

Policies and procedures Policy

Policy number	202305	Version	001
Drafted by	David Gregory	Approved by Board on	1/3/2023
Responsible person	Leila McDougall	Scheduled review date	1/9/2026

Introduction

JAF Productions needs a clear process for creating, passing, and implementing policy. Policy documents should be based on a uniform template, and policy documents should be gathered together as a policy manual.

Purpose

The purpose of this policy is to:

- Lay down a template for all policies and procedures;
- outline a standard procedure for policies and procedures to be taken from their first drafts through to implementation; and to
- illustrate a typical usage of the template.

Policy

Fundamental decisions as to the aims, goals and mission of the organisation must be approved by the membership at a general meeting.

Policies, which are designed to serve the organisation's mission by ensuring that day-to-day decisions are informed by deliberation and consultation, must be approved by the Board. The Board may delegate to the CEO responsibility for designing procedures to put those policies into effect.

Policies, which lay down broad principles, should be differentiated from procedures, which provide mechanisms appropriate to particular circumstances.

Authorisation

Leila McDougall: Director & CEO

1/3/2023

JAF Productions