

Operations Committee Report (Summer Retreat July 25, 2026)

Members of the Operations Committee held an initial planning meeting to establish its purpose and priorities for the 2026–2027 year. The committee's focus is on creating and documenting the operational framework needed to support continuity, consistency, and effective transitions within the organization.

2026–2027 Committee Goals

- **Develop a comprehensive Governance Book (aka Corporate Book)** to serve as the organization's central operational reference.
- **Document and formalize and document key processes** to ensure consistency and preserve institutional knowledge.
- **Create and standardize organizational forms** used by the Board and committees.
- **Develop and formalize job descriptions** for Board positions, committee chairs, and other key volunteer roles.

The committee will prioritize these initiatives throughout the year, with the goal of building sustainable documentation that supports current leaders and provides a strong foundation for future Boards.

-- Karen Hunter