



Policy Number	027-M-2007
Policy Group	Membership
Policy Name	Office Personnel
Date of Origin	06-2007
Date Amended	07-2026, 10-2022, 06-2019
Date Reviewed	10-2025, 10-2024, 10-2023

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

SCOPE Members, Locals, Network Leads, Committees, 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, Network Leads, Committee members, Locals or members thereof.

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