

# CMAA 2013 Policies and Procedures Report

## Table of Contents

Section I – List of Figures .....	2
Section II - Addressing Data Sharing .....	3
Section III - Report Methodology.....	4
Section IV – Introduction to Club Benchmarking.....	6
The Need .....	6
Current Situation.....	6
Club Benchmarking Fills the Need .....	6
Section V - Executive Summary .....	9
Section VI – Leadership and Committees .....	10
Office of the President and Other Officers .....	10
Contested Elections.....	16
The Board and its Processes.....	18
Committees .....	27
Section VII - Strategic Planning .....	36
Section VIII - Member-Related Policies .....	46
Section IX - Pulling it All Together.....	53
Appendix.....	54

# CMAA 2013 Policies and Procedures Report

## Section I – List of Figures

Figure 1 - Election of Officers.....	11
Figure 2 - Election of President.....	12
Figure 3 - President’s Term.....	13
Figure 4 - Limitation on Consecutive Terms of Service for President.....	14
Figure 5 - Compensation of President.....	15
Figure 6 - Contested Elections for Officers.....	16
Figure 7 - Contested Elections for Members of the Board.....	17
Figure 8 - Governance.....	18
Figure 9 - Documentation of Roles and Responsibilities.....	19
Figure 10 - Size of Board.....	20
Figure 11 - Term of Board Appointment.....	21
Figure 12 - Term Limitations.....	22
Figure 13 - Board Orientation.....	23
Figure 14 - Board Retreat.....	24
Figure 15 - Open Bar During Board Meetings.....	25
Figure 16 - Benefits for Board Members.....	26
Figure 17 - Existence of Committees.....	27
Figure 18 - Number of Committees.....	28
Figure 19 - Appointment to Committees.....	29
Figure 20 - Term Limits on Committees.....	30
Figure 21 - Roles and Responsibilities Committees Documented.....	31
Figure 22 - Orientation Program for Committees.....	32
Figure 23 - Relationship Between Committees and Board.....	33
Figure 24 - Types of Committees.....	34
Figure 25 - Senior Executive Attendance at Committee Meetings.....	35
Figure 26 - Strategic Plan Existence.....	37
Figure 27 - Term of Strategic Plan.....	38
Figure 28 - Responsibility for Strategic Plan.....	39
Figure 29 - Structure of Strategic Planning Committee.....	40
Figure 30 - Term of Service on Strategic Planning Committee.....	41
Figure 31 - Membership Approval of Strategic Plan.....	42
Figure 32 - Membership Survey Related to Strategic Plan.....	43
Figure 33 - Link Between Annual Budget and Strategic Plan.....	44
Figure 34 - Strategic Plan Actions on Regular Board Agenda.....	45
Figure 35 - Existence of Cell Phone and PDA Policy.....	46
Figure 36 - Allowable Use of Cell Phone and PDA.....	47
Figure 37 - Future Plans on Cell Phones and PDAs.....	48
Figure 38 - Informal Dining Dress Policy.....	49
Figure 39 - Formal Dining Dress Policy.....	50
Figure 40 - Existence of Significant Other Policy.....	51
Figure 41 - Significant Other Policy.....	52