

Policy Development Made Easy



Board Leadership Edmonton
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March 2018

Topics



- Legal Context
- Types of Policies
- Policy Development
- Additional Resources



Legal Context



Governance

How the board exercises its authority, control and direction over an organization on behalf of the membership

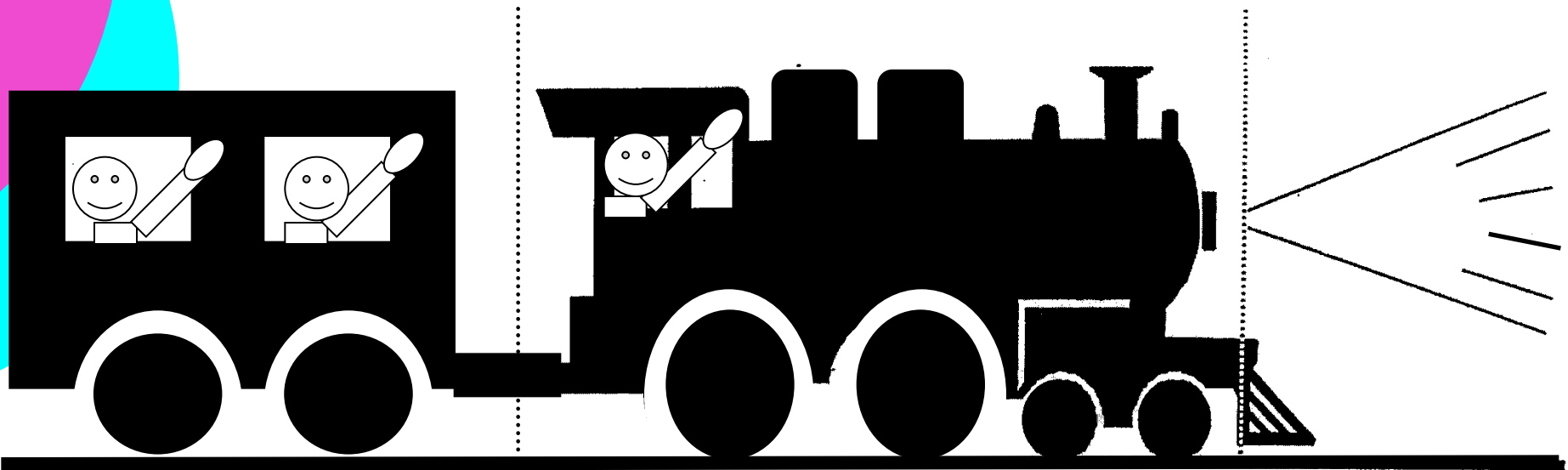
LEVELS OF AUTHORITY

Individuals and their Roles

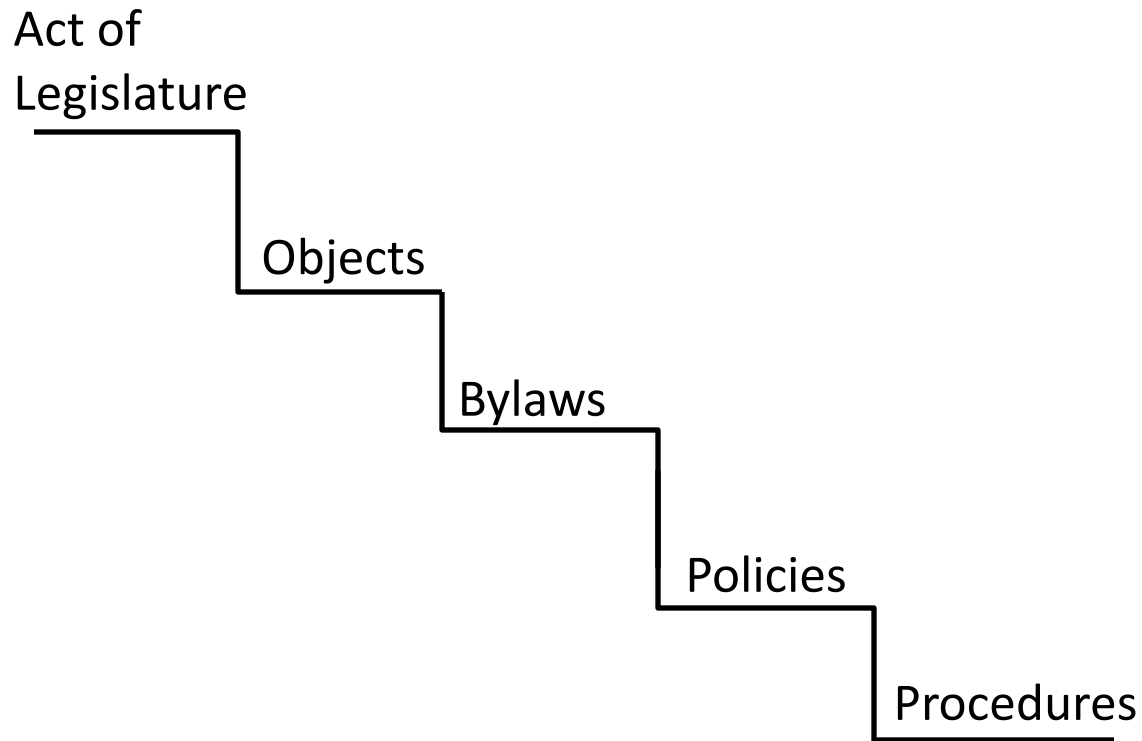
Implementation

Management

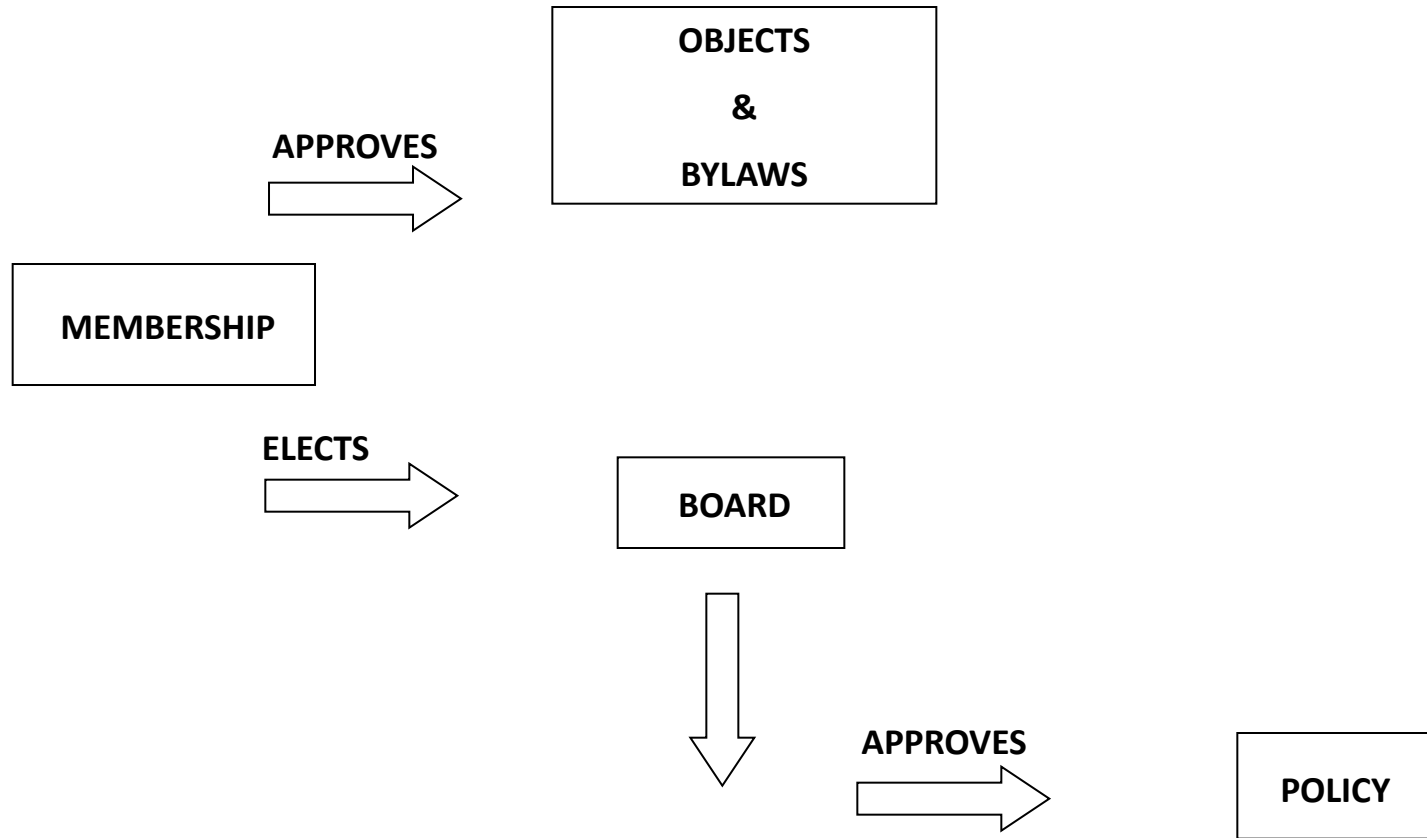
Governance



