

OODN

Policies and Procedures

updated as of May 30, 2017

Partnerships

- The Oregon OD Network will continue to work with the national OD Network.
- OODN may also enter into written agreement with local professional associations. Current partnerships include:
 - ATD-Cascadia
 - PHRMA
 - PMI
- All items noted above were approved at the April 25, 2016 board meeting.

Membership

- Membership includes three categories: Regular, Student and Hardship.
 - Regular membership is \$80 per year effective 9-1-16 (approved at March 28, 2016 board meeting).
 - Student membership is \$40 per year effective 9-1-16 (approved at March 28, 2016 board meeting).
 - Hardship membership is \$40 per year effective 9-1-16 (approved at March 28, 2016 board meeting).
 - Regular and Student memberships are available through the website.
 - Hardship membership is approved on a case by case basis and provided a code to use on the website.
- Membership is renewed on an anniversary basis.
- Members maintain their own profile using a username and password issued when they join.
- Members vote for board members and revisions to the bylaws.
- All items noted above were approved at the April 25, 2016 board meeting except as noted.

Board of Directors

- Board terms are from July 1 through June 30.
- The nominating committee is selected by the President. Responsibilities include:
 - Develops nomination criteria by reviewing the roles and responsibilities of open board positions
 - Creates interview questions
 - Markets the open positions
 - Interviews the candidates
 - Provides a final list of candidates for voting
- All appropriate nominees will be included on the ballot and the top vote getters (up to nine) will be on the board.
- Once the board is elected, the board as a whole will determine what positions are needed and who will fill which position.
- All items noted above were approved at the April 25, 2016 board meeting.
- Anyone running for office is not eligible to serve on the nominating committee (approved as of the June 20, 2016 board meeting).
- Final note under the second bullet point was changed from “slate” to “list” as approved at the May 30, 2017 board meeting).

Committees

- Teams may be created on an ad hoc basis to support an initiative or project.
- All items noted above were approved at the April 25, 2016 board meeting.

Programs

- OODN provides a variety of events, including networking, think tanks and content-based programs.
- There are charges for all programs except as designated by the board.
- Programs that charge should have a price differential for members vs nonmembers.
- Partner organizations can attend OODN events at discounted prices if the marketing material so indicates.
- Board members are expected to attend as many events as possible and pay for their attendance.
- Speakers are generally not paid for speaking except for special events as designated by the Board.
- Volunteers are expected to pay for the event they volunteer at.
- All items noted above were approved at the April 25, 2016 board meeting.
- Refunds or credits for programs or other events will not be given after a program has occurred (approved at the July 20, 2016 board meeting).

Finances

- The President and Secretary (or Treasurer if one has been designated) are assigned physical debit cards for official OODN use.
- Anyone requesting reimbursement must complete the reimbursement form, provide receipts and submit all in one document to the Secretary (or Treasurer if one has been designated).
- The Secretary (or the Treasurer if one has been designated) approves the expenditure and requests the Association Manager to pay the bill via bill pay.
- All items noted above were approved at the April 25, 2016 board meeting.