

# LYELL McEWIN REGIONAL VOLUNTEER ASSOCIATION INC

## POLICY & PROCEDURES DOCUMENT

**POLICY TITLE:** POLICY REVIEW

**POLICY NUMBER:** 2.4



### **POLICY STATEMENT:**

*Policy Development is the responsibility of the Board of Governance and the Executive Officer.  
All Policy documents are to be reviewed by the Board of Governance at least every eighteen months in order to ensure that policies are current and relevant*

### **EXPECTED OUTCOMES:**

1. That clear guidelines exist to outline the process of reviewing all Policy documents of LMH Volunteers
2. To ensure that the responsibility for reviewing policies lies with the Board as an integral part of its Governance role
3. To ensure that there are systems in place for ensuring that documents accessed at the local area of the Association (in the group areas) are up to date and relevant

### **PROCEDURES (To implement Policy)**

1. All policies of the LMRVA shall be reviewed within two years
2. A revolving 'calender of review' shall be developed by the Executive Officer and the Policy sub-committee of the Board to ensure that all policies are reviewed within the timeframe specified above. All new policies shall be added to this calender by the EO
3. It shall be the role of the Board's Policy sub-committee to review all policies as they are due against the following criteria;
  - 3.1 - Relevance (ie Is the Policy still required?)
  - 3.2 - Terminology & language
  - 3.3 - Its association with other policies (especially those developed since the policy's last review)
4. All changes required as a result of the review process to existing policies are to be written in accordance with Policy 2.2 "Writing Policies"
5. All changes required as a result of the review process to existing policies must comply with all relevant or applicable legislation and regulations, including the Social and Community Services Award and relevant LMH policy documents
6. Where necessary, the Policy sub-committee will consult with the Operation's Team and other key stakeholders prior to making changes

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Policy review Cont...

7. A report about **all** policies reviewed by the Policy sub-committee shall be taken to the full Board of Governance for its information and so that the policy can be re-dated
8. When changes are required a copy of the reviewed document shall be distributed to all areas holding a copy of the Policy and Procedures manual. Changes shall also be made to the version posted on the Association's website.
9. When no changes are required to the document a note shall be made on the copy held by the Executive Officer. The note shall say "Last reviewed on (current date)" and shall be signed by the President. This date shall also be noted on the version posted on the Association's website.

This Policy document endorsed by the Board of Governance on 16<sup>th</sup> August 2000

Last reviewed: May 2008

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Penny Kears (President)