Policy Development - Legal Context



Legal Context



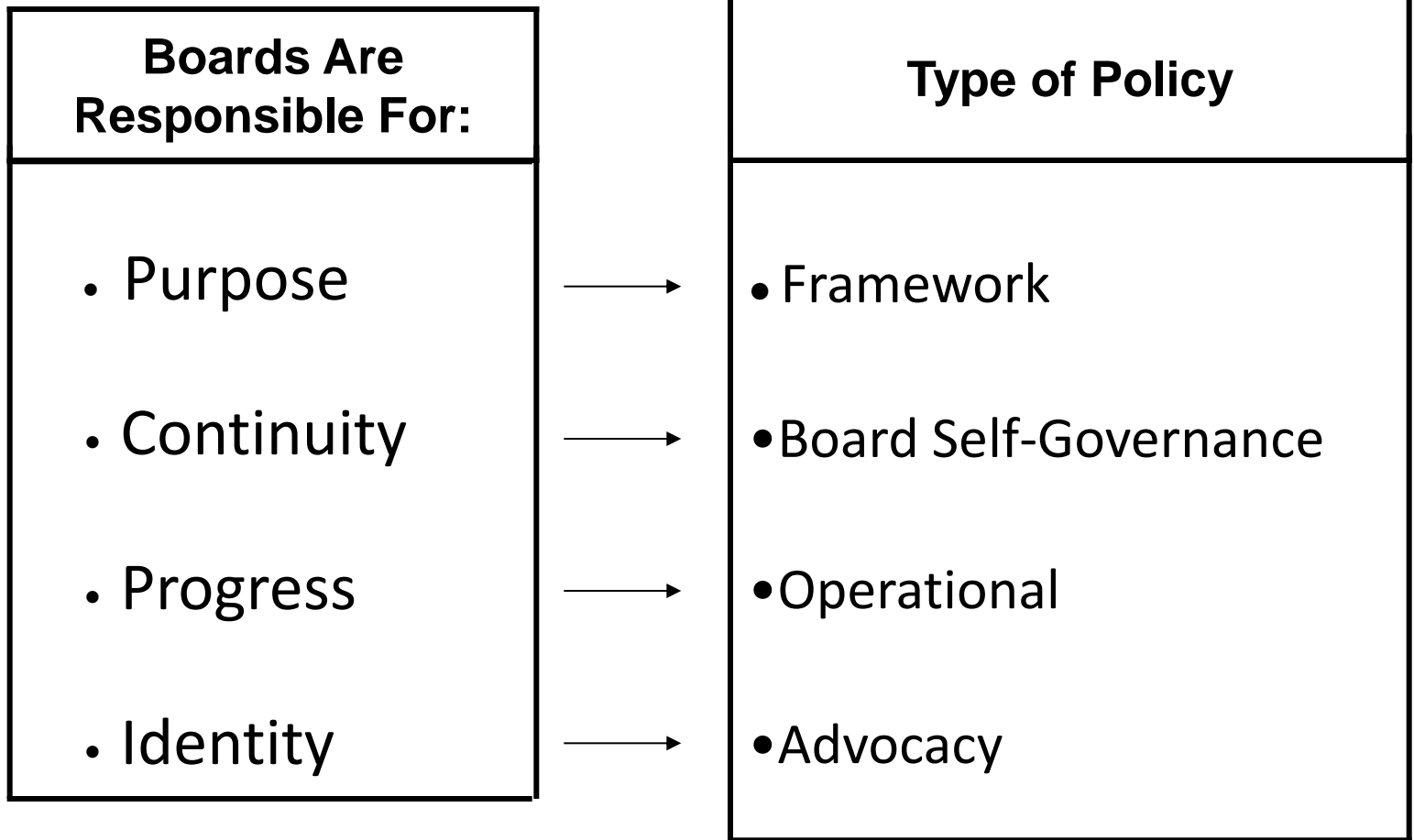


Types of Policies

Defining Policy

An expression of the will of the board which provides a framework, parameters, terms, conditions and procedures to guide the actions of committees, staff and volunteers.

