

5.0 BOARD SELF GOVERNANCE**5.1 POLICY MAKING****INTENT:**

Under the Societies Act, the Board is responsible for the establishment and management of the Lakeland Industry and Community Association (LICA), and for developing policies for its governance and operation. Policies provide parameters for the actions of the Board, its committees, and LICA staff. All are expected to be knowledgeable of policies relevant to them.

5.1.1 GUIDELINES:

- 5.1.1.1** The Board may choose to develop policy from input from Board members, LICA committees, the LICA Administrator, government, industry, or the general public.
- 5.1.1.2** Policies may not contravene applicable legislation, regulations, or agreements, or LICA's bylaws, or existing policies.
- 5.1.1.3** Policies shall be based on and congruent with the Vision, Mission, and Values of the Lakeland Industry and Community Association.
- 5.1.1.4** Policies shall be written in the broadest terms possible that still accomplish the required level of governance.
- 5.1.1.5** Policies shall be written in plain language.
- 5.1.1.6** Copies of all policies shall be available to the LICA Board, committees, staff, and the general public.

5.1.2 IMPLEMENTATION:

- 5.1.2.1** All policies shall include:
 - a statement of intent, with background information
 - guidelines
 - implementation
 - page numbers
 - a "Lakeland Industry and Community Association.. Board Manual" header
 - a [board manual section]: policy #@ footer
 - all approval and review dates of the policy, to provide a history

- 5.1.2.2** On or before each policy's review date, the Board or appropriate committee shall be responsible to either:
- advise the Board that evaluation and review indicate that no change is presently needed, or
 - recommend changes for the Board's approval.
- 5.1.2.3** Recommended policy changes shall be included in the Board information package for the meeting at which they will be presented.
- 5.1.2.4** Policies and policy changes must be approved by the Board at a duly convened Board meeting, and recorded in the minutes.
- 5.1.2.5** After a policy or policy change is approved, copies shall be provided to be included in all existing Board Manuals. Replaced policies shall be removed from the Manuals.
- 5.1.2.6** All Board Directors, Board Alternates, and Committee Chairs shall have copies of the Board Manual, and are responsible for keeping them current.
- 5.1.2.7** A dated master file of all LICA policies and a current Board Manual shall be kept at the LICA office.
- 5.1.2.8** The LICA Administrator shall be responsible for the implementation of policy affecting LICA administration and management.

Review Dates: August 25th, 2004, Sept 2006

Approval Dates: November 29th, 2001, Sep 27, 2006
