

POLICY/PROCEDURE NUMBER: B – 6.2

DATE: October 27, 1992	SUBJECT:
ISSUE: Board of Directors	Misc. – Turnover of Documents Programs and Files
REVIEWED: August 2021	PAGES: 1 of 1

1. Policy:

1.2 An outgoing member of the Executive Committee or a Standing Committee member will expedite the turnover of all pertinent information and materials to the member assuming their responsibilities. This will be coordinated through National Office.

2. Procedure:

2.1 As soon as the name of the person assuming their responsibilities is known, the outgoing member will arrange for the turnover of all pertinent information and materials within a period of 4 weeks (28 calendar days.)

2.2 The materials to be turned over include all program manuals, files and documents relating to the responsibilities of the committee, including any CHES Policy/Procedure Executive Manuals and CHES Conference Manuals.

2.3 An outgoing Treasurer will bring all accounts and financial reports up-to-date and obtain the necessary documents from the banks, investment houses, and government taxation offices to enable an expeditious turnover of CHES signatories.

2.4 The Transfer of documents will be coordinated through National Office by the Executive Director

Approved by: _____
President

Date: _____