

11-3: Policy Template

Policy: (Name)

1. Responsibility Centre: (Name of Committee sponsoring the policy) :

2. Rationale or Purpose

The rationale or purpose statement expresses “why” the policy is being written. The rationale or purpose may also contain or cross-reference “background” materials or more explanatory details regarding various factors that led to the development of the policy.

3. Policy Statement

The policy statement should be a concise statement of “what” the policy is intended to accomplish. The policy should only be a one or two sentence description of general organization intent with respect to the specific topic of the policy. The policy statement should be general enough to provide some flexibility and accommodation to periodic changes in technology.

4. Scope

The scope of the policy can set important parameters such as to whom will the policy apply (e.g., staff, Committee members, all BCUC members) and to what (e.g., paper and electronic records, information and computer assets, etc.)

5. Procedures

The procedures will detail “how” the policy statement will be attained. Procedures may also describe “enforcement” provisions or methods for appeal. Procedures are sometimes provided in a separate document or left for local determination to provide greater flexibility for updates as well as local control.

6. Roles/Responsibilities

The procedures may contain details about who is responsible for what. The policy should also identify who is responsible for maintaining and promoting the policy, and who will provide interpretations in the event of the need for clarification or when there is a dispute.

7. Definitions

Policies should be precise and easy to understand. Sometimes terms will need to be defined to clarify meaning. However, the policy should attempt to convey messages in simple yet precise terms; excessive definitions may make a policy document unreadable or subject it to greater scrutiny.

8. References

It is possible that there are other policies or organizational documents that complement, supplement, or help explain the provisions contained within the current policy. References to other policies or organizational documents (e.g. BCUC Handbook, UCC Manual) can improve the usefulness of the policy.

9. Approval authority: The Church Board**10. Reviewed:** (Sponsoring Committee): (Date)**Approved:** Church Board: (Date)**Replaces:** (Date)