

LYELL McEWIN REGIONAL VOLUNTEER ASSOCIATION INC

POLICY & PROCEDURES DOCUMENT



POLICY TITLE: CHANGES TO POLICY

POLICY NUMBER: 2.3

POLICY STATEMENT:

Policy Development is the responsibility of the Board of Governance and the Executive Officer. All changes to Policy documents are only to be made by the Board of Governance via the Policy sub-committee of the Board.

EXPECTED OUTCOMES:

1. That clear guidelines exist to outline the process of making changes to Policy documents of Lyell McEwin Regional Volunteer Association Inc.
2. To ensure that the responsibility for changing policies lies with the Board as an integral part of its Governance role

PROCEDURES (To implement Policy)

1. This policy relates only to those changes which are required to policy documents outside of the regularly scheduled 'review' processes, as outlined in Policy number 2.4 'Policy Review'
2. All suggested changes for existing LMRVA policies needs to be firstly passed on to the Executive Officer, who shall ensure that the matter is placed onto the agenda of the Policy sub-committee for consideration at their next meeting
3. All changes to existing policies are to be written in accordance with Policy 2.2 "Writing Policies"
4. All changes to policies must comply with all relevant or applicable legislation and regulations, including the Social and Community Services Award and relevant LMH policy documents
5. Where necessary, the Policy sub-committee will consult with the Operation's Team and other key stakeholders prior to making changes
6. In situations where the actual "Policy Statement" of a policy document needs to be changed - the Policy sub-committee will make recommendations to the full Board to have the statement changed at the earliest convenient Board meeting
7. The Executive Committee can make changes to 'Policy Statements' between Board meeting in the case of an emergency, but would be expected to table the changes made for ratification at the next full Board meeting
8. In situations where the proposed changes are only to the 'procedures' section of a Policy, the Policy sub-committee has delegated authority to make these changes on behalf of the Board

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Changes to Policies cont...

9. Once a change has been made to an existing Policy, the Executive Officer shall be responsible for sending a copy of the changed policy document to all personnel and areas holding a copy of the Policy manual as well as making necessary changes to the version posted on the Association's website. The Executive Officer shall request that the new document be placed into the folder in place of the superseded version.

10. It is the responsibility of the senior staff member or individual holding that copy to ensure that the changes are made in line with the Executive Officer's request.

This Policy document endorsed by the Board of Governance on 16th August 2000

Last Reviewed: April 2008

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Geoff Whatley (President)