

## **STANDING COMMITTEE CHARTER**

### **POLICY COMMITTEE**

The Policy Committee assists the Board of Directors in establishing and maintaining the Association Policies known collectively as the Association Policy Manual (APM).

### **ROLES AND RESPONSIBILITIES**

The Committee Chairperson will be appointed in accordance with Association policies. The Committee will be composed of between two to four additional members from the Board of Directors or the general membership.

### **SCOPE**

The Policy Committee facilitates and oversees the policy formulation and implementation process, and advises the Board of Directors, members and volunteers on the interpretation of Association Policies. This includes working with the officers, directors, other board committees, and staff in researching, drafting, and presenting policy proposals. However, please note that IAW policy 5-1, "The Board also issues final decisions on policy interpretation."

The Policy Committee: establishes a policy structure; advises the President on potential conflicts of Association Policies with the Articles of Incorporation or the National Bylaws; reviews policies for consistency and avoiding duplication; maintains a place that allows the BOD to post proposed changes to Association Policies and to comment on posted proposed changes.

The Committee will periodically review, analyze, and assess the Association Policies to ensure Board decisions are properly documented, and that the policies implement sound management practices.

Committee reports, either in writing or by presentation, will be presented to the Board of Directors as determined by the President.

### **SCHEDULE**

The Committee will meet as determined by the Committee Chair, as necessary to conduct the business of the Committee. Committee meetings may be conducted in person, or through telecommunications media.