

911 FOR 911
DEFINING POLICIES, PROCEDURES, RESOLUTIONS & DIRECTIVES

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DATE OF LAST REVISION: N/A
DATE OF ADOPTION: 01.09.2020
SIGNATURE OF OFFICIAL: _____

PURPOSE

The purpose on this policy is to define the types of documents used by 911 for 911 and identify the various groups. This policy also defines who and how each identified group of documents may be revised or amended.

POLICY DOCUMENTS

Policies are documents developed by the directors or executive director and are the principles and related guidelines that have been established to define the organization’s goals, direction and limit the scope of its actions in pursuit of long-term goals, and to protect its interests. While these documents may be developed by these individuals, they are only enforceable after being formally adopted by the Board of Directors. The adoption process is as follows: after the reading of the policy during a regular business meeting, a majority vote supporting the policy is requires and the policy then must be signed and dated by the President to become an official policy of the organization. The new policy shall then be placed in the organization’s policy manual and it is the executive director’s responsibility to maintain the master file of all current and past organizational policies.

A policy may be amended in much the same way, the proposed changes must be submitted to the President or Secretary of the Board. The proposal must then be included in the agenda of a regular meeting. During said meeting, the proposed changes and purpose of the change shall be discussed, resulting in a vote of the members. A majority vote supporting the change is required. At that time, the Secretary shall be instructed to amend the policy as directed, date and sign the revision. Upon completion the revised policy will then be emailed to all Directors and Officers then placed in the organization’s policy manual.

EMERGENCY PROVISION

In the event the Executive Committee deems it necessary for a new policy or an existing policy be revised or amended, the executive committee may declare an emergency provision is necessary and wave the policy process outlined above. The executive committee shall call for an emergency meeting to consider the adoption of a policy or

the revision to an existing policy. The executive committee members present shall review and discuss the proposal and then vote. A majority vote shall rule and should the policy proposal pass, the information shall be emailed to all Board Members and Officers then the new or revised policy shall be placed on the agenda of the next regularly scheduled meeting.

POLICY DOCUMENT NUMBERING SYSTEM

Policy documents shall be numbered using the letters PL as a prefix denoting a policy. The next two characters shall be the last two numbers of the year the policy was originally adopted, followed by the sequential number for the policies adopted starting with the number 100. The first policies to be adopted will be in the year 2020, so the beginning policy number will be: PL20-100. The sequential numbering order will continue year after year.

PROCEDURE DOCUMENTS

The organization defines procedures as a collection of related, structured activities or tasks by our people which in a specific sequence produces quality service. The foundation's procedures shall be written and made available to all paid and volunteer staff members to maintain consistent quality service to our veterans, training partners and donors.

Procedures are developed by the organization's management staff. All written procedures must be approved by the executive director and it is the executive director's responsibility to maintain the master file of all current and past organizational procedures. Additionally, the executive director may in his or her capacity make any changes he/she deems necessary to maintain optimal service to the organization's veterans, training partners and donors.

PROCEDURES DOCUMENT NUMBERING SYSTEM

Procedure documents shall be numbered using the letters PC as a prefix denoting procedure. The next two characters shall be the last two numbers of the year the policy was originally adopted, followed by the sequential number for the procedures adopted starting with the number 300. The first procedures to be adopted will be in the year 2020, so the beginning policy number will be: PC20-300. The sequential numbering order will continue year after year.

ADMINISTRATIVE DIRECTIVE

An administrative directive is specific oral or written communications which initiates or govern actions, conduct or procedures in the organization. Essentially, an administrative directive is a statement which indicates the mandatory actions or essential procedures by staff. Administrative directives may be initiated by verbal command, however, should be made official with a written directive as soon as possible.

Administrative directives are generally established by the executive director for the above purposes. The executive director may cancel, revise or reinstate administrative directives as he/she sees fit and it is the executive director's responsibility to maintain the master file of all current and past executive directives. The purpose of an administrative directive should always relate to the Foundation's mission.

EXECUTIVE DIRECTIVE DOCUMENT NUMBERING SYSTEM

Executive directive documents shall be numbered using the letters ED as a prefix denoting procedure. The next two characters shall be the last two numbers of the year the policy was originally adopted, followed by the sequential number for the procedures adopted starting with the number 500. The first procedures to be adopted will be in the year 2020, so the beginning policy number will be: ED20-500. The sequential numbering order will continue year after year.

BOARD OF DIRECTORS RESOLUTIONS

Resolutions adopted or officially passed by the Board of Directors will be numbered using the prefix designator EF, with the last two digits of the year the document was approved then a two-digit number starting with 01 on each calendar year. An example of the first resolution adopted in the year 2020 would appear as EF20-01.

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