

Policy Number	027-M-2007
Policy Group	Membership
Policy Name	Office Personnel
Date of Origin	June 2007
Date Amended	June 2019
Date Reviewed	October 2011, November 2013, September 2014, October 2015, November 2016, November 2017, November 2018

PURPOSE To ensure office personnel are expressly employed to meet the overall needs of SUN's membership.

SCOPE Members, SUN Locals, SUN District Councils, SUN Committees, SUN Board of Directors

POLICY STATEMENT The scope of their duties and work priorities are determined by the Directors based on the needs of SUN's membership as determined by the Board of Directors.

SUN staff members shall not be required to perform any requests which are not specifically related to their duties on behalf of Board members, Committee members, Locals or members thereof or other SUN staff.

All requests for staff assistance, not specifically related to their duties, shall be forwarded to the Executive Director.