



Women in Cable  
Telecommunications™

## Pacific Northwest Chapter

### Document Retention and Destruction Policy

1. **Policy and Purposes.** This policy represents the policy of **Pacific Northwest Chapter** with respect to the retention and destruction of documents and other records, both in hard copy and electronic media (which may merely be referred to as “documents” in this Policy). Purposes of the Policy include (a) retention and maintenance of documents necessary for the proper functioning of the Chapter as well as to comply with applicable legal requirements; (b) destruction of documents which no longer need to be retained; and (c) guidance for the Board of Directors, officers, staff and other constituencies with respect to their responsibilities concerning document retention and destruction. Notwithstanding the foregoing, the Chapter reserves the right to revise or revoke this Policy at any time.
2. **Electronic Documents; Document Integrity.** Documents in electronic format shall be maintained just as hard copy or paper documents are, in accordance with the Document Retention Schedule. Due to the fact that the integrity of electronic documents, whether with respect to ease of alteration or deletion, or otherwise, may come into question, the Administrator shall attempt to establish standards of document integrity, including guidelines for handling all electronic files, backup procedures, archiving of documents, and regular checkups of the reliability of the system; provided that such standards shall only be implemented to the extent that they are reasonably attainable considering the resources and other priorities of the Chapter.
3. **Document Retention Schedule.** (Periods are suggested but are not necessarily a substitute for counsel’s own research and determination as to appropriate periods.)

#### **Document Type**

#### **Retention Period**

#### **Accounting and Finance**

Accounts Payable	7 Years
Accounts Receivable	7 Years
Annual Financial Statements and Audit Reports	Permanent
Bank Statements, Reconciliations & Deposit Slips	7 Years
Canceled Checks—routine	7 Years

Canceled Checks—special, such as loan repayment	Permanent
Credit Card Receipts	3 Years
General Ledger	Permanent
Interim Financial Statements	7 Years
<b>Contributions/Gifts/Grants</b>	
Contribution Records	Permanent
Documents Evidencing Terms of Gifts	Permanent
Grant Records	7 Years after End of Grant Period
<b>Corporate and Exemption</b>	
Articles of Incorporation and Amendments	Permanent
Bylaws and Amendments	Permanent
Minute Books, including Board & Committee Minutes	Permanent
Other Corporate Filings	Permanent
Licenses and Permits	Permanent
Employer Identification (EIN) Designation	Permanent
<b>Correspondence and Internal Memoranda</b>	
Hard copy correspondence and internal memoranda relating to a particular document otherwise addressed in this Schedule should be retained for the same period as the document to which they relate.	
Hard copy correspondence and internal Memoranda relating to routine matters with no lasting significance	Two Years
Correspondence and internal memoranda important to the Chapter or having lasting significance	Permanent, subject to review
<b>Electronic Mail (Email) to or from the Chapter</b>	
Electronic mail (emails) relating to a particular document otherwise addressed in this schedule should be retained for the same period as the document to which they relate, but may be retained in hard copy form with the document to which they relate.	
Emailed considered important to the Chapter or of lasting significance should be printed and stored in a central repository	Permanent, subject to review
Emails not included in either of the above categories	12 months

### **Electronically Stored Documents**

Electronically stored documents (e.g., in pdf, text, or other electronic format) comprising or relating to a particular document otherwise addressed in the Schedule should be retained for the same period as the document which they comprise or to which they relate, but may be retained in hard copy form (unless the electronic aspect is of significance).

Electronically stored documents considered important to the Chapter or of lasting significance should be printed and stored in a central repository (unless the electronic aspect is of significance).

