

## PERSONAL COMMENTS

Correspondence written in the name of the Federation should be kept strictly impersonal and to the point. Any comments of a personal nature should be on a separate sheet of paper and should not be included in the Federation files.

In this way copies of the correspondence can always be passed on for future information. Such information belongs to the Federation, not to the individual personally.

## FILE COPIES

A copy of official correspondence whether hard copy or electronic communication dealing with programs and policies must be preserved and passed on to the successor at the end of the term of office. The new officer or chair should retain documents from the previous administration and deposit all other materials in the NFMC archives.

If correspondence is of a policy nature, the President should receive a copy for information.

## FILING SYSTEM

Every individual, whether officer or chair, has an obligation to keep all materials received in the name of the Federation in a file readily available for reference and information.

Generally materials fall into one of three categories:

1. File of materials received from predecessor.
2. Materials of permanent or policy nature.
3. Materials of current interest only.

Material should be filed as soon as it is received in order to be easily found when needed.

A copy of the NFMC Standing Rules and Procedures is an important part of every file. It is the responsibility of each individual to keep his/her copy up-to-date per instructions on **Section Page A-1**, of this document.

Members of the Board of Directors should file a copy of the minutes of meetings.

## TRANSFERRING FILES

All files should be transferred immediately to the successor at the close of one administration and the beginning of the next, except in some few fields where the work overlaps.

In this transition period, information is urgently needed. Except where a new field has been created, anyone accepting a new position has the right to expect that all pertinent Information will be received from the predecessor.

Files should be kept up-to-date and ready to transfer as soon as a successor is announced.

A record of plans and procedures should be kept to give to one's successor. An outline of plans not implemented for some reason may be useful for future consideration, as well as reasons why some project was not successful. Answers to questions an officer or chair would normally have about a new position should be a part of the information given to a successor.

**Refer to** Bylaws, Article XI, Section 5

A full written report of activities should include dates, place, office and name of person making the report. It should be typed, double or single spaced (double is easier to read), on 8½ x 11 paper.

Reports should be written in the third person or should use the editorial “we.” “Respectfully submitted” should not be used as a conclusion.

Copies as requested should be handed to the Secretary at the time the report is made.