University Students' Council of the University of Western Ontario

Procedure Policy

DATE Board of Directors

1. Objective
To ensure that all policy is accompanied by procedure that details which staff are responsible for the policy, how a policy is to be operationalized, and how a policy is to be monitored for adherence.

2. Procedure
2.1 Each policies must include a procedure that includes the following:
  a. A staff member responsible for communicating and enforcing the policy and procedure.
  b. A timeline of how the policy will be implemented.
  c. Steps required for the policy to be followed, including any special processes that must be followed, or special documents that must be submitted.
  d. How the policy will be audited throughout the year to ensure compliance.

3. Communication and Enforcement
3.1 All procedures must include a staff member responsible for communicating and enforcing the policy and procedure.
  a. This staff member should be a department Senior Manager or the most relevant staff person.

3.2 The staff member shall work with the Manager of Advocacy and Government Services and the Secretary-Treasurer to:
  a. Determine the best way to disseminate policy information throughout the organization.
  b. Determine the best means by which to enforce the policy.

3.3 All procedures must include a communication and enforcement plan.

4. Implementation Timeline
4.1 All procedures must include a timeline of how the policy will be implemented, including:
  a. Detailed and realistic steps for implementation.
  b. A final implementation date no later than one (1) year from the date the policy is passed.
        i. This may be extended in the case that special circumstances are presented to the Board.

5. Steps and Special Documents
5.1 All procedures must include steps required for the policy to be followed, including any special processes that must be followed, or special documents that must be submitted.

5.2 The procedures must also include how staff will follow these steps, and access and fill out necessary documents.

6. Audit
6.1 All procedures must include a plan for the policy to be audited throughout the year to

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    6.1 All procedures must include a plan for the policy to be audited throughout the year to measure compliance.

    6.2 The audit procedure must include:

        a. A staff member who will be responsible for collecting information and presenting on policy compliance.

        b. A timeline for policy compliance auditing.

        c. Specific evidence based reporting that will best measure compliance with the policy.

6. Context and Enactment

1. Documents Repealed – N/A
2. Supporting/Related Documents – N/A
3. Date Passed –
4. All previous Amendments

Procedure Policy Procedure

DATE: November 25th 2016   Board of Directors
Author: Isaac Jacobi – Secretary-Treasurer Staff Member: Secretary-Treasurer

1. Communication and Enforcement
Staff Member Responsible: Secretary-Treasurer
Communication plan:

        a. Send a memo to all Managing Directors and Senior Managers explaining that procedures must be included in all new policies.

        b. Meet with departments who produce the most policy (Finance, Operations, and Human Resources) to explain what is required in a procedure.

        c. Ensure this policy and an accompanying procedure template are easily available online for all staff and Board members to find and use.

Enforcement Plan:

        a. Ensure that all new proposed policy contains a procedure that covers all required areas.

        b. Work with staff who have not included a procedure to create one.

        c. Recommend at the Board agenda committee that any Policy brought forward without a procedure be tabled until one can be created.

2. Implementation Timeline
Step 1. Meet with the Manager of Advocacy and Government Services to create memo to relevant staff explaining the new requirements, send out memo – **December 12th 2016**
Step 2. Schedule meetings with relevant staff to discuss changes and how it may affect their departments – **December 13th – December 20th 2016**
Step 3: Work with the Senior Manager of Information Systems to make this policy and an example easily accessible for all staff and potential policy creators – December 13th **– December 20th 2016**
Step 4: Aim for full implementation by December 20th
Step 5: Hold transition session with the Incoming Secretary-Treasurer and the Manager of Advocacy and Government Services discussing this process and the procedure requirements going forward.

3. Steps / Special processes/documents
Steps for Policy to be followed: Staff will have to fill out a procedure template with information pertaining to their policy.
Special Documents: Procedure Template will be in a centralized online location and emailed to

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Special Documents: Procedure Template will be in a centralized online location and emailed to all Managing Directors and Senior Managers.

4. Audit Process
    a. The Secretary-Treasurer will be responsible for compiling a list of all policies passed by the Board for the March meeting of the Governance Committee.
    b. This list will include whether or not each of the policies included a procedure, and how accurately each procedure adhered to this policy.
    c. This will be represented as a percentage of total policy passed during the year.
    d. The Secretary-Treasurer will bring forward a plan to increase compliance if the number of policies without procedures and the number of policies with unsatisfactory procedures exceed 20%.
    e. The Secretary-Treasurer will also work to ensure a procedure is created for any policy found lacking a proper procedure throughout the audit cycle.