



**POLICY TITLE:**  
**Establishing Policy Positions**

**Board Approval:** May 17, 2016  
**Board Review:** January 31, 2023

**OBJECTIVE:**

It is important that policies developed by the Summit West Board of Directors are in alignment with the vision, mission, and beliefs of the school authority. To ensure this alignment, roles will be established and clarified for the development of position policies for the organization.

**POLICY:**

**1. Responsibility**

- 1.1. It is the responsibility of the Board of Directors to establish clear objectives for the organization's advocacy efforts and to suggest areas where position policy may be appropriate.
- 1.2. It is the responsibility of the advocacy committee of the board to consider candidate areas for position policies and select those for concentration which are most strategic and/or most pressing.
- 1.3. It is the responsibility of the advocacy committee to perform research in position policy areas, and to recommend policy statements and policy recommendations to the Board of Directors.
- 1.4. It is the responsibility of the Board of Directors to review and approve all policy positions of the organizations.
- 1.5. It is the responsibility of the Executive Director and/or communications staff to ensure that policy positions are integrated into the detailed communications plans and activities.

**2. Definitions**

- 2.1. **"Advocacy"** means the activities of the organization in pursuit of public policy objectives related to its overall mandate.
- 2.2. **"Lobbying"** means communication with, or activities undertaken to influence, an elected official or public servant, government legislation, policy, or programs.
- 2.3. **"Policy Position"** is the position the organization takes on a subject of public policy. This may also be referred to as "position policy".

## **PROCEDURES:**

1. The advocacy committee of the Board of Directors will derive candidate areas for position policy development from the Strategic Plan, suggestions from the Board, members or staff, or the committee itself based on its own expertise or current events.
2. The advocacy committee will develop an annual work plan based on its selection from candidate policy areas. The annual advocacy committee work plan is subject to the approval of the Board of Directors.
3. In the case of late breaking issues, the executive committee may prove a variation to the annual work plan.
4. For each position area, the advocacy committee will perform research and analysis, developing a brief backgrounder to the area incorporating known facts, recent developments and implications for the organization and the field.
5. The advocacy committee will deliberate and develop draft policy statements as well as public policy recommendations.
6. Periodically, the advocacy committee Chair will present recommended position policies to the Board of Directors.
7. Annually, the advocacy committee will review all existing position policies and make any recommendations they see fit as to the retirement, variation or continuance of an existing policy.
8. Approved position policies will form part of the orientation of new directors.