

FLORIDA JCI SENATE
POLICIES AND PROCEDURES
2024 – 2025

1. The Secretary shall take minutes at all meetings of the FL JCI Senate.
2. Prepare the minutes and distribute for each meeting of the FL JCI Senate for approval. Minutes should be prepared as close to the meeting as possible.
3. Is responsible for the Chambers publication to make sure along with the Editor that all articles are relative to the Senate organization. Also to make sure each publication is issued on time.
4. Is responsible for Social Media of the organization. All posts to a social media account must be approved by the Secretary or Facebook Chairman or the President, whom will be Administrators of the account OR Management Vice President and Chaplain shall be Moderators. Only Senate related information should be posted on social unless previously approved by the Board of Directors.

Is responsible to coordinate with Chaplain with all notices of happiness and grief for the organization. To assist with invocations as needed. To assist with empty chair as needed.

Is responsible for the Florida Blast of the organization to work with the Chairman to make FI Blast shall be released by the 5th of month there is NOT a Chambers publication.

Is responsible to coordinate with the Roster Chairman to make sure the Chambers publication and the Florida Blast are forwarded to all paid members of the organization by each deadline.

Is responsible to work with the Zoom Coordinator to make sure all Zoom meetings are set up and started as the Executive Board request.

Makes sure that all Chairpersons / Appointees in the portfolio are present and give a report at All meetings

COMMITTEES / CHAIRPERSONS / APPOINTEES
Under The Secretary's Portfolio

Chambers Editor - As per the By-Laws Article 6.8 "The Editor shall be a non-voting member of the Board the Board of Directors, appointed by the President subject to approval of the Executive Board of Directors. Editor shall be required to publish the "SENATE CHAMBERS' 30 days prior to each regularly scheduled meeting.

Facebook – The Facebook Chairman shall be a non-voting member of the Board of Directors appointed by the President, subject to the approval of the Executive Board of Directors. The Facebook Chairman will be responsible for set up and maintenance of the account. Administrators of the account will be President, Secretary, Facebook Chairman whom can make all changes to the account. Moderators for the account will be Management Vice President and Chaplain whom can post to the account and okay other post.

Chaplain - As per the By-Laws Article 6.7; "The Chaplain shall be a non-voting member of the Board of Directors", appointed by the President, subject to the approval of the Executive Board of Directors. Chaplain shall give the non-denominational invocation before all meetings. Chaplain shall take proper action to ensure an expression of sympathy is sent to Senate Member or family in the event of sickness or death, including notice to the Editor of the "Senate Chambers". Chaplain is responsible for directing the payment of a memorial contribution of \$50 to the FL JCI Senate Foundation, Inc. on behalf of each dues-paying deceased Senators during the current Senate year. Notification of Senator deaths should be sent to the Regional and National Chaplain. Chaplain shall be responsible for the "Fallen Soldiers Table" at each conference.

Web-site – Webmaster will be a non-voting member of the Board of Directors, appointed by the President, subject to the approval of the Executive Board of Directors. The Webmaster will be responsible for set up and maintain of the Web-site. Only the President, Secretary, and Webmaster can make any changes to the Web-site. All information shall be Senate related and keep up to date.

Florida Blast – FL Blast will be a publication that is being sent by email to all dues paying members of the organization to highlight upcoming events and meetings. The FL Blast Chairman shall be responsible for obtaining information, compile for Blast, and sending to Roster Chairman to be sent out between the 1st and 5th of each month that is NOT a Chambers.

Roster – Chairman shall be appointed by the President. Roster Chairman is Totally responsible for all additions and changes. The Roster Chairman shall assist the Chambers Editor and Florida Blast Chairman in emailing both publications to all dues paying Senators in the organization on time.

Zoom Coordinator - Zoom Chairman shall be appointed by the President to use the organization License to set up, start, and record all Zoom sessions as needed and or requested by the President