

Policy Number	D.1
Policy Name	Policy and Procedures
Version	002
Approved by the Board on	June 2023
Scheduled review date	June 2025

## 1. Policy

- 1.1. GBWA recognises the need for a clear process for creating, passing, and implementing policy and procedures. Policy and Procedure documents should be based on a uniform template and gathered together as a policy manual.
- 1.2. The purpose of this policy is to:
  - 1.2.1. Lay down a template for all policies and procedures;
  - 1.2.2. outline a standard procedure for policies and procedures to be taken from their first draft through to implementation;
  - 1.2.3. specify those responsible for authorisation and review
  - 1.2.4. illustrate a typical usage of the template.
- 1.3. Fundamental decisions as to the aims, goals and mission of the organisation must be approved by the membership at a general meeting. These will be consistent with those of GB Worldwide and GBA

## 2. People

- 2.1. The Board is responsible to
  - 2.1.1. instigate and develop all policies and procedures
  - 2.1.2. ensure that proper procedures for the development, consultation, acceptance, recording, and implementation of every policy are designed and adhered to.
- 2.2. Leadership members are responsible to
  - 2.2.1. present to the Board ideas for further policies that are required.
  - 2.2.2. Inform the Board if the procedures for a Policy are not working at a Company or Regional level.
- 2.3. The Board Member – Governance is responsible to
  - 2.3.1. ensure that all policies are reviewed by the Board in a timely manner.
- 2.4. The Operations Manager is responsible to
  - 2.4.1. Advise the Board on developing procedures for new Policies.

## 3. Procedures.

### 3.1. New Policy

- 3.1.1. The Board, a committee, or a general meeting will identify the need for a policy document, or for the revision of an existing policy document.
- 3.1.2. The Board will discuss need and if a new policy or revision of current policy is required, will then identify an author.
- 3.1.3. The author will consult with interested members, relevant staff, and persons knowledgeable in the area. Consultation may take the form of casual conversations, formal meetings, policy development workshops or email forums.
- 3.1.4. The draft policy should be circulated to interested parties and relevant stakeholders for comment.

- 3.1.5. Sufficient time must be allowed for full consultation and deliberation by the Board.
- 3.1.6. The author will consider any feedback received and will create a final draft for presentation to the Board. This should be accompanied with notes on any feedback that was unable to be incorporated, to allow consideration of other issues raised but not included.
- 3.1.7. The Board will accept the policy, defer it, reject it, return it to the authors for amendment, or assign further revision to other authors.
- 3.2. Review of Policies
  - 3.2.1. All policies will be reviewed by the Board at least every two years.
- 3.3. Acceptance of New and Reviewed Policies
  - 3.3.1. Policies and procedures that are classified as Mission and Values (Policy section A) can only be accepted, changed or moved to another Policy section by a majority vote at an AGM or special meeting called for that purpose.
  - 3.3.2. All other policies can be accepted, changed or moved to another Policy section by a majority vote of the Board. A list of these changes should be presented to the AGM for their information.
  - 3.3.3. Following acceptance, the policy shall be added to the Policy Manual as Version 1. All subsequent revisions shall be numbered accordingly (e.g. Version 2, Version 3, etc.
- 3.4. Policy and Procedures Format
  - 3.4.1. All policy documents will adhere to a standard policy template (which this document is based on). The format of the policy template will include the following headings:

<b>Heading</b>	<b>Definition</b>
POLICY NUMBER	Each policy document has a unique number, this is referred to in the contents page of the policy manual.
POLICY NAME	A few unique words that describe the general subject matter of the policy.
VERSION NUMBER	When a policy is being drafted, its Version Number is "000". Once passed, it becomes version "001". Following scheduled or other revisions, this number increases by one.
PASSED BY THE BOARD or AGM ON:	This is the date that the Board or AGM approved the policy.
SCHEDULED REVIEW DATE:	All documents will be reviewed every 2 years.
POLICY	The actual content of the policy; the details of the position held by the organisation on the topic.
PEOPLE	Identifies who is responsible for adhering to, implementing, and monitoring relevant aspects of the policy or procedure.
PROCEDURES	Outlines how the policy is implemented on a day-to-day basis.

PAPERS	Identifies any other documents that are relevant or important to the policy. While all written material within the organisation is related in one way or another, there will often be particular documents that should be read in conjunction with the policy. Examples may include other policies, Acts of Parliament (or sections of relevant text), the organisation's constitution (or sections of relevant text), etc. Not all policy documents will have Papers.
AUTHORISATION	Certifies that the policy has been through all necessary procedures and is now in force.

#### 4. Papers

Date of approval by the Board \_\_\_\_\_

Signature of State Commissioner \_\_\_\_\_

The Girls' Brigade Western Australia