

**POLICY NAME: Policies Review**

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**1. Purpose**

- 1.1. This policy describes the purpose of the Policies Review Committee and the requirements for regular review and revision of Deer Lake United Church policies.

**2. Scope**

- 2.1. This policy applies to all congregants and staff at DLUC, and in particular to the Board Executive and the PRC.

**3. Policy Statement**

- 3.1. The PRC shall be a committee of the Board.
- 3.2. The PRC consists of at least two and up to four DLUC congregants.
- 3.3. The PRC shall perform an annual Policy Review consisting of the following tasks:
  - 3.3.1. Collect and review feedback on current policies and missing policies
  - 3.3.2. Identify policies that require modification
  - 3.3.3. Recommend to the Board which missing policies should be created
  - 3.3.4. Implement the necessary modifications or new policies in consultation with persons mentioned in the *Scope* and *Responsibility / Owner* sections of the policies.
  - 3.3.5. Present the final reviewed version of policies to the Board Executive for approval
  - 3.3.6. File approved policies and make copies available to the DLUC congregation
  - 3.3.7. Communicate new and revised policies to those persons identified in the *Scope* of the policies.
  - 3.3.8. Schedule the next Policy Review
- 3.4. The annual Policy Review shall occur in the last quarter of the year. Submissions for new policies or changes to existing policies must be received by October 15<sup>th</sup> in order to be considered in that year's review. Policies received after that date will be collected for the following year's review.

**4. Definitions**

- 4.1. **Board:** The Official Board of DLUC, comprising the Board Executive and members at large of all DLUC committees. Please refer to the current Committee List for a complete list of Board members
- 4.2. **Board Executive:** Comprises the Chairperson, Vice Chairperson, Minister, Board Secretary, Treasurer, Envelope Secretary and the Chairpersons of the Committees.
- 4.3. **DLUC:** Deer Lake United Church
- 4.4. **PRC:** Policies Review Committee

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Authorized by: DLUC Board

*Staff position or organization responsible for authorising the policy*

Maintained by: Policies Review Team Chairperson

*Staff position responsible for keeping the policy up to date and error free*

Approval Date: [2006/06/20]

*Date the current version was approved*

File name: Policy POL001 Polices Review 2006-06-20.doc

Original Issue: [2006/05/03]

*Date of the original authorisation and issue of the policy*

Current Version: [2006/05/09]

*Date of the most recent amendment to the policy*

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**5. Responsibility / Owner**

5.1. The Board Chairperson is responsible for ensuring that this policy is kept up-to-date and is adhered to.

**6. Legislative Context / External References**

6.1. None.

**7. Associated Documents / Internal References**

7.1. All DLUC policies and related documents.

7.2. Policy POL002 Naming & Storage of Policies & Related Documents

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