

**TOWN AND GOWN OF USC**  
**VICE PRESIDENT/CHAIR OPERATIONS MANUAL TEMPLATE**  
**(Effective as of 2019 – 2020)**

- Cover Page (See attached)
- Committee Member Names
- VP/Chair Board Position Description (find in Board Portal)
- VP/Board Position Summary (find in Town and Gown of USC Handbook)
- VP/Chair Board Policy/Procedures (If appropriate in Board Portal – Fund Development and Stewardship of Donors, Membership Renewal and Dues Payment, Board Nomination and Election Policy, Nominations for Volunteer Recognition Awards)
- VP/Chair Annual Report and Timeline
- Budget (if appropriate)
- Monthly Board Reports
- VP/Chair Committee Minutes
- VP/Chair Forms (i.e., standard templates/letters/memos)
- University Personnel Contacts (if appropriate)
- Miscellaneous and other information

\*Please use Times New Roman – 12 point font for your Operations Manual

\*Each VP/Chair will email their Operations Manual files to the **Secretary** and will **upload** their files to the portal by the June 2020 Board Meeting.

Revised and Board Approved: November 19, 2019

(Sample Cover Page)  
**Town and Gown of USC**  
**Operations Manual**

**Position Name**

**Vice Presidents/Chair**

**(Enter Names Here)**

**2021 - 2022**