

POLICY NAME: Partner Communication
Effective Date: January 1, 2018

Purpose

Procedure: Communication Between Partners

It is the practice of the Golden Bridges partners to meet weekly (when available) to review and discuss jobs in progress.

This process is in place in an effort to keep all three partners apprised of what is happening with each of the jobs that are being worked.

Procedure: Board Meetings

The partners will meet monthly in a time and place prescribed by the President. Meetings will include financial and client reports; payment of outstanding bills; a review of marketing plans; strategic planning (as needed). A recording of the actions taken will be maintained in the records of the organization.

Procedure: Branch Office Communications

Branch Managers will maintain contact with the President on an as needed, a minimum of quarterly. Actions of the Branch Manager will be documented and reported to the Board.