

# Standard Manual Headings

## Function

- There should be no text directly under the **Function** heading.
- All relevant content concerning function should appear in Function's **subheadings**.
- No detailed explanations are to appear in the below subheadings under Function. Any supporting details are to be expanded upon either in the Policy or Informal policy areas

## Mission

Brief list of goals or aspirations.

## Responsibilities Overview

Brief list of responsibilities

## Specific Tasks

Brief list of Specific Tasks

## Timeline

Tasks can sometime occur at specific times within a year. To assist in performing tasks in a timely manner, a listing of them here, in chronological order within a calendar year, is helpful.

## Policy

A principle of action adopted by a specific Committee to guide it. Content under this heading must be sanctioned by the BOD and accepted as a motion.

## Informal Policy

Ongoing activities not needing BOD action for adoption or changes. Informal policy, as opposed to Policy dictated by formal BOD motions or ongoing Procedures. This is the handing down of information, beliefs, or Customs from one club administration to the next.

## Historical Activity

List of programs / events/ activities undertaken in the past.  
(*This would have to be updated every year.*)