

POLICIES & PROCEDURES POLICY		Version # 3	January 2023
Purpose: <ul style="list-style-type: none"> to provide a template for all policies and procedures; to 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: <ul style="list-style-type: none"> The membership approves fundamental decisions as to the aims, goals and mission of the VPTC. Volunteer members write these decisions into policies and procedures that guide the day-to-day operations of the Club. These policies and procedures must also be approved by the membership at a general meeting. Policies, which lay down broad principles, should be differentiated from procedures, which provide mechanisms appropriate to particular circumstances. All policy documents will adhere to a standard policy template. 			
PROCEDURES:			
STEP 1	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.		
STEP 2	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.		
STEP 3	The draft policy should be circulated to interested parties and relevant stakeholders for comment.		
STEP 4	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.		
STEP 5	The Board will accept the policy, defer it, reject it, return it to the authors for amendment, or assign revision to other authors.		
STEP 6	Following acceptance by the Board, the policy shall be brought to a general meeting for approval of the membership.		
STEP 7	Following acceptance by the membership, the Secretary shall add a copy of the approved policy to the Operations Manual as Version 1. All subsequent revisions shall be numbered accordingly (e.g. Version 2, Version 3, etc.)		
STEP 8	Any policy deemed no longer relevant by the Board shall be removed from the Operations Manual following approval of the membership.		