



## 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 enable decision-making to be clear cut and easy.

There will be a regular and continuous review of existing policies, 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.

The SpringDale Committee will develop, record, communicate and review policies on all matters concerning the SpringDale Neighbourhood Centre.

Community members, participants, members of SpringDale Neighbourhood Centre, volunteers, staff, or committee members may request the review of an existing or development of a new policy.

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 SpringDale Committee including a rationale.

Individuals or groups affected by any policy under review will be consulted and involved in the review process.

No individual or committee member may alter any of the policies of SpringDale Neighbourhood Centre. Only a formally constituted SpringDale Committee meeting may approve alterations to policies. Advance notice of any proposed alterations must be provided to all Committee members prior to the meeting.

If it is agreed by the SpringDale Committee 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.

In reviewing and developing new policies, SpringDale's values, vision and mission must be kept in mind.

All Centre staff, volunteers and committee members affected by any policy will be advised of the policy immediately once approved.

All endorsed policies are kept in a Policy folder located and in the Centre office and will also be published on the SpringDale website.

Each Policy is kept in its own folder electronically and a log of its development is written and kept in the Policy's folder to be able to follow the evolution of that Policy.