

WHAT IS A POLICY?

DEFINITION: A written statement that is used to guide individual and group action toward organizational goals and objectives.

TYPES:

Board operating policies: Those guidelines relating to how the board members will function in relation to each other, and to paid staff and/or volunteer.

Management policies: Those guidelines concerned with the planning and controlling overall operation of the organization, establish responsibility and authority, budgets, fiscal procedures, etc.

Personnel policy: Those guidelines that relate to recruitment, selection, placement, training and development, discipline, compensation, grievances, termination, fringe benefits, etc.

Program policies: Those guidelines dealing with specific programs or projects, tickets, sales, eligibility, selection, application, evaluation, etc.

Professional policy: Those guidelines dealing with professional actions of staff members in relation to performance of their organizational duties, confidentiality, ethical standards, etc.

CHARACTERISTICS:

Policies serve as boundaries or guidelines for action or decisions.

Policies must be passed by the Board of Directors, and are recorded in the minutes.

Policies are broadly stated.

Policies are almost all encompassing.

Policies are long-term in duration.

Policy development is carefully done with thorough analysis of options and impacts.

USEFULNESS TO BOARD

Promote continuity in management in spite of staff turnover.

Facilitate planning.

Provide guidelines for applying controls.

Provide assistance in coordination and integration of activities.

Help achieve predictability, consistency, validity, and equity.

USEFULNESS TO STAFF

Permit freedom of action.

Simplify decision-making.

Simplify consistent decision-making.

Protect employees from political and personal pressure.

Promote employee security.