

1.5.10 Policy Development

1. Each year the Board of Directors will assign one Director to be the “Policy Trustee”. In cooperation with the Executive Assistant, the Policy Trustee is responsible for policy review and development, for ensuring FSA policies are kept up to date, and for bringing any policies that need review to the attention of the Board of Directors.
2. The Executive Assistant will, with the Policy Trustee, bring forward 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 Executive Assistant 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 Executive Assistant and Policy Trustee with ideas/direction for how best to solve these issues.
 - 2.2. Stage 2: Exploring possible solutions - The Executive Assistant and the Policy Trustee 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 Executive Assistant 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)
March 2015	Reviewed and revised to include a specific title of Policy Trustee, also includes some housekeeping changes.
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
Dec 7, 2011	Reformatted, revised to include Board member responsible for policy