

Policy and Procedures Review Committee

The Policy and Procedures Review Committee will determine if any changes need to be made to any committee guidelines or committee chair job descriptions, will determine if some committees should become subcommittees and vice versa, will review all comments and suggestions made by current committee chairs and/or YVQG members, will edit the document(s) to incorporate motions approved by the membership, will make changes if deemed appropriate, and will present a report to the Executive Board for action.

The Vice-President is responsible to assure implementation (see our By Laws, Article IV, Section 2), and should serve as Chairperson, when possible. The committee should include one or more YVQG member volunteers.

The Committee members may take any concerns and/or suggestions from any YVQG member throughout the business year but will not formally act on them until the Committee meets.

The Committee shall meet after the first (1st) General Membership meeting in January to review the existing Policy and Procedures, making notes of possible future revisions. The Committee is responsible for keeping an ongoing record of motions that impact the existing Policy and Procedures or the ByLaws, to be updated by year's end.

The Committee will meet again in the fall to determine what changes might be needed by year's end and take appropriate action to ensure our Policy and Procedure document is accurate and ready for membership to review, when possible, by year's end.

If proposed changes will require a motion from the membership, then the committee is to report such to the current Executive Board. If further action will be needed, then the Executive Board is to present the report to the General Board for voting, the first (1st) Wednesday in November.

The Committee will continue its work, editing the existing Policy and Procedures document by incorporating motions and approved changes made during the business year. The outgoing Vice President will present the report to the newly elected Executive Board for implementation and distribution, submitting it for publication to our website by year's end. Copies of the document will be made available (via email or requested paper copy) for all members at the first meeting in January of the new business year.

This Committee requires no budget, however, if there are costs incurred for printing or other, a variant request can be presented to the Executive Board and General Membership for approval.

Thank you for accepting the Policy and Procedures Review Committee Chair.