

## **BOARD - CREATING AND APPROVING POLICIES**

**Approved by the Board of Directors:** November 30, 2011

**Reviewed and Amended:** 2014

Organizational policies may be drafted or recommended by staff, committee, board or individual members.

All drafts of policies or amendments of current policies, whether they are office policies or board policies, must be approved and distributed by the Executive Director.

The procedure once a policy is approved by the Board of Directors:

- The date of approval must be included.
- When revised, the date of approval of the revision must be added.
- The Executive Director will be responsible for the policy to be distributed to staff, board members, and added to the Chamber Members Only website page.