

LYELL McEWIN REGIONAL VOLUNTEER ASSOCIATION INC

POLICY & PROCEDURES DOCUMENT



POLICY TITLE: **POLICY DEVELOPMENT**

POLICY NUMBER: **2.1**

POLICY STATEMENT:

The Board of Governance in conjunction with the Executive Officer are responsible for the development of pro-active and clear policies to operate the Volunteer Association

EXPECTED OUTCOMES:

1. That clear guidelines be established outlining the responsibility for policy development
2. That clear guidelines be available, outlining the process of developing policies within the organisation
3. That through the process of developing clear policy documents that the Volunteer Association will operate in a manner which allows for its smooth operation and the easy clarification of operational processes and procedures

PROCEDURES (To implement Policy)

1. The development of all policies for the Lyell McEwin Regional Volunteer Association needs to be approved by the Policy sub-committee of the Board of Governance. Items to be submitted to the sub-committee via the Executive Officer
2. All policies are to be written in accordance with Policy 2.2 "Writing Policies"
3. All policies must comply with all relevant or applicable legislation and regulations, including the Social and Community Services Award and relevant LMH policy documents
4. Any changes required to Policies between review periods shall be made only in accordance with Policy 2.3 "Changes to Policies"
5. All policies are to be reviewed regularly in accordance with Policy 2.4 "Policy Review"
6. Where necessary, the policy sub-committee, on behalf of the Board of Governance will consult with the Operation's Team and other key stakeholders in order to best develop policy.
7. The master copy of Policies shall be kept with the Executive Officer.
8. In addition a hard copy shall be kept in the Volunteer Lounge area and also in relevant key external areas - *to be determined by the policy Committee from time to time*. All policies would also be posted to the Association's website where they will be accessible to all members

This Policy document endorsed by the Board of Governance on August 16th 2000
Last Reviewed: April 2008