POLICY DEVELOPMENT, IMPLEMENTATION AND EVALUATION

PURPOSE

Calgary Outlink is is a community-based, not-for-profit charity dedicated to providing support, education, outreach, and referrals for the LGBTQ2IA+ and allied community in Calgary, Alberta. Policies are essential in providing substance to this mandate. The purpose of this policy is to clarify the roles and responsibilities of the Calgary Outlink Board of Directors, with respect to policy development, implementation of policies, and evaluation of policy effectiveness and to establish a consistent approach, through an established format and clearly articulated definitions and procedures.

PERSONS AFFECTED

The Calgary Outlink Board of Directors.

POLICY STATEMENT

1. The Calgary Outlink Board of Directors develops policies in the following categories:
   a. Policies for broad public importance that deal with long term issues on matters concerning the goals and priorities of the Society (strategic policies).
   b. Policies that generally describe the approaches and outcomes the Calgary Outlink Board of Directors expects volunteers and staff to achieve (framework policies).
   c. Policies that articulate the manner in which the Calgary Outlink Board of Directors, staff, and volunteers will perform their functions (procedural policies).
2. The Calgary Outlink Board of Directors policies are to be followed by all Board of Directors members, staff, and volunteers.
3. Approval must be sought from the Board of Directors for policies developed by the Policy Committee.
4. The Calgary Outlink Board of Directors shall establish a consistent approach to, and a philosophical framework for the development, implementation and evaluation of policies.

   Calgary Outlink will have access to well articulated and understandable policies and related procedures. Policies and procedure will be:
   a. Presented in a common format.
   b. Formally approved by the Board of Directors.
   c. Maintained centrally and accessible to all interested parties
   d. Kept current and amended based on feedback from those affected or evaluated periodically for their effectiveness.
   e. Distributed to all relevant personnel in a timely manner.

   Volunteers who are responsible for writing, updating and distributing policies shall comply with the conditions and procedures that are outlined in this document. (See Appendix A for format)

RESPONSIBILITIES

It is the responsibility of the Calgary Outlink Board of Directors to:

    a. Consider key issues for Society policies and direct action to create policy recommendations.

    b. Ensure policies address issues within the realm of governance, such as, but not restricted to, legal liability, financial accountability, functions of the Calgary Outlink Board of Directors, and the public image of the Society.

    c. Review policies on a regular basis (minimum biennial) and receive feedback from those affected to ensure continued relevance and effective implementation.

    d. Implement or delegate the implementation for Board of Director policies to those best suited to undertake the implementation.

    e. Maintain policy manual, distribute updated policies, and provide access as required.

    f. Approve all the Calgary Outlink policies.

PROCEDURES

1. The Board of Directors may identify needs for policy development, amendment, or deletion, and refer them to the Policy Committee for action.
2. The President, the Board of Directors, or the membership may submit requests for policy development, amendment, or deletion to the Board of Directors for consideration.
3. The Board of Directors may endorse requests for policy development, amendment, or deletion, and refer them to a Policy Committee for action.
4. The Policy Committee may research, revise, and write policies, and presents them to the Board of Directors in proper format as recommendations for consideration.
5. The Board of Directors has the authority to approve policies.
6. The Board of Directors ensures appropriate distribution of policies, and maintains policy records.

REVISION HISTORY

- December 14, 2020: New Policy

APPENDIX A
[ENTER POLICY NAME]
(format instructions – Policy Name – Body Test + Times 12 pt, Bold, Not Italic, Centered)

PURPOSE
Describe the reason for the policy including and specific needs being addressed. Two or three sentences are adequate. For example, the purpose statement might begin with the phrase, "this policy establishes..."

PERSONS AFFECTED
Define the target audience (i.e. the primary users of the policy). When all members are affected, simply write, "membership."

POLICY STATEMENT
Provide a clear and authoritative expression of direction. This is a good place to show the tie to mission, vision, values, and goals. The opening phrase for this section could be for example, "It is the policy of the Calgary Outlink Board of Directors to..."

RESPONSIBILITIES
Provide a short summary of the responsibilities of the individuals involved with the policy and procedure. The specific title of the position is generally used although "membership" can be used when necessary.

PROCEDURES
Define and outline the specific actions to be taken to ensure orderly implementation of the policy. The process should be described from the start to finish.

DEFINITIONS
Provide an explanation of any abbreviation, acronyms, technical terms, and word infrequently used or not consistently understood.

REFERENCES
Refer to any closely related policies, collective agreement provisions, legislation or other documents that may assist in understanding or applying this policy.

REVISION HISTORY
Provide a history of document changes whether they are minor typographical alterations or major amendments.

POLICY NAME & NUMBER	DATE OF CREATION	DATE OF LAST REVISION
1 - Policy for Policy Development, Implementation, and Evaluation	December 14, 2020	n/a

List Current as of: December 14, 2020