



## FEATHER RIVER RAIL SOCIETY POLICY

### Organization and Structure

*Effective Date:* 01/01/2018

*Legal Review Date:*

*Next Review Date:* 04/11/2021

*Replaces:* 04/11/2015

#### **Policy Statement**

It is Feather River Rail Society's policy that the FRRS President oversees management of the corporation in accordance with overall policy direction established by the FRRS Board of Directors.

Should there be a conflict in the organization and/or structure of the society, the current set of bylaws shall be consulted and followed.

The society may be organized into various units or departments that have broad authority for managing the society's major lines of business, members and visitor's services. Each unit or department is managed in a way that promotes achievement of the overall mission statement, financial and service objectives of the FRRS.

#### **Overall Accountability**

The FRRS Board of Directors is responsible for issuing, updating and monitoring compliance with this policy statement.

#### **Scope**

This policy applies to all members, officers, directors, employees and all subsidiaries of the Feather River Rail Society, operator of the Western Pacific Railroad Museum.

#### **Definitions**

##### **Board of Directors:**

The FRRS Board of Directors is comprised of the directors elected by the membership of the Feather River Rail Society.

##### **Officers:**

Officers are comprised of the President, Vice-President (one or more), Secretary, and Treasurer. With the remainder of the directors, completing the total number of the board of directors or as stated in the Feather River Rail Society Bylaws.

## **Committees:**

The FRRS utilizes committees of members and interested parties to facilitate projects and operation of the society. The committee may be either a "standing committee," appointed for a definite time, for example a year; or a "special committee," appointed for a special purpose often with a very focused, short term assignment.

Both types of committees will have a chairperson appointed by the board of directors or elected by members of the committee. The chairperson is responsible to call the committee together and properly manage the committee to address the charter of the committee. The chairperson is also responsible for reporting back to the board of directors with the progress and recommendations of the committee in a timely manner.

## **Implementation**

### **(1) Overall Corporate Direction**

The board of directors sets overall corporate goals and objectives, allocates resources, monitors business performance and compliance with corporate policies.

These responsibilities include activities in connection with (a) corporate mission, statement and goals; (b) ethical and managerial values; (c) policies and organizational design; (d) corporate business planning; (e) financial resources; (f) corporate performance; (g) volunteer development ; (h) communications; (i) public policy issues and (j) external relations.

### **(2) Organization Chart:**

The Feather River Rail Society will be organized in to units and departments as authorized by the board of directors.

The organization chart is posted on the society's website.

The society has three major categorizes of operational assignments:

- (1) FRRS Organization Chart
- (2) General Superintendent Organization Chart
- (3) Superintendent of Operations Organization Chart

### **(3) Policy and Procedure Committee:**

The Policy and Procedure Committee will have a committee head. This person is responsible for the management of the policy and procedure committee, and will track and advise the board of directors of policy issues and update policies as needed.

The Policy and Procedure Committee is comprised of any five members of the Feather River Rail Society. The FRRS President, with other members of the committee who can be from the directors, administrators, supervisors and members at large, are responsible for the overall management of the FRRS operation. The committee advises the board of directors with respect to:

- (a) policy matters that are beyond the authority of individual unit or department managers or supervisors
- (b) matters that require consideration by the board of directors
- (c) other matters that members of the committee deem appropriate

The general superintendent and the superintendent of operations are responsible for the policies and procedures for the Operating Department.

**(4) Units and Departments:**

There may be several units or departments. Including but not limited to, Operating, Mechanical, Restoration, Museum Facilities and Administrative Services.

The general superintendent, with the approval of the FRRS President or the FRRS Board of Directors, may create or assign departments that may need to change based upon the conditions of the society.

The units and departments manage the operations of the key lines of activities and business.

**(5) Administrative Services Department:**

- (a) Administrative Services provide those services that are requested by the Secretary, departments or other units that can be provided more economically or effectively on a centralized basis rather than being performed separately by individual units or departments.
- (b) Administrative Services develop their plans and budgets in close consultation with the Secretary and the other departments to which they provide services.
- (c) Administrative Services provide responsive, professional and cost-effective services to the Feather River Rail Society.

**(5) Subsidiaries:**

The board of directors may determine if any subsidiaries are needed for the society. The board of directors will approve any administrator who are responsible for overseeing the activities of each subsidiary. This may be an existing department head or officer.

## References

Change Log:

<b>Rev Number</b>	<b>Changes</b>	<b>By</b>	<b>Date</b>
1	Initial Issue		04/11/2015
2	Changed to new format, revised to meet current conditions	Kerry Cochran	12/27/2017