

Edmonton Screen Industries Office

POLICY NO AP001

POLICY DEVELOPMENT

Policy Statement

The Board of Directors is responsible to the members of the Society for the development and implementation of Board policy.

Board Policy will further the purpose and objectives of the Society.

No person, group, agreement, publication, appointment or any other activity done on behalf of the Edmonton Screen Industries Office will compromise the spirit and intent of established Board Policies.

PROCEDURES

1. Preparation of draft policies may be initiated by the:
 - (a) Board of Directors,
 - (b) Governance Committee, or
 - (c) Chief Executive Officer.
2. The Board expects that viable constituent advice will be sought from as broad a base as possible and practical, including committees of the Board, to ensure that any contemplated policy is desirable, feasible and acceptable.
3. The Chief Executive Officer will prepare draft policies for consideration by the Governance Committee.
4. The Governance Committee will consider draft policies and when satisfied will recommend the policy for consideration by the Board of Directors.
5. Approved policies and all revisions approved from time to time will be inserted in a master manual. A master index will be included to facilitate access to policy provisions.
6. The master manual will be available for public review during normal business hours at the Society office and will be available on the Society's website.
7. The Chief Executive Officer will ensure that each employee and any consultant is aware of policies affecting their work.

Edmonton Screen Industry Organization

8. Policies will be numbered and filed in the master manual according to the following system:

- AP000 – policies related to the administration of the Society
- BD000 – policies related to the Board of Directors
- FM000 – policies related to the Society's financial resource management
- HR000 – policies related to the Society's human resource management
- MM000 – policies related to marketing the Society
- PM000 – policies related to the Society's programs

9. Policies will be published using the format used for this policy.

	Date	Minute Page Number
Approved		
Amended		
Amended		



Chair ESIO



Chief Executive Officer ESIO