

## POLICIES AND PROCEDURES COMMITTEE CHAIR REPORT

October 2021

Over this two-year term, there have been over 75 changes submitted by and to the Policies and Procedures committee. I believe it is the job of the chairperson to review the manual each term and propose changes to reflect the procedures that AVVA is using to do their work.

Frequently, job description details are listed in two areas of the manual. These areas need to mirror each other. For instance: I noted in Section 6 that the Vice President is to be the Compliance Officer, yet it wasn't in the VP job description in Section 1.

Every member of the National Board should familiarize themselves with the duties of their office, as well as their committee chair or member positions. If a policy or procedure stated in the manual has changed, a change form should be submitted to update the manual. It is only by doing this that we can keep it current for those coming behind us in our jobs.

I appreciate all the support given through this term in getting the manual updated and current. As AVVA moves ahead and grows, I hope each member can gain knowledge from reading the P&P manual.

Respectfully,

Cecilia Essenmacher

Policies and Procedures Committee Chair