

2015 – 2017 POLICY & PROCEDURE COMMITTEE FINAL REPORT

The P&P Committee had two main goals at the beginning of this term. First, to go through the entire Policy Manual to update the policy for today's needs, be sure the language is cohesive, and make sure the formatting is consistent. The Second goal was to create a Table of Contents for each section, so that our members can find what they need more easily.

Over the years, there have been dozens of changes to our policy, a paragraph here and a page there, resulting in a document that was written by many different people, one or two at a time. This took away from the overall character of the document. Our committee made it our project to improve this situation.

We have met our goals to a level of about 80%. This was a time-consuming task, but with the help of the various committee chairs and the P&P Committee members, we have done a great job.

We needed to read through the policy section by section, rather than by a paragraph or two at a time, while at the same time the board of directors was working to approve or deny changes in actual policy as presented by the committees or individuals. We have reorganized sections 1, 2, 3, 6, 7, 8, 10, and we have added a section 11, that listed the specific ways in which the different committees function.

The Policy and procedure committee is responsible for making sure that changes in one policy do not conflict with other policies or with the Corporation's Bylaws. This committee also prepares submitted changes for presentation to the appropriate committee, and/or to the board of directors. If issues are found, they are noted, and presented to the board as well. It is also the responsibility of the P&P Committee chair to be able to answer questions from the board or others, regarding current policy, and sometimes past policy.

The Table of Contents is a work in progress. Currently, we have completed them for all sections except section 2, which is in the middle of a revision at this time.

Our hope was that the AVVA Policy and Procedure Manual would be a professional, readable, and easily understood document for everyone.

Being the end of a term of office, I must dismiss my committee members, and I want to thank them: Annie Pancrazio, Nancy Rekowski, Samantha Dodge and Cheryl Wroblewski for their quick responses and for their excellent comments. It has been a joy to work with people who take their tasks seriously.

In closing I would like to say that it has been my honor to chair this committee, as I believe that our policy is our most important document, albeit not the highest authority. It gives our members the details they need to function properly and more easily, and gives our organization its structure.

Respectfully submitted,

Joanna Henshaw

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AVVA Policy and Procedure Committee Chair