



# POLICY MANUAL

Effective Date: May 2017

Revision Date: January 2019

<b>Section:</b>	2.0	Governance
<b>Sub-Section:</b>	2.1	Policy Evaluation

## Policy Statement:

The board, given the authority under the Societies Act of Alberta for the governance of CADS-Alberta, is responsible for the development of policies in the areas of framework, board self-governance, operations, and advocacy.

Policies have been established to guide the actions of the board, committees, members and staff. Both paid and unpaid staff members (volunteers) are expected to know and adhere to policies approved by the board.

CADS - Alberta policies are not intended to contravene any applicable Labour Codes, Human Rights Legislations, or directives from funding partners. If any contradiction exists, the applicable Labour Code and/or Human Rights Law will supersede CADS - Alberta Policy.

In the event that any provision in a CADS Alberta Policy conflicts with the Bylaws of the association, the Bylaws shall govern, and the conflicting provisions of the policy shall not apply.

## Policy Evaluation

All Association policies will be reviewed and revised as required on an annual basis to ensure that the policies remain current and consistent with the operation and conduct of the Association.

Although every reasonable effort will be made to ensure that policies of CADS - Alberta are congruent with applicable laws and Labour Codes, any deviation that is discovered should be brought to the immediate attention of CADS - Alberta. The concern will be investigated, and the policy immediately updated, and changes will be communicated as required.

Due to timing, the policies and procedures stated in this manual may not always reflect management changes. Every effort will be made to keep this manual current.

The board will work with the Program Director and Executive Coordinator, and other secured staff resources, either year-round or seasonal, to ensure that committee members, staff members and

the membership each have a reasonable opportunity to provide input into the development of new policies or the revision of existing policies.

In fulfilling its responsibility for policy-making, the board will:

1. Approve framework, board self-governance, operational and advocacy policies.
2. Make sure that policies comply with relevant legislation or regulations, with the Society's bylaws, and with existing board policies or agreements, before approving new policy.
3. Encourage interested community groups and individuals to participate in its policy-making process.
4. Make sure that the policies approved by the board are available to board members and staff.
5. Regularly monitor and review its policies through a designed process.
6. Confirm that the Program Director and Executive Coordinator are responsible for implementing board policy, with the exception of policies governing board process (self-governance). This area is the responsibility of the President.
7. Confirm that the Program Director and Executive Coordinator identify and recommend areas for policy development to the board. The Program Director and Executive Coordinator have the responsibility and authority to provide direction in areas not covered by policy, until given direction by the board.