# Policies and procedures Policy

|  |  |  |  |
| --- | --- | --- | --- |
| **Policy number** | <<insert name>> | **Version** | <<insert number>> |
| **Drafted by** | <<insert name>> | **Approved by Board on** | <<insert date>> |
| **Responsible person** | <<insert name>> | **Scheduled review date** | <<insert date>> |

**Introduction**

[Name of Organisation] needs a clear process for creating, passing, and implementing policy. Policy documents should be based on a uniform template, and policy documents should be gathered together as a policy manual.

**Purpose**

The purpose of this policy is to:

* Lay down a template for all policies and procedures;
* outline a standard procedure for policies and procedures to be taken from their first drafts through to implementation; and to
* illustrate a typical usage of the template.

**Policy**

Fundamental decisions as to the aims, goals and mission of the organisation must be approved by the membership at a general meeting.

Policies, which are designed to serve the organisation’s mission by ensuring that day-to-day decisions are informed by deliberation and consultation, must be approved by the Board. The Board may delegate to the CEO responsibility for designing procedures to put those policies into effect.

Policies, which lay down broad principles, should be differentiated from procedures, which provide mechanisms appropriate to particular circumstances.

**Authorization**

[Signature of Board Secretary]
[Date of approval by the Board]
[Name of organization]

|  |  |  |  |
| --- | --- | --- | --- |
| Procedures number | <<insert number>> | Version | <<insert number>> |
| Drafted by | <<insert name>> | Approved by CEO on | <<insert date>> |
| Responsible person | <<insert name>> | Scheduled review date | <<insert date>> |

# Policy and Procedures

**Responsibilities 23**

The Board shall nominate a Policy Officer to be responsible for ensuring that proper procedures for the development, consultation, acceptance, recording, and implementation of every policy are designed and adhered to.

**Procedures**

The Board, a sub-committee, or a general meeting will identify the need for a policy document, or for the revision of an existing policy document, and the Board will then identify an author or authors.

The author/s will consult with interested members, relevant staff, and persons knowledgeable in the area. Consultation may take the form of casual conversations, formal meetings, policy development workshops, email forums, etc.

The draft policy should be circulated to interested parties and relevant stakeholders for comment.

The author/s will consider any feedback received and will create a final draft for presentation to the Board. This should be accompanied with notes on any feedback that was unable to be incorporated, to allow consideration of other issues raised but not included.

The Board will accept the policy, defer it, reject it, return it to the authors for amendment, or assign revision to other authors.

Following acceptance by the Board the policy shall be added to the Policy Manual as Version 1. All subsequent revisions shall be numbered accordingly (e.g. Version 2, Version 3, etc.

**Policy And Procedure Format**

All policy documents will adhere to a standard policy template (which this document is based on), and so will have the same “look and feel” as this document.

The format of the policy template will include the following headings:

|  |  |
| --- | --- |
| **Heading** | **Definition** |
| Policy Number | Each policy document has a unique number, starting at 001. This is referred to in the contents page of the policy manual. |
| Policy Name | A few unique words that describe the general subject matter of the policy. |
| Version Number | When a policy is being drafted, its Version Number is “000”. Once passed at a GM, it becomes version “001”. Following scheduled or other revisions, this number increases by one. |
| Drafted By | The person, group of people, subcommittee, etc., that drafted the policy. These people may be contacted prior to any future changes being made, or regarding any confusion around the original intent of the policy. |
| Passed by the Board on: | This is the date that the Board approved the policy. |
| Responsible Person: | Person or position responsible for day-to-day implementation of policy. |
| Scheduled review date: | The date set by the Board for review of the policy. If left blank or “n/a”, the policy will be reviewed two years from the date of approval, or whenever the Board determines that a need has arisen. Reviews must follow the same development procedure as new policy proposals. |
| Introduction | Background information on why this policy exists.  |
| Purpose | What this policy seeks to achieve.  |
| Policy | The actual content of the policy; the details of the position held by the organisation on the topic.A policy document may include several sub-headings under this topic, depending on the complexity of the policy matter. |
| Responsibilities | Identifies who is responsible for adhering to, implementing, and monitoring relevant aspects of the policy or procedure. |
| Procedures | Outlines how the policy is implemented on a day-to-day basis.  |
| Related Documents | Identifies any other documents that are relevant or important to the policy. While all written material within the organisation is related in one way or another, there will often be particular documents that should be read in conjunction with the policy. Examples may include other policies, Acts of Parliament (or sections of relevant text), the organisation’s constitution (or sections of relevant text), etc. Not all policy documents will have Related Documents. |
| Authorization | Certifies that the policy has been through all necessary procedures and is now in force. |

**Time Allocation**

In the development of a policy document, sufficient time must be given for

* consultation with all appropriate persons and bodies
* full deliberation by the Board.

**Related Documents**

* All Policies

**Authorization**

[Signature of CEO]
[Name of CEO]
[Date]