



## Policy on Developing Board Policies

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**Policy Name:** Policy on Developing Board Policies

**Policy Description:**

The development of the ORGANISATION NAME's policies shall follow set procedures to ensure the efficacy of the process and the overall policy framework. This Policy relates only to Board level policies.

**Applies to:**

This policy will apply to ORGANISATION NAME's Board.

**Definitions**

ABBREVIATED ORGANISATION NAME	ORGANISATION NAME

**Relevant policy statements and/or principles**

Operational policies are developed with the CEO in consultation with staff and are detailed elsewhere in the Policies Framework.

Board level policies include:

- Strategic policies defining the outcomes sought from all operational effort.
- Governing process policies defining the Board's own operating practices and its relationship with the CEO and staff.
- CEO Delegation Policies defining the limits of the Board's delegation of responsibility to the CEO.
- Compliance policies defining the organisation's commitment to meeting the requirements of specified legislation.

**Procedure**

- The Board at a formally constituted Board Meeting will approve all Board level policies.

- The need for new policies and policy review can be notified by individual Board members, the CEO, staff members, or members of the organisation.
- Whenever possible, policies should be developed in response to the potential for future use or in advance of an event rather than in response to an event, crisis or problem.
- Except in special circumstances, a policy cannot be introduced and approved by the Board at the same Board meeting.
- A Sub Board or Board working party, including staff and/or the CEO when required by the Board, will research and draft new policies. These will then be circulated to all Board members, staff and other interested parties for comment prior to presentation to the Board for approval.
- All policies will be subject to review to be carried out by an approved policy review working group or Sub Board.
- All Board level policies shall be freely available to all Board members, the CEO and staff.

### Related Legislation, ORGANISATION NAME Documents and Other Documents

Legislation:	
Organisational Documents:	
Other Documents:	

### Policy Management

Policy owner (role title):	
Role responsible for implementing:	
Review arrangements:	When and how this is reviewed, e.g. internal audit
Next Review Date:	

### Document History

Date	Amendments
July 2021	Policy created and endorsed by Board

