

CO-2

July 17, 2008

Many changes to the *Manual of Procedure* have been made during the last few months. The April 29 Board report from this subcommittee listed these changes, including this text: "[Added General Information and Duties and Activities of Community Portal Administrator](#); Added [revised job description for Leadership Institute Coordinator](#)." I am including in this report the text for both of those positions.

Beth Avery, during the Board meeting in April, proposed some [changes to the Board Choice Awards](#), which is also included to be approved.

Please see these attachments:

proposed changes to Board Choice Awards  
duties of the Community Portal Administrator  
revision of the duties of the Leadership Institute Coordinator

Submitted by Betty Dance,  
Chair Bylaws and Procedures Subcommittee