

## POLICY MAKING POLICY

---

### INTENT

This policy ensures that LAA policies are developed, implemented and managed in an effective, consistent and sustainable manner to ensure that they support the goals of the association in an environment of transparency and accountability.

### POLICY

The board shall:

1. Adopt a policy template to ensure completeness and consistency.
2. Ensure alignment with all legislation, LAA's constitution and bylaws, and existing policy.
3. Ensure all policies are freely available to LAA members.
4. Implement a regular schedule of policy reviews.

### SCOPE

These policies apply to all members of the association, including board, staff, and volunteers.

### PROCEDURES

1. New policy or revisions may be proposed by any member or employee of the association.
2. The Governance Committee will review policy and present it to the Board with a motion for acceptance, and a document outlining consequences or implications of adoption.

### REVIEW HISTORY:

- March 2022
- June 2011

### RELATED DOCUMENTS:

- Policy review schedule (to be finalized after all policies reviewed and approved).