Responsibilities and Types of Policy



Foundations

TaRget

Aim

Mission

BElief

W

VisiOn

R

K



Board Self-Governance



Bringing harmony and direction to our board roles.



Operational



Financial Personnel Program

Policies to implement and regulate the tempo and direction of the dance.



Advocacy



Board's method of relating the organization's beliefs, values, and philosophy to the community. Purpose is to create community support for the mission.



Policy Development

Policy Structure - Resources



- **Policy Checklist**
- **Key Planning Questions**
- **Policy Structure Sample**

Policy Template Considerations



- **Type and Authority for Policy**
- **Policy Statement**
- **Definitions**
- **Regulations**
- **Date Approved, Last Revised and Next Review**

Where to start?

- **Legislation and Regulation**
- **Objects and By-Laws**
- **Risk Management**
- **Scanning – Other Orgs and Sector Trends**



Process

- 1. Planning and Preparation**
- 2. Leadership**
- 3. Participation**
- 4. Follow-through**
- 5. Evaluation**

Evaluation



- Is it **CLEAR?**
- Is it **CONSISTENT?**
- Is it **DEFENSIBLE?**



Consideration for Procedures

- Align with policies to designate how the work will be done
- Often specific to one area or aspect of the organization
- Developed and implemented by administration

What Goes Where?

Bylaws	Policies	Procedures

What Goes Where?



The quorum for general meetings of the organization

What Goes Where?

Bylaws	Policies	Procedures
<ul style="list-style-type: none">•The quorum for general meetings of the organization		

What Goes Where?



The expenses for which
board members will be
reimbursed

What Goes Where?

Bylaws	Policies	Procedures
	<ul style="list-style-type: none">•Expenses for which board members will be reimbursed	

What Goes Where?



Which form to use for
board member expense
claims

What Goes Where?

Bylaws	Policies	Procedures
		<ul style="list-style-type: none">•Which form to use for board member expense claims

What Goes Where?



What kind of decisions
the Executive Committee
can make

What Goes Where?

Bylaws	Policies	Procedures
	<ul style="list-style-type: none">• The kind of decisions the Executive Committee can make	

What Goes Where?



How directors are
appointed and removed
from the board

What Goes Where?

Bylaws	Policies	Procedures
•How directors are appointed and removed from the board		

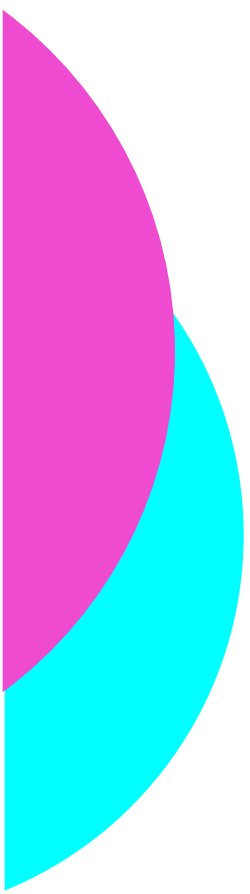
What Goes Where?



How meeting minutes
are circulated to board
members

What Goes Where?

Bylaws	Policies	Procedures
		<ul style="list-style-type: none">•How meeting minutes are circulated to board members



Additional Resources

Additional Resources



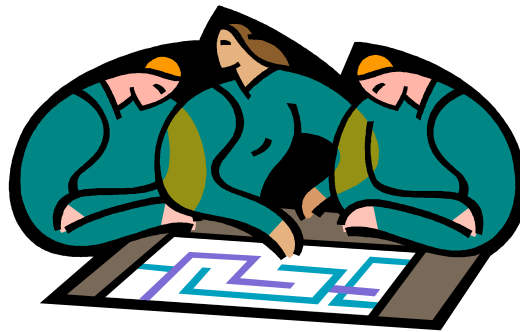
- Policies of other organizations
- Board Development Program
 - Policy development information bulletin
 - Board governance fundamentals workshop
- Community Development Officers
 - Assist with policy development workshops

Website: www.albertabdp.ca



The Most Significant Issue

“Based on my experience, the most significant issue that is raised by our discussion is...”



Taking Action

“Knowing what I know now about bylaws, policies and procedures, over the next few months I want to...”



Board Development Program



Website: www.albertabdp.ca

Email: bdp@gov.ab.ca

Phone: 780-415-8147