Permanent

Electronically stored documents not included  
In either of the above categories

Two Years

### **Insurance**

Insurance Claims Records

Permanent

### **Legal and Contracts**

Contracts, related correspondence and other support documentation

10 Years after Termination

Legal Correspondence

Permanent

### **Management and Miscellaneous**

Strategic Plans

7 Years after Expiration

Disaster Recovery Plan

7 Years after Replacement

Policies and Procedures Manual

Current version with revision history

### **Property—Real, Personal and Intellectual**

Real Property Leases

Permanent

Personal Property Leases

10 Years after Termination

Trademarks, Copyrights and Patents

Permanent

### **Tax**

Tax exemption documents & correspondence

Permanent

IRS Rulings

Permanent

Tax Returns

Permanent



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## Pacific Northwest Chapter

### Conflict of Interest Policy

1. **Policy Statement.** Each officer, director, and committee or task force member (“volunteer leader”) should avoid both actual and apparent conflicts of interest that would interfere with their ability to discharge their fiduciary responsibilities to **Pacific Northwest Chapter**. The **Pacific Northwest Chapter** encourages its volunteer leaders to follow ethical standards, to be in compliance with all laws, and to avoid any conflict of interest, or appearance of such, including having their titles or affiliation used to publicize personal or company activities, programs, or events (especially those conducted for private profit). Each volunteer leader is required to disclose annually their interests that could give rise to a conflict of interest.
2. **Conflict of Interest Defined.** The term “conflict of interest” includes, but is not limited to, circumstances where a volunteer leader, or a member of his or her immediate family:
  - (a) owns any financial or other proprietary interest in any entity supplying (or seeking to supply) goods or services to WICT;
  - (b) accepts, agrees to accept or solicits any substantial benefit from a third party on account of that party’s past, present, or future business relationship with WICT;
  - (c) receives any substantial financial benefit from a pending decision of WICT or from an organization or individual being evaluated by WICT; or
  - (d) serves as an officer, director or committee member of any competing organization, i.e., any nonprofit or business enterprise whose purposes, products, and/or services compete with those of WICT.
3. **Disclosure of the Existence of a Conflict.** If any volunteer leader of WICT knows, believes, or has reason to know or believe, that he/she has a conflict of interest or a potential conflict of interest with respect to any transaction involving WICT, any decision of the Board, any decision of a committee or task force, or any action taken by an officer (“transaction”), such person shall inform the Board of the Committee of the existence of such conflict of interest or potential conflict of interest.
4. **Effect of the Existence of a Conflict of Interest.** In the event that it is determined that a conflict of interest exists, and the volunteer leader has made full disclosure of the facts surrounding the conflict, then the Board of Directors shall determine whether the volunteer leader may fully participate in the deliberations and vote on the affected transaction. If the volunteer leader merely discloses the

existence of the conflict of interest or potential conflict of interest, yet fails to disclose or is prohibited from disclosing all material facts regarding the conflict, then such volunteer leader shall be prohibited in participating in any manner or form in the deliberations or decisions regarding the affected transaction.

5. **Resignation.** No individual who has an actual conflict of interest shall be required to resign his or her position with the **Pacific Northwest Chapter** merely because of the existence of a conflict; however, the remaining members of the Board of Directors may make a fair and full evaluation of all facts pertaining to the conflict of interest to determine its extent. If the remaining members of the Board of Directors make a determination in writing that the nature and extent of the conflict of interest is so substantial and of such a continuing nature that it would be impossible for the volunteer leader to discharge the duties of his or her office with the requisite degree of loyalty and integrity, then the Board of Directors may require the resignation of the volunteer leader who is subject to the conflict of interest or secure removal of the volunteer leader as permitted by law.

**DISCLOSURE**

I have reviewed the **Pacific Northwest Chapter** Conflict of Interest Policy and agree to be bound by its provisions for the duration of my appointed or elected term. I would like to disclose the following information in support of the policy (e.g., competing organization to which I belong, other organizations that I have financial or proprietary interest that may be affected by my **Pacific Northwest Chapter** service, and so on).

