



sunshine coast regional economic development organization

Policy Review Process Guidelines

Purpose

The purpose of this document is to establish the rules and processes by which SCREDO creates, reviews, and adopts our policies. This document describes the role of SCREDO's policy review committee and then lists steps involved in official policy review and adoption on an annual basis, or at the request of a board director.

The board has adopted this guideline and the Board of Directors shall review this guideline annually, or as deemed necessary.

Policy creation

Clear policies are integral to SCREDO's work as an organization and integral to maintaining our values of transparency. While a select individual may be responsible for the initial drafting of a particular policy, all policies are thoroughly reviewed by Board Directors, and recommended changes are discussed before adoption. Therefore, all policies that have been adopted can be considered "Board approved".

Why a policy review?

New policies (or revisions to existing policies) are regularly needed to deal with situations and circumstances that arise in the life of an organization. Policy development is ideally a 'proactive process' that foresees future situations which require a formalization of procedures and guidelines. Revisions to existing policies are also necessary in situations where organizations have encountered changes or wish to implement new learning and insights in an official way. In light of this,

SCREDO has established a formal policy review committee and is committed to creating, revising and implementing policies to guide our work.

Policy Review Committee

The policy review committee will conduct an organization-wide policy review *at minimum* on an annual basis. This policy review committee will include *at least one* Board Director and the project manager. However, the review committee is not limited to only one board member. Additional board members may join the committee based on their availability, interest, or at the special request of existing committee members

Overview of the process

New policy creation

A new policy will be drafted when a minimum of 2 board Directors request a new policy. The policy review committee members can also recommend new policies at any time.

Upon the drafting of a new policy, the policy review committee will conduct a first level review and bring recommended changes (if any) to the Board for consideration. Recommended changes will be discussed and the revised policy will be a) adopted pending minor changes, b) officially adopted at the following board meeting (after suggestions have been implemented), c) tabled for consideration at a later date, or d) rejected and not to be pursued any further

Annual and ongoing policy review

In addition to the organization wide annual review (conducted by the policy review committee) individual policies may also be reviewed at select times throughout the year. A request for a policy review at select times throughout the year can come a) directly from the policy review committee (if the amendments are justified as of significant importance) and/or b) at the request of a board director.

SCREDO allows for policies to be adapted and/or re-written based on our learning over time.

Policy adoption

While the policy review committee is tasked with the preliminary review, in both scenarios (the drafting of a new policy and/or the revision of an existing, board

adopted policy), the board of directors as a whole are responsible for giving final approval to all policies.

All requests for revisions/updates should be dealt with in an inclusive and respectful manner before moving ahead to official policy adoption. The final approval and official adoption of a new or revised policy will be done via a board vote during the next monthly meeting.

All policies that are approved will have a clear statement at their outset to the effect of: "The board has approved and adopted this policy and this policy will be reviewed on an annual basis"