

# Policy and Procedures Committee Report

April 2021

The process of keeping the policies up-to-date is a never ending job. Every committee and chair should familiarize themselves with what the policy says is the job of the committee. If the chair or a member realizes that the policy states something they do not do, or they are doing things not listed, it is their responsibility to submit a change form to correct it. There are three sections that itemize what committees and programs are to be doing:

Sections 3 and 11 cover committees,

Sections 8 and 11 cover programs.

Currently, sections 2 and 9 are the only two that have not been updated. Section 2 has been reviewed the last few months and changes will be voted on at the April board meeting.

When writing committee reports, look at the job description in the policies and write your report based on whether you have met the duties of the position.

I want to thank all the chairs who have been contacted about changes and have contributed opinions and approval of those changes. Without you, my job would have been futile.

Respectfully,

Cecilia Essenmacher

Policy and Procedures Committee Chair