example):

Customary letter and memo formats usually meet the above recommendations for documents. Memo format is recommended for internal correspondence as it permits the addition of an “action requested” line to the usual heading:

DATE:

MEMO TO:

FROM:

SUBJECT:

ACTION REQUESTED:

Typical entries for “action requested” include:

For information

For approval

For comment or concurrence

Please review and forward

Per your request

Its use helps to eliminate confusion if the line indicates explicitly what the recipient is to do with the contents of the memo.

Please insure the cc: list is accurate so others know who already has received a copy.

A variety of formats are acceptable for letters and memoranda. (The appendix to Webster’s Collegiate dictionary includes two: Webster’s Riverside, seven.) The specific format is not as important as including all of the information listed above.

3. **Board Reports**

- a. **Cover/Agenda page** should contain:
Heading, as above for council documents
Title of the report (centered)
Date of board meeting (centered)
“Suggested Agenda” (centered)

On the agenda page list only those items in the board report which require time, discussion, action, etc. Number each item to correspond to its number in the report. For each item specify “information,” “approval,” “discussion,” etc.

- b. **Body** of the report:
Use a **three-column format** with the title of each item in the first column, discussion in the second column, and outcome or action required in the third.

Number each item consecutively throughout the report; letter attachments.

If items are grouped into sections for different areas of responsibility (e.g., committees), use names as section headings.

Continue consecutive numbering across sections; do not begin numbering at one within each section. Flag **VTR, REC, TOTE**, etc. in the right margin. Use bold type if possible.

Approved: Board of Directors
February 24, 1989

MINUTES GUIDELINES AND SAMPLE FORMAT

The fundamental purpose of minutes is to officially record the actions taken by the association – the Board of Directors, the House of Delegates, and chapter committees – for the benefit of present and future officers and members.

Minutes should be complete but concise; they should describe the business transactions of the assembly and results of votes.

In the absence of a regularly published newsletter, it may be necessary to distribute copies of the minutes to members to keep them informed of chapter activity.

The minutes should contain the following information:

1. A listing of members present or absent and all guests or observers.
2. Type of meeting (regular or special).
3. Name of the organization.
4. Date and place of meeting.
5. Presence of President and secretary or names of substitutes.
6. Approval of previous minutes.
7. All reports and action taken.
8. All main motions carried or lost (omit those withdrawn).
9. All other motions carried which contain information needed at a future meeting.
10. Adjournment.
11. Signature.

The name of the maker of the motion and seconder need not be included unless the organization desires this information to be recorded.

The minutes are a record of what is done, not what is said. The personal opinion of members should be avoided, and participants' names only listed at the beginning.

When the motion is very important, include the count of the votes. List participants and how they voted only if requested to do so.

When they are to be published, they should be signed by the president.

It is the duty of the assembly to approve its minutes and assure their accuracy. Accordingly, it is the right of the members to have the minutes read. Reading may be dispensed with if the minutes have been distributed in advance of the meeting, or they may be read and approved later.

Minutes may be approved or corrected only by the body whose record they are; for example, the Board of Directors must approve or correct its own minutes.

Minutes already approved may not be reconsidered but they may be corrected.

VII. B. COPY (cc:) AND DISTRIBUTION GUIDELINES NYSCHP

Originator → Send copies of Documents → To: (listed below)	(listed below)											
	Committee members											
	↓	Chair										
	↓	↓	Regional director									
	↓	↓	↓	Division Director								
	↓	↓	↓	↓	Executive Secretary							
	↓	↓	↓	↓	↓	Executive Director						
	↓	↓	↓	↓	↓	↓	Chapter Presidents or Secretaries					
	↓	↓	↓	↓	↓	↓	↓	Board of Directors				
	↓	↓	↓	↓	↓	↓	↓	↓	President			
	↓	↓	↓	↓	↓	↓	↓	↓	↓	Executive Committee		
	↓	↓	↓	↓	↓	↓	↓	↓	↓	Finance Committee		
	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	↓	Content Determined
Committee Member												
Correspondence (external)		C		C	C	C						
Committee work/draft	(none, assuming chair and other members are the addressees)											
Committee Chair, editor												
Correspondence	?			C*	C*	C						?
Minutes	C			C+M	C	C						?
Reports/proposals	C			C+M	C	C						?
Regional Director												
Correspondence						C*	C	?				?
Board Reports								C	C2			
Division Director												
Correspondence		?			C*	C						?
Board Report		C							C2			
Board of Directors												
Board Reports									C2			
Minutes								C	C			
Adopted documents, policies		C (D)						C	C			
Executive Committee												
Minutes								C	C			
Finance Committee												
Minutes								C	C			
Local Chapters												
Correspondence			C	?	C*	C	C					
Meeting announcements								C				
Meeting Minutes			C		C	C						
Executive Director												
Correspondence					C*							
Treasurer												
Correspondence						C				C	?	
Financial Reports								C				
Vice-President												
Correspondence										?		
President-elect												

Correspondence					C*	C						
President												
Correspondence					C*	C	?	?		?		
Legend: C: Send Copy ?: others, based on content +m: with cover memo * : recipient forward to others, as appropriate 2: two weeks prior to meeting D: via Division Director <i>Approved: Board of Directors</i> February 24, 1989												

RECORDS AND REPORT RETENTION

Every association is faced with the problem of what records to keep and for how long. Business records and reports, especially those which are voluminous and bulky should be disposed of as soon as they outlive their usefulness. In fact, the majority of the volume of paper kept by associations could be destroyed after just three or four years.

Certain records are required for financial purposes, some for historical significance and others to maintain the daily activities of the association. Many associations retain original records for excessive lengths of time because they have no policy to govern their record retention. Specific information related to the keeping of records may be obtained from the publication, "GUIDE TO RECORD RETENTION REQUIREMENTS," U.S. Government Printing Office, Washington, D.C. Associations should establish a record retention policy based on a combination of legal limits of liability and good common sense. Some suggestions for a retention policy are as follows:

1. Correspondence

General	2 years
Legal and Tax	Indefinite period

2. Financial

Bank Statements	3 years
Deposit Slips	3 years
Purchase Records	3 years
Expense Records	6 years
Checks (cancelled)	8 years
Audit Reports	Indefinite period
Cashbook & General Ledger	Indefinite period
Tax Returns	Indefinite period

3. Association Papers

Meeting Minutes (Membership & BOD)	Indefinite period
Annual Reports (all types)	Indefinite period
By Laws	Indefinite period
Affiliation Records	Indefinite period
Incorporation Papers	Indefinite period
Contracts & Agreements	Indefinite period
IRS Classification Documents	Indefinite period
Mailing Permits	Indefinite period

FROM ASHP CHAPTER OFFICER'S MANUAL
1997

RECOGNITION GUIDELINES

(The intent of these guidelines is to recognize the dedication and hard work of active members and officers of the Council, both internally and externally; as a means of letting employers of these members know that they have contributed their time and energy voluntarily to their professional organization.)

The following is a chart of automatic recognition that should be provided to the council members:

FROM	COUNCIL SUPERVISOR	TO	COUNCIL STAFF
	NYSCHP President	➔	Outgoing Chapter Presidents
	Division Director	➔	Outgoing Committee Chairs
	Chapter President	➔	Officers and Local Committee Chairs
	Committee Chair	➔	Members

When recognition is given to an individual in the organization, a copy of the letter or document is sent to the next organizational level within the New York State Council and to the individual's immediate supervisor at their place of employment. The only exception to this carbon copy is when the carbon copy would go to the New York State Council President.