

Policies and Procedures Committee: Overview and Responsibilities of Chairperson and Committee Members

The Policies and Procedures Committee is an ad hoc body under the auspices of the QGOTV. It is formed whenever the President of the guild deems it necessary to review the policies and procedures of guild committees, and/or in the event of a needed update of the By-Laws of the guild.

The committee chairperson is responsible for recruiting volunteers to serve on the committee; effectively communicating the mandate of the guild to those members; assigning and tracking the tasks of the members; keeping the president and officers of the guild updated as to progress; and presenting a final product to the Executive Board of the QGOTV for approval and adoption.

The members of the committee will be limited to soliciting information from the committee chairpersons and editing and organizing said information for clarity and conciseness. If a chairperson requests help in writing their Policies and Procedures, the committee member may aid them in their task.

Timeline:

1. Meet with President of the guild and establish the timeline and mandate of the committee.
2. Set up tracker for committee and chairperson materials and any additional SOP requested by the President, i.e. credit card policies for the guild, new chapter procedures.
3. Meet with committee members and assign tasks. Track progress of committee policies and procedures materials review process.

4. Communicate with committee members via the gmail for the committee, qgotvpolicies@gmail.com exclusively. Store copies of all materials received electronically in folders of said gmail account for archival purposes.

5. Work with the President to ask for By-Law updates from every chapter and guild officer. Collate the materials received for review by the entire committee at bi-monthly meetings.

6. Act as a liaison to the Long-Range Planning Committee and guild officers as necessary to apprise them of questions, concerns, items in need of clarification during the editing and review process.