

12.13 Annual Meeting and Awards Event

Policy:

It is the policy of Licking/Knox Goodwill Industries, Inc. to hold an annual meeting and awards event to recognize excellence of performance and the transition of Board Trustees/Officers.

Procedure:

Unless otherwise scheduled by the Board of Trustees, the annual meeting and awards event shall be held before the last Wednesday of March each year per the organization's bylaws.

All preparation for the recognition portion of the annual meeting and awards event shall be per Policy & Procedure 12.14, *Annual Recognition*.

The Marketing Department shall, each January, request volunteers to help with preparations.

The Customer Recognition committee, under the direction of the Director of Communications, shall plan the event.

The Marketing Department shall be responsible for assigning tasks to members of the committee.

The Marketing Department shall be responsible for the fiscal accountability of the banquet and for adhering to an approved budget.

All materials and expenses shall be handled per Policy & Procedure 11.11, *Purchase Orders*.