



0 Policy Management – Policy

Policies are designed to provide clear, unambiguous guidelines for the governance and operations of the SpringDale Neighbourhood Centre. They ensure consistency and continuity across changes of Committee, staff and volunteers. Policies make decision-making clear cut and easy.

The regular and continuous review of existing policies and the development of new policies to address changing circumstances and ensure sound guidelines are in place for all planning and decision making at SpringDale Neighbourhood Centre.

SpringDale will operate a quality centre and ensure that it adheres to the legal requirements for good governance as a managing body. Management will ensure that decisions are made in a proper way, according to the best interests of the service for all parties concerned.

Procedure

- It is the responsibility of the Committee of Management to develop record, communicate and review policies on all matters concerning the SpringDale Neighbourhood Centre.
- Any community member, participant or member of SpringDale Neighbourhood Centre, volunteer, staff, committee member may request the review of an existing or development of a new policy.
- Individuals or groups affected by any policy under review will be consulted and involved in the review process.
- All committee endorsed policies will be kept in a Policy folder located and readily accessible in the Centre office.
- All Centre staff, volunteers and committee members affected by any policy will be advised of the policy immediately they are approved by the Committee of Management.
- No individual or committee member may in any way alter any of the policies of SpringDale Neighbourhood Centre. Only a formally constituted Committee of Management meeting may approve alterations to policies. Advance notice of any proposed alterations must be provided to all Committee members prior to the meeting.
- Changes to existing policies will follow the same procedure as the development of a new policy.
- In reviewing and developing new policies, SpringDale's values, vision and mission must be adhered to.
- Any person wanting a new policy to be developed or reviewed should contact the Committee Secretary and request this be added as an agenda item for the next meeting of the Committee of Management including a rationale.
- If it is agreed by the Committee of Management that a policy needs to be developed or reviewed the Committee may delegate this task to an individual or a group of individuals (an ad hoc or a standing Sub Committee), setting a time limit for recommendations back to the Committee.
- This individual or group shall follow the policies outlined in this policy document and consult with individuals or groups affected by any proposed new or amended policy.
- A revised or draft new document following the standard outline of Policies of SpringDale Neighbourhood Centre shall be presented by the individual/group to the Committee of Management for consideration.
- If ratified by the Committee, the revised or new policy should be noted in the minutes.
- The Committee shall nominate a person to ensure the new/revised policy is communicated to all people who need to be aware of the policy.
- The Committee Secretary shall ensure a copy of the new or revised policy is included in the Policy Folder.