

## **POLICY COMMITTEE CHAIR**

### **I. STATEMENT:**

The Policy Committee shall consist of a chair, two or more members appointed by the President with the approval of the Executive Board and the directors from the two affiliate councils. The President, the Immediate Past President, the first Vice President and the Parliamentarian shall serve as advisors. The chair is a member of the Executive Board.

### **II. DUTIES:**

- A. To attend all meetings of the Council and the Executive Boarded.
- B. To be familiar with the WSLC Bylaws, General Membership Standing Rules and Board of Directors Standing Rules.
- C. To update the existing General Membership Standing Rules (policies) and the Board of Directors Standing Rules.
- D. Give to the Handbook and Bylaws Committee an updated copy of the General Membership Standing Rules.
- D. To distribute the Executive Board Standing Rules to the Board of Directors.
- E. To review and update the existing job descriptions as necessary.
- F. To make sure that the newly-formed Nominations Committee immediately receives a full set of job descriptions from the Immediate Past President for the committee's use in recruiting people to run for the elected offices.
- G. To collect all files from appointive officers, chairmen and committees. They should be updated and ready for the June Executive Board meeting.
- H. To deliver the file of materials relating to this office including this job description and the Executive Handbook to the Policy Chair.

### **III. PROCEDURES:**

- A. At the close of the biennium, collect all reports and handbooks from the Executive Board.
  - 1. Starting in January of the second biennium, ask the officers of the Board of Directors to evaluate what they are doing and make suggestions as to improvements in the job descriptions so that it reflects what they are actually doing in that position on the Board of Directors.
  - 2. Collect all reports and handbooks of the Executive Board.
  - 3. Go over the job descriptions and make changes as suggested by the Board of Directors member filling specific positions on the Executive Board.
- B. At the beginning of the new biennium and in cooperation with the new policy chair, distribute the updated Executive Handbooks and the Board Handbook to all members of the new Executive Board at the June Executive Board meeting. Those not in attendance will need to be followed up and given their new materials for the biennium.
- C. Review during or near the end of the biennium all the minutes of the Executive Board to ascertain if there are any new policies passed by the Board that need to be compiled and added to the existing Executive Board Standing Rules.

1. Distribute at the June Board of Directors meeting in the Executive Handbook and the Board Handbook, copies of updated Board of Directors Standing Rules.
  2. Make available to the Handbook and Bylaws Committee an updated copy of the General Membership Standing Rules.
- D. Check to see that all newly elected officers receive a copy of their job descriptions at the installation luncheon ceremony.

#### **IV. BIENNIAL REPORT:**

A report of the work of the policy chair and committee is to be submitted at the biennial business meeting. There shall be four (4) copies, one (1) to remain with the Executive Handbook and handed to the Policy Chair and three (3) to be distributed to the President, Recording Secretary and Historian.

#### **FOR REFERENCE:**

A complete set of the job descriptions is contained in the Executive Handbook which is in the possession of the President, President-elect, first and second Vice Presidents, Recording Secretary; Parliamentarian, Policy Chair and Immediate Past President.

Drafted August 2013

Adopted March 19, 2014