

Society of St. Vincent de Paul Toronto Central Council

Policy Manual

Policy: Meta Policy

Policy Number: 1 - 06

Total Number of Pages: 2 pages

Effective Date: April 2006

Revision Date: March 2010

Approved On: April 2010

Statement of Intent or Purpose:

This meta-policy is designed to guide the formation of all policies and to provide a consistent format and identification system for policies.

Policy:

All current policies, or those developed for approval by, the Board of Toronto Central Council will adhere to a standard format, as laid out in the Toronto Central Council Policy Template and specified in the procedures that follow.

Procedures:

a) Each policy will be articulated under the following headings:

- i. Statement of Intent or Purpose
- ii. Policy
- iii. Procedures

b) Each policy will include:

- Policy name
- Approval date
- Effective date
- Revision date
- Numbered pages
- Number of pages is indicated on first page
- The policy will be in Times New Roman, with body text in a 12 font, black.

c) The policies will be grouped and numbered consecutively, with the year following the policy number.

d) Once a revised policy is approved, the previous version, with revisions indicated by Track Changes, will be maintained in the Master Board Manual binder maintained in the Board room and in an electronic file on the network.

e) The Executive Director will ensure that all policy changes (new, revised, and deleted policies) are appropriately reflected in the Master Board Manual and in the electronic file on the network.

f) As policies are approved by the Board, the approved version will be posted on the web site under the section “Board Manual”.

g) The full, up-to-date Master Board Manual will be available to our members and the public through our web site at www.ssvptoronto.ca.

h) As policies are updated or new ones introduced, conference presidents will receive:

- The summary of key policies that should be brought to the attention of their members

i) Ad Hoc Review of Policies:

- may arise due to a change in the laws affecting the workplace or,
- problems with applying the policy or,
- funding requirements

j) Planned Reviews of Policies:

Reviews of all policies shall be conducted on a yearly basis, to be coordinated by the Executive Director.

The planned the review of policies shall take place within the last three months of the fiscal year so that any changes/amendments can be presented to the Board of Directors at a Board meeting prior to the summer recess.