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| **Title:** **Committee -** (insert name here) Bold | **Number:** (insert policy #-optional) |
| **Cross Reference:** (include other policies that may relate) | |
| **Approved by:** (XXX State Council Board of Directors) | **Origination Date:** |
| **Revised by:** | **Approval Date:** |
|  | **Revision Date:** |

1. **PURPOSE:**

Provide a brief, high level statement of what is to be accomplished. It is important to remember that policies are formulated as part of an organization’s strategies and are to help guide decision-making. Depending on the type of policy, there may be some room for managerial discretion. If so, include this information.

1. **BACKGROUND/DEFINITIONS:**

It is important to write out why this policy needed to be created. Often when organizations review their policies they wonder where on earth this “came from?” Having a background puts the policy in context so that when reviewing time comes the organization can consider whether in fact it is still necessary for the original purpose. What was the issue/challenge behind creating the policy? Why was it necessary to formulate a policy? Provide an example to make it clear.

Define any terms which may be unfamiliar to a first-time reader.

1. **PROTOCOL/PROCEDURE:**

List in logical format the high-level steps on how to implement the policy or process.

1. This policy template shall be used for all operational policies.
2. Policies are drafted by the officer responsible for oversight of the process.
3. The policy originator will assure that discussion of all new and revised policies are conducted with all representative groups affected by the policy.
4. Officer titles shall be used to identify any role specific areas within operational policies and procedures.
5. It is strongly encouraged that all policies have a corresponding operational procedure.
6. The board of directors, who has functional responsibility for the areas covered in a policy, must approve all policies before they are posted.
7. All policies will be reviewed annually in the first quarter of each year to determine if the policy needs revision.
8. During leader orientation all new leaders will receive up-to-date operational policies.
9. All operational policies shall be maintained in an electronic file.

(References if any)