

Policy Statement

POLICIES supplement the governing documents of an organization. They represent the recommended course of action set by an organization's governing body.

The bylaws and articles of incorporation should remain broad in scope; the policies interpret and define the specifics for governing the organization.

The board of directors must approve policies. Thus, all policies begin as motions and are recorded in the board meeting minutes. Eventually they are transcribed from the meeting minutes to a policy manual.

Policy Development Process



Policies have little value if board and staff are not familiar with their existence.

As issues arise the board considers if existing policies are adequate, need amending or if a new policy should be adopted.

Policies may not conflict with the existing governing documents.

Use legal and accounting counsel for policy development, as well as a search of similar organization policies.

Policies are approved by a motion of the board. In archiving policies, it is wise to reference the date of the meeting in which the policy was adopted.

When policy manuals become burdensome with too many policies, consider the sunset process when a task force recommends elimination and changes.

Most policies result in staff developed procedures (not to be confused with the policy itself.) Thus a policy on board reimbursement might result in procedures on submission, a standardized form, and deadlines, for example.

Policy Template	
Title:	
Policy Statement	
Date of Adoption and Amendment:	