

## Policy and Procedures Committee Report

July 2020

At the one-year stage of my term as P&P chair, I have reviewed each section of the policies and attempted to update each one to reflect the way AVVA has been operating for the last few years. These updates also include assuring that when one section impacts another that the information is in both sections.

I have not dwelt heavily on the individual committee descriptions or policies because each committee has that responsibility. However, I have been and will continue to review these and make suggestions if details need to be looked at by that committee.

The committee has assisted me with a couple of proposed changes which were more involved, and I appreciate their help on these. Sometimes it takes insight by multiple people to come up with the best wording for clarity.

The purpose of a policies and procedures manual, as I see it, is to have written details on what the organization does and is doing to enable those who follow us to know how our organization operates. Unwritten practices leave others questioning how and why something is done. To date I have sent about 40 change requests either to the Board to vote on or to committees to be reviewed and submitted to the Board for voting.

I ask that all committees look at what their descriptions in Sections 3 and 11 say. If the chair or the committee members are not actively working on what the description says, your policy needs to be re-written. If the committee and chair are doing what is stated, let me know, so that I know that the policies have been reviewed and are correct. This practice will assist in writing committee reports, they are a job description of what you are to be doing.

Let's keep our policies fresh by reviewing them often.

Respectfully,

Cecilia Essenmacher

AVVA Policies & Procedures Committee Chair