

Speech and Hearing BC Policy Statement & Procedures

I.1.A

AREA: Governance

SUBJECT: Policy Development, Revision and Approval

POLICY:

Speech and Hearing BC functions under a Policy Governance Model. As such, policies shall exist in conjunction with the Bylaws, Constitution, Mission Statement, and Vision Statement to guide Directors, Committees, Members-at-Large, and staff who are participating in Speech and Hearing BC business and governance, or in any way representing Speech and Hearing BC.

Policies will reflect the current values of the Association. Procedures will reflect current operations, and clarify the actions, order and schedule that must be followed for Speech and Hearing BC activities.

PROCEDURE:

- A new policy or position paper may be drafted by a member of the Provincial Council, Provincial Council Committee or sub-committee in consultation with the Committee Director.
- The attached Policy and Procedure template will be used for all policies.
- All new policy drafts will be forwarded to the Executive Committee or Provincial Council who will review the proposed policy or position paper. In instances where the document does not meet criteria for Policy and Procedure or Position Paper, the Executive Committee or Provincial Council will inform the committee of this along with an explanation. The committee may revise the document in consultation with the Committee Director, if they wish to propose it as a formal Speech and Hearing BC document.
- If the document meets the criteria for Policy and Procedure, the Executive Committee or Provincial Council will determine the policy category.
- The final draft will be sent to all Provincial Directors at least 14 days prior to the meeting at which the policy is to be considered for approval.
- Directors will follow the approved voting procedures to amend, approve, or reject the proposed policy.
- Policies will be reviewed by PC according to the approved schedule, which will be stated within each policy.

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Monitoring/reporting Frequency: Every two years. Date Policy Approved: Sept 6, 2003, Date Last Revised: 12 November 2008, Dates Reviewed: Sept. 9, 2006, November 10, 2008, February 3, 2015, June 10, 2018, April 27, 2021, September 10, 2024.

I.1.B Policy Template

AREA:

SUBJECT:

POLICY:

PROCEDURE: