

TMF Processes

Created: September 2016

Board Members

1. Executive Board
 - a. Legal Responsibilities
 - b. Board Member Covenant
 - c. Unlimited Term
2. Board of Directors
 - a. Board Member Covenant
 - b. Unlimited Term
3. Advisory Board
 - a. Advisory Board Intro Letter
 - b. Advisory Board Appointment Letter (2 year terms)
 - i. Terms tracked by Secretary

Volunteer Process

Application
TMF Response
Review Application
Interview
Board Approval
Interest Packet
 Intro to TMF
 TMF's Code of Ethics
 Project Listing
Commitment Packet
 Responsibility Release
 Payment Agreement
 Photo/Video Content Release
Orientation Materials
 Polish-Jewish History
 Background info on city of project
 What to Bring List
 Trip Insurance
Project Prep
 Finalized Expenses
 Tentative Schedule of Events for Project
 Meetup Details

Projects

Project list constructed
Prayerful consideration for projects
Prayerful consideration for participation
Votes to prioritize
Scheduling / Coordination
Project Lead assigned for each project

Newsletter

Published Quarterly
Distributed through Mail Chimp

Social Media

Updated by Rachel or Steven
Social Media Guidelines

Decision Making

Idea
Board decision to move forward or not
Proposal (by individual or committee)
Vote on proposal
Establish Priority
Action Plan
Action

Data Storage / Access

Tool to use
What to store
Storage structure
Who has access to what information

Financial Policy

Financial tool (software)
What records to keep
 Donations
 Projects
 Payroll records
 Reserved Funds
Who has access to what information
Reporting requirements
Tracking expenses for projects on the ground
Year-end statements to donors
Qtrly Tax Filings
Year End Tax Filings