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Signature

2/16/17

Date

Name: Mary Rose Brestovich  
Title: Marketing Specialist  
Volunteer Leadership Position: Communications Co-Chair  
Chapter: Pacific NW  
Email: maryrose\_brestovich@comcast.com

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**PACIFIC NORTHWEST CHAPTER**

**BOARD MEMBER EXPECTATIONS**

**2017 WICT Board of Directors Expectations:**

1. All Board Members must attend 80% of all Board Meetings (Conf. Call/In Person).
2. Each Board Member or Co-Chair Team should be prepared have updates during the conference call/in-person meeting.
3. If a Board member is unable to attend a board meeting, prior to the meeting, they are to:
  - a. Notify the President, Vice Presidents and Secretary
  - b. Provide a status update on near-term activities and deadlines that can be shared on the board call or during the meeting/retreat or indicate that they have no progress updates to share
  - c. They may also ask a fellow board member to speak to their projects and initiatives
  - d. If Board member will be out for vacation or other reason during an event, the board member will inform board and assign someone to manage their duties in their absence.
4. For all board positions with a co-chair, the less tenured board member should shadow and train in order to become the lead the following year. Let's help each other build new training skills, technical skills, and exposure!
5. Time is valuable! Let's make a renewed effort to respect one another's time this year. This means events and meeting with have clear start and stop times and board members will reciprocate by being on time and ready to start.
6. Think outside of the Box. Think the sky is the limit.
7. All Board members will be ambassadors for WICT Pacific Northwest and draw volunteers and non-members to attend events and share the value of WICT Pacific Northwest.
8. All Board members will take shifts at events at the membership table. We spread the wealth so all board members can enjoy the event. There will be a time limit in place and board members assign.



**Creating Leaders.  
Together.**

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9. Board members will be asked to participate in set up and clean as to not put the burden on a few board members.
10. Each board member must pick at least 1x event in their home market to lead or be on the planning committee. This may also include leading an activity (chapter awards execution, sponsorships to the National Conference, etc.)
11. Board members will make each other famous!

**I agree to adhere to the expectation as a Board Member:**

  
\_\_\_\_\_  
Signature

Print Name: Mary Rose Breskeich



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**Pacific Northwest Chapter**

Whistleblower Policy

1. **Reporting Responsibility.** It is the responsibility of **Pacific Northwest Chapter** volunteer leaders to report violations or suspected violations of the law or **Pacific Northwest Chapter** policy in all operations, including, but not limited to, accounting practices, internal controls and auditing, pursuant to this Whistleblower Policy.
2. **No Retaliation.** No person who in good faith reports a violation shall suffer harassment, relation or adverse consequence. A volunteer leader who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of chapter volunteer leadership. This Whistleblower Policy is intended to encourage and enable volunteer leaders and others to raise serious concerns within the organization prior to seeking resolution outside the organization.
3. **Reporting Violations.** Volunteer leaders should share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, a chapter president is in the best position to address an area of concern. However, if a volunteer leader is not comfortable speaking with a chapter president or not satisfied with a chapter president's response, the volunteer leader is encouraged to speak with the Vice President (VP) of Membership & Chapter Development at WICT National, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or if a volunteer leader is not satisfied or comfortable with the following organization's open door policy, volunteer leaders should contact the VP of Membership & Chapter Development directly.
4. **VP of Membership & Chapter Development.** The organization's VP of Membership & Chapter Development is responsible for investigating and resolving all reported complaints and allegations and shall advise the chapter advisor concerning such proceedings. If the chapter advisor is being reported, the VP of Membership & Chapter Development is responsible for advising the chapter president and ensuring the right chain of command is followed up to and including the WICT President and CEO.



5. **Acting in Good Faith.** Anyone filing a complaint concerning a violation or suspected violation under this Whistleblower Policy must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or with knowledge that they are false will be viewed as a serious disciplinary offense.
  
6. **Confidentiality.** Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
  
7. **Handling of Reported Violations.** The VP of Membership & Chapter Development will notify the sender and acknowledge receipt of the reported violation or suspected violation within a reasonable amount of time. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

My signature below indicates my receipt and understanding of this policy.



Signature

2/16/17

Date

Name: Mary Rose Brestkovich

Title: Marketing Specialist

Volunteer Leadership Position: Communications Chair

Chapter: Pacific NW

Email: maryrose-brestkovich@comcast.com