

Measures:

A. “Founded on its constitution, the Board carries out its legislative function by approval and review of bylaws and policy.” (Policy on Role of the Board)**Principles**

1. Policy development is a key responsibility of the Board. Policies constitute the will of the Board in determining how the Association will be operated.
2. Adoption of new Board policies or the amendment or rescindment of existing policies is solely the responsibility of the Board.
3. The Board shall be guided in making policy by ensuring compliance with pertinent provincial and federal legislation.
4. In the absence of existing policy, the Board may make decisions by resolution on matters affecting the administration, management, and operation of the Association. Such decisions carry the weight of policy until such time as specific policy is developed, introduced and approved.
5. The Board may attach measures and regulations to policy. Such measures and regulations are not subject to the Principal’s approval.

B. Development, amendment or rescindment:

1. Suggestions for new policies or amendments may be brought forward by any person.
2. Requests with accompanying rationale are submitted to the appropriate senior manager in writing and reviewed by the Principal and Senior Leadership Team prior to introduction to the Board.
3. A policy proposed for approval, amendment or rescindment shall be introduced at a Board meeting and approved at a subsequent Board meeting.
4. In response to emergent conditions, a proposed policy may be introduced and approved at a single Board meeting if the Board is unanimously in favor.
5. A policy proposed for approval, amendment or rescindment will be distributed to affected stakeholders for comment and recommendations within one week of introduction to the Board and will state timelines for response. Typical stakeholders include parents, students, and directly affected employees.
6. The Board may defer approval if it is deemed beneficial to obtain additional information.
7. If a policy is considered obsolete, the appropriate senior manager will submit it for review to the Senior Leadership Team. If the Team concurs it will be introduced to the Board for approval to have the policy officially rescinded.

C. Review:

1. The Board will maintain a high level of accountability by reviewing policies at least every five years and more frequently if deemed necessary. Related policies should be examined at the same time in order to optimize alignment of policies.
2. The Principal and Senior Leadership Team will review policies and related policies as required, consult with stakeholders as deemed necessary, and make recommendations for amendment, if required.
3. Review dates shall be noted on each policy to demonstrate the occurrence of regular review in relation to accountability and organizational risk management.

D. Responsibility of the Principal

1. After consultation with the Senior Leadership Team, approve procedures and regulations deemed necessary to appropriately implement specific policies and to ensure the successful conduct of the Association's operations.
2. Inform the Board of all approved, amended or rescinded procedures and regulations.

DI. Responsibilities of Board Secretary

1. Provide secure storage for all signed policies.
2. Ensure that all approved policies are posted to the website.
3. Review all documents prior to posting to ensure they are formatted correctly.
4. Monitor all policies with respect to their review dates and bringing such policies and related policies forward to the Senior Leadership Team and the Board for review.
5. Maintain a management handbook containing all policies, procedures and regulations.

DII. Policy Content and Format:

1. A proposed policy will contain the following components:
 - a. Title
 - b. Policy Statement
 - c. Chair's signature of approval and date
 - d. Reference to Documents
 - e. First Date of Approval
 - f. Next review date
 - g. Review and Amendment Dates
 - h. Stakeholders Consulted (Dates)
 - i. Definitions (if any), and
 - j. Guidelines, Procedures, Regulations (if any).

Appendix: Style Guide

1. Getting started:

When policies are being revised the starting point is the Word file of the previously approved version that is held by the Board Secretary.

2. Font:

Arial font is used throughout. The heading is Arial 14, the body is Arial 12 and headers and footers are Arial 10. Template headings and sub-headings are **bold**. All text is left justified.

3. Title:

The title will be entered *without* the word policy behind the text of the title.

4. Policy Statement:

The policy statement is in *italics* and recessed.

5. Reference to Documents:

First list authoritative bylaws or legislation and then related policies. A policy name included here will have the word "policy" in each listed policy. Legislation will include the name of the Act or the legislated Regulation.

6. Approval Date:

This is the original date of approval for new policies. The date does *not* change upon subsequent review.

7. Next Review Date:

This section states the next scheduled date the policy and related policies will be reviewed. All historical review dates are kept. Newest review dates are added to the list.

8. Stakeholders Consulted (Dates):

Stakeholder review contributes to ownership and acceptance of policy. Each stakeholder group that reviews the document will be listed. Use the following format, without abbreviations: {Name of stakeholder, date1 reviewed, date2 reviewed, date3 reviewed}; {Name of 2nd stakeholder, date reviewed}. All dates will be listed from previous and current reviews.

9. Definitions (if any):

e.g. “*Bad Debt* is an open account balance or loan receivable that has proven to be uncollectable and is written off.” If there is more than one term they will be listed alphabetically.

10. Edit Information:

Insertions to any posted policy being edited are to be highlighted until approved.

11. Body of the documents:

Use plain language. Use multi-level numbering instead of bulleted lists. Proof-reading should occur prior to submitting finished documents for publishing.

12. Multi-level numbering:

The standard style for multi-level numbering will be:

- A. First level
- 1. Second level
- a. Third level
- i. Fourth level

13. Footers:

Used to identify page number.

14. Posting of documents to the web:

After the master Word file is edited, proofread and signed off by the Chair, the Board Secretary will file the master copy and convert the electronic copy to Adobe PDF format. In the posting process documents can have keywords assigned that help users in the search process.