

Mutual Aid Box Alarm System – Illinois Teleconference System Use

Index #: A-03-03

Adopted: 2/2/2018

Revised:

Page 1 of 2

Subject: Teleconference System Use
Functional Area: Governance and Administration
Category: Policy

Approved By:



PURPOSE

To provide a scheduling and reporting process for use of the MABAS contract for teleconference system. Provide an accurate audit and tracking system for billing, payment, and budgetary impacts.

RESPONSIBILITY

A series of responsibilities by various individuals are linked to this policy and use of the teleconference system, they include:

- It is the responsibility of Executive Leadership Team Members, committee co-chairs, work group chairs, liaisons and others authorized to use the teleconference system to:
 - a) Schedule and reserve use of the system through the MABAS office administrative staff.
 - b) Upon completion of the conference call to notify the MABAS office administrative staff of the duration of the phone call and number of participants.

It is the responsibility of the MABAS administrative office staff to maintain a teleconference use log which records the users name, conference call purpose, number of participants, and length of the teleconference. Further, the administrative staff will maintain and manage a reservation schedule/log for use of the teleconference system, and process monthly invoices/bills using the log to validate and document appropriate use.

ACCOUNTABILITY

It shall be the responsibility of system authorized users (Executive Leadership Team Members, co-chairs, work group chairs, liaisons, etc.) and MABAS office administrative staff (Finance/Admin Branch Chief) to comply with the requirements of this policy. Monthly, the Finance/Admin Branch Chief shall assure bills, invoices and reimbursements are reconciled with the teleconference log. Major discrepancies shall be reported to the CEO.

REPORTING REQUIREMENT

Process use will be tabulated from the teleconference log. Expenses associated with the teleconference system use shall be tracked through the accounting and budget reporting system.

The CEO shall investigate any system use irregularities and take corrective actions as deemed appropriate.

General Information and Procedural Structure:

1. Authorized teleconference users will contact the MABAS office to schedule and reserve a timeslot for the call. Normally, at least one week (five working days) in advance of the conference call. Situations may cause a one-week advance schedule from occurring and exceptions to this rule will occur.

Mutual Aid Box Alarm System – Illinois Teleconference System Use

Index #: A-03-03

Adopted: 2/2/2018

Revised:

Page 2 of 2

2. The MABAS office administrative staff will accept the teleconference reservations and de-conflict schedules where needed. The administrative staff will maintain a log and enter the following information:
 - Requestor's Name
 - Requestor's Department
 - Requestor's Phone Number
 - Purpose and Purpose of Conference Call (Executive Leadership Team Members, co-chairs, work group chairs, liaisons, etc. and project/topic)
 - Confirm the reservation to the request
3. The MABAS administrative staff will issue:
 - Conference Call Number
 - Participant Pass Code
 - Coordinators Pass Code (to activate and connect participants)
4. The conference call requestor upon completion of the session shall, within 24-hours, contact the MABAS administrative staff and advise:
 - Length of teleconference
 - Number of participants
 - Any problems with the systems use
5. Confidentiality and need to know factors are involved in control and access to conference call numbers, pass codes and chairperson pass codes. All authorized users must understand and comply with confidentiality requirements.
 - Use of the MABAS Teleconference System is for official business associated with MABAS and its efforts. Violations will be handled in an appropriate and equitable manner.