

1.5.10 Policy Review & Development

1. Each year the Board of Directors will assign one Director to be the “Policy Trustee”. In cooperation with the Associate Executive Director (AED), and in consultation with the Executive Director (ED), the Policy Trustee is responsible for policy review and development of FSA policies. In addition, when feedback on BCIT policy is required and/or requested, the Policy Trustee will serve as the liaison to the Board.
2. The AED will, with the Policy Trustee, bring forward FSA policy changes and updates for review by the Board of Directors using the following three-stage process as a guide:
 - 2.1. Stage 1: Identifying issues/defining the problem - the AED in consultation with the ED, will seek input from FSA staff, members, and the Board of Directors to identify what, if any, issues are present with the current form of the policy and/or why a new policy needs to be created. The Board of Directors will provide the AED and Policy Trustee with ideas/direction for how best to solve these issues.
 - 2.2. Stage 2: Exploring possible solutions - the AED and the Policy Trustee, in consultation with the ED, will draft a policy that attempts to address the issues identified at Stage 1 for review by the Board of Directors at their next meeting. Policies may be held at Stage 2 for multiple Board meetings as different versions are presented and discussed, and various solutions are considered.
 - 2.3. Stage 3: Finalizing a decision - once the AED and the Policy Trustee have developed a policy that meets the needs of the FSA, they will present a final version to the Board of Directors for approval.

Revision History

Date	Revision (Brief description)
January 2025	Minor edits made (title changes etc.) plus inclusion of Policy trustee serving as liaison for providing feedback on BCIT policy.
April 2021	Approved.
September & October 2020	Changes presented to the board based on regular policy review cycle, including feedback from staff and board
March 2015	Reviewed and revised to include a specific title of Policy Trustee, also includes housekeeping changes. Approved by the board.
December 2014	Formatted into branded policy template. No content change.
Dec 7, 2011	Reformatted, revised to include Board member responsible for policy
Jan 16, 2008	Revised
Jan 2007	Approved