



## Policies and Procedures Policy

Policy number	POL001	Version	1
Drafted by	Rebecca O'Sullivan	Approved by Board on	March 2023
Responsible person	Megan Hall, Executive Officer (EO)	Scheduled review date (2yrs)	March 2025

**Purpose:** The AAFIE Foundation (AAFIE) needs a clear process for creating, passing and implementing policy.

The purpose of this policy is to:

- Lay down a template for all policies and procedures;
- Outline a standard procedure for policies and procedures to be taken from their first drafts through to implementation; and to
- Establish an Organisational Policy Register that will include a review cycle to guide policy maintenance

**Policy Statement:** All policies of AAFIE form part of the operating policies and procedures of the organisation. These will provide guidance to Board members, employees and volunteers of AAFIE to ensure the day-to-day decisions align to good governance practices.

Policies, which are designed to serve the organisation's mission by ensuring that day-to-day decisions are informed by deliberation and consultation, must be approved by the Board. The Board may delegate to the EO responsibility for designing procedures to put those policies into effect.

Policies, which lay down broad principles, should be differentiated from procedures, which provide mechanisms appropriate to particular circumstances.

Policies will be reviewed every two years by the Board of AAFIE.

**Scope/Applicable to:** Board, employees and volunteers of AAFIE

**Key Responsibilities:** AAFIE Board - has the responsibility to establish and approve all policies and to ensure that appropriate procedures and guidelines are in place to assist all to

comply with the policy.

Executive Officer - has responsibility for the implementation of this policy and to oversee the development of procedures and guidelines to be followed in adhering to this policy.

- Policy Templates:** All policies will be put onto the agreed AAFIE template with the following –
- Is documented in the standard template and named per the following system (POL-year it was developed – numbered policy that year, eg POL23-001 and so on)
  - The template has the logo at the top and a footer with the name of the policy and the month/year of development (as per this example)
  - The template has a summary table at the top that identifies approving body or person, review cycle
  - The policy will include headings such as Introduction; Purpose; Policy Statement; Responsibilities; Procedures; Related Documents; and Authorisations as required
  - All new policies will be listed as Version 1, and added to the Policies and Procedures grouping and Catalogue
  - Ensure hard or soft copies available to all relevant stakeholders

**Procedures:** Policies will be developed as needed to cover governance, management, and operational requirements. Policies may be developed by the Board or EO to maintain quality and good governance.

**Review of policies:** This Policy will be reviewed every two (2) years unless there is a requirement to do so earlier.

On or before the date of the next scheduled review for a policy, the EO will:

- Consult with relevant stakeholders to establish process and seek feedback on each policy as relevant, with draft policies circulated and in a timely manner
- Changes to be tracked electronically for each policy and a summary of overall changes in a paper sent to the Board for approval
- Finalise the policy once it has been approved, documenting the version and update review dates (all subsequent revisions shall be numbered accordingly (e.g. Version 2, Version 3, etc.)
- Communicate updated policies out to relevant stakeholders

Board members may suggest a change to an existing policy, or the development of a new policy, outside of its review schedule. If any review is undertaken outside of a scheduled review the procedure will follow the standard review of policies.

**Related Documents:** All other AAFIE policies