# Guidelines for Best Practices of a TASC District

# Organizational Structure

## Have a constitution, and have that constitution on file with TASC office

## Have a District Coordinator

* Have a systematic election of officers with clearly stated expectations. Those elected should represent the interests of the whole district. To run for a district office, the school’s principal must sign the intent to run for office form. To be a district officer, a school must be a current member of TASC.

Operations

* Meetings:
  + The Executive Board should meet at least twice a year with time for training/team building
  + Conduct general meetings with the entire district (conventions/forums/retreats)
  + Committee Meetings: as warranted
* Have a written agenda for each meeting created by the president school
* After the meeting, minutes should be prepared by the secretary school:
  + Copies of the minutes should be sent to the Executive Board within two weeks after meeting for approval
  + Approved minutes, including the agenda, will be provided to members
  + Secretary school and District Coordinator will maintain the record of minutes for five years
* Awards report submitted to TASC and provided to districts by President school according to TASC deadline

Committees

* Required
  + Executive Committee
    - Composed of elected student officer(s) and advisor(s) and district coordinator(s)
  + Equal number of votes per officer school
  + Advisory auditing committee
    - Comprised of two elected officer school advisors not signers on the checking account. Records maintained by district coordinator for five years
* Optional
  + State project report verification committee
    - Composed of executive board
    - Allow any other interested schools the opportunity to participate

Financial Structure

* Have two signers on any bank account
* Checks should not be signed by and issued to the same individual or to the signer’s school
* Conduct monthly reviews of the account (online access is suggested)
* A financial accounting with documentation should be presented at each district board meeting
* Conduct an annual review each year and always prior to changing signers on the account. This review should be conducted by officers not listed on the account.
* Maintain records for five years. Determine who will maintain them and how they shall be kept.
* Use a district receipt book with NCR paper for all district events or whenever money is collected
* Maintain lists of schools, number of attendees, and amount paid for all district events
* Create a reimbursement policy. Ensure that members are clear in advance what may and may not be reimbursed. Require documentation before reimbursement is made.
* As much as possible, payments should be made directly to vendors.
* Have written contracts for any speakers/consultants, etc.
* Have a written agreement regarding any catering or other services used for district events.
* All checks should be deposited within a two-week timeframe
* If possible, set up a bank account for email alerts for any transactions.
* Only adult advisors should handle money or manage district finances.
* Ensure the district constitution clearly states who manages district finances and what the transition process is for changing signers on accounts, etc.
* If a district account is large, consider moving some funds to a savings account.
* District rebates (for District dues) will be sent to TASC District Presidents each May. That president must ensure the check is deposited within two weeks.

Recommended Activities

* Fall Conference (include some advisor training or a business meeting)
* Spring Conference (include some advisor training or a business meeting)
* District advisor workshop/training
* Promotes/supports state activities (State Service Project/State Theme)
* Create programs to promote/include middle level councils

Recommended Minimum Safety Measures for District Meetings

* Develop a method of contacting all advisors at the meeting. (Remind is a good tool.)
* If you are meeting at a school, ensure the security director/officer for the ISD knows you are in the building and has a good contact for you in case of emergency.
* If you are meeting at a hotel, ensure that hotel security personnel has your contact information and that you aware of their emergency procedures.
* Ensure that all attendees wear a name badge or wrist band to identify them as an attendee.
* Assess the building in advance to be sure you know where exits are and the safest place to gather in case of inclement weather
* Inform attendees of exits and safe gathering sites.
* Tell attendees that in case of emergency all will follow the direction of safety and security personnel and that you will communicate that to advisors.
* Ask each advisor to have a method of contacting all attendees with him/her.
* Ensure that each advisor can contact the meeting planner/coordinator in case of emergency.
* Ensure that medical release forms for all attendees are on site.

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