

LYELL McEWIN REGIONAL VOLUNTEER ASSOCIATION INC

POLICY & PROCEDURES DOCUMENT



POLICY TITLE: **WRITING POLICIES**

POLICY NUMBER: **2.2**

POLICY STATEMENT:

The Lyell McEwin Regional Volunteer Association, in line with it's commitment to 'best practice' is dedicated to developing clear policies to govern the organisation. The organisation believes it is paramount that individuals working within the structure of the organisation have access to and understand the policies governing the Association. Policies of the Association shall be written utilising the agreed proforma as outlined in this policy document

EXPECTED OUTCOMES:

- ❖ That all Volunteer Association policies be developed utilising one standard formula
- ❖ That the proforma and policies be easy to read, avoiding jargon and acronyms

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, who will number the policy document and place it on the agenda for the meeting.
2. All policies for the Volunteer Association shall be submitted utilising the headings on the attached proforma.
3. All policies shall avoid the use of jargon and acronyms
4. Policies shall be clearly headed so as to identify the policy easily to potential readers
5. All policy documents shall contain a clear, brief and concise 'policy statement' which sums up the intention of the policy
6. All policy documents shall list the precise and clear outcomes expected of the policy
7. All policy documents shall contain a detailed 'procedures' section outlining the steps required to effectively implement the policy statement and outcomes

This Policy document passed by the Board of Governance on 16/8/2000
Last reviewed October 2010

Proforma

HELL McEWIN REGIONAL VOLUNTEER ASSOCIATION

POLICY & PROCEDURES DOCUMENT

POLICY TITLE: *CLEARLY NAME THE POLICY DOCUMENT*

POLICY NUMBER: *TO BE ALLOCATED BY EO & POLICY SUB-COMMITTEE*

POLICY STATEMENT:
Brief and precise policy statement to be included which summarises the intent of the policy document

EXPECTED OUTCOMES:
❖ Outcomes to be clearly
❖ Listed in dot point

PROCEDURES (To implement Policy)
1. Procedures to implement the policy statement and outcomes to be clearly written
2. Procedures should be easily understood and avoid the use of jargon and acronyms

CONSULTATION
List those individuals or groups consulted in the development of the policy

Last Updated: 6/6/2000 (*All policies to be dated and signed by President*)

Signed: _____
President