

# Policy Development, Approval and Monitoring



Policy #	BRD-04	Date Created	February 1993
Authority	BOARD	Date of Last Review	November 2018

The Board of Directors ensures the development, maintenance, approval and revision of policies and procedures. The Board of Directors approves policies and procedures relating to Governance, including those required by legislation, Volunteer Rights and Responsibilities, and Finance ("Board Policies"). The Executive Director, in consultation with CRCHC Management, approves all other policies and procedures ("Operational Policies") which relate to the operation of CRCHC.

All policies shall be reviewed in accordance with the attached timetable.

## PROCEDURE

1. Revision/Amendment to Board Policies:
  - 1.1 Any Board member or the Executive Director can recommend to the Board that a Board policy or procedure be amended or a new one be established.
  - 1.2. If the recommendation is accepted, the Board shall establish the mechanism and timetable to prepare a draft for Board consideration.
  - 1.3. The Board shall authorize any changes to governance policies.
2. Revision/Amendment of Operational policies
  - 2.2. The Executive Director shall inform the Board of directors of significant changes to operational policies and procedures.
3. Board Policy/Procedure Review Process
  - 3.2. The Board shall establish a working group of Board members to conduct the review.
  - 3.3. Recommendations shall be submitted to the Board for approval.
4. Operational Policy/Procedure Review Process
  - 4.2. The Executive Director has responsibility for the review process.
5. Version Control and Communication
  - 5.1 All approved changes to organizational policies and procedures will be tracked on the version control tracking sheet which is maintained by the Administrative Assistant on the public drive. All changes will be communicated via email, staff meeting, board meeting etc.

### Policy/Procedure Review Timetable

<b>POLICY</b>	<b>WHEN REVIEWED</b>	<b>BY WHOM</b>
By-Laws	Every 3 years	Board
Governance Policies	Every 3 years	Board
Strategic Plan	Every 3 years	Board
Finance Policies	Every 3 years	Board
Financial Controls	Annually	Management
Operational Policies: Administration, client services, volunteer services, research	Every 4 years	Management
Occupational Health and Safety Organizational Policy (includes anti- harassment and anti-violence)	Annually	Board
Health and Safety , Accessibility Operational Policies	Every 4 years	Management
Human Resources Policies	Every 4 years	Management
Job Descriptions	Annually at time of Performance Review	Management