



POLICY 0001-00

Release Date: February 7 2018
Effective Date: February 8 2018
Revised Date: TBD

POLICY

POLICY

A **policy** is a statement of intent and is a deliberate system of principles to guide decisions within the Association to achieve rational outcomes.

- (A) A policy shall be endorsed once it has been signed by the President.
- (B) Policies may further be classified as:
 - (a) Distributive;
 - i. The distribution of services and benefits to the members, as well as distributing the cost amongst the members of the Association.
 - ii. Refer to *policy 0001-10*.
 - (b) Regulatory;
 - i. Objective in nature, they limit the discretion of individuals and are considered to be operational policies.
 - ii. Refer to *policy 0001-20*.
 - (c) Constitute;
 - i. Create executive power entities to carry out objectives of the Association.
 - ii. Refer to *policy 0001-30*.
 - (d) Strategic.
 - i. A written statement of the Associations choices/strategies within its operating environment.
 - ii. Refer to *policy 0001-04*.



POLICY 0001-00

Release Date: February 7 2018

Effective Date: February 8 2018

Revised Date: TBD

PROCEDURE

1. The following stages shall serve as a guiding principle to a policy cycle:
 1. Identification:
 1. The recognition of a specific subject requiring further attention.
 2. Consultation:
 1. Consulting with appropriate stakeholders, such as Directors, Delegates, Members or other agencies.
 3. Policy Formulation:
 1. Exploring a variation of options or alternative courses of action;
 2. Exploring the intended effects;
 3. Exploring the unintended consequences.
 4. Decision:
 1. The decision on an ultimate course of action.
 5. Implementation:
 1. The plan of action or strategy for implementing the policy.
 6. Evaluation:
 1. An outline of evaluation times and measures to determine the effectiveness to achieve the rational outcomes as described in the policy.
2. A policy shall be maintained in an official written document in accordance with the appropriate policy template and shall include the following components:
 1. An effective date of when the policy shall take effect.
 2. A policy statement, indicating the modification of the Associations behaviours
 3. A purpose statement, outlining why the Association is issuing the policy, and what its desired effect or outcome of the policy should be.



**POLICY
0001-00**

Release Date: February 7 2018

Effective Date: February 8 2018

Revised Date: TBD

4. An applicability and scope statement, describing who the policy affects and which actions are impacted by the policy.
5. A responsibilities statement, describing who is responsible for carrying out the policy statement, The statement may also include any relevant oversight and/or governance structures.

References


TBD

Related References

James E. Anderson - Public Policy-Making (1974);

Theodore J. Lowi - Four systems of Policy, Politics and Choice;

Catherine F. Smith - Writing Public Policy.

Approved By	Position	Approval Date	Signature
Dusty Myshrall	President	February 7 2018	

Date of Last Review	
----------------------------	--

Revisions		
Section	Changes	Date