



Arkansas Lions MD-7

Conference Call Line Scheduling Policy **(DRAFT)**

The following are proposed guidelines for the scheduling and use of the Arkansas Lions conference call service provided at no charge by NATCO.

The guidelines incorporate two (2) factors: a) call frequency, and b) scheduling time horizon. This will simplify scheduling, reduce confusion and eliminate double-booking.

- Calls that have a frequency of two (2) times per month may be scheduled out three (3) months into the future for a total of six (6) calls.
- Calls that have a frequency of one (1) time per month may be scheduled out six (6) months into the future for a total of six (6) calls.
- Calls that have a frequency of quarterly (one every three months) may be scheduled out one year (12 months) into the future for a total of four (4) calls.
- One-off calls may be scheduled on any date available on the existing call schedule.

The Arkansas Lions state secretary will be responsible for the scheduling of calls and maintain a master call schedule calendar on which all calls that have been scheduled out into the future are recorded.

The master call schedule is also input into the calendar contained within the Arkansas Lions state website so that any Lion wishing to: a) participate in a particular scheduled call (eg: Council of Governors), or b) see what dates are available when determining when a call might be scheduled has visibility into the current total call schedule.