

	POWERFUL WOMEN OF PRAISE POLICY & PROCEDURES MANUAL	EFFECTIVE	REVISED	POLICY NO.
		05/11/09		1.0
Chapter	Subject			
Governance	Policy & Procedures			

Powerful Women of Praise (PWOP) *Policy and Procedure Manual* (Manual) supplements the Articles of Incorporation and the Association bylaws by providing specific policy guidance and procedures that are required to be used by the members of the Board of Directors (hereinafter referred to as the Board) and management team. It provides an overview of the PWOP's structure, describes the responsibilities of members who hold leadership positions, and provides guidance and reference to be used in the conduct of PWOP activities.

Purpose and Scope

The Manual is designed to provide the Board with easy access to essential information about the policies and procedures that govern PWOP. These policies and procedures are intended to further the mission of the organization, ensure fiscal integrity and support the continued viability of the organization. A number of additional benefits are expected from the use of the Manual, including a greater understanding of PWOP's responsibilities among members, a consistency of interpretation and processes, and a means of familiarizing those members serving in leadership position for the first time with the individual responsibilities as well as the overall role of PWOP. The Manual is intended to be a living document that will change as necessary to fit the PWOP's needs.

How to Use the Manual

All members of the Board and management team are responsible for using the Manual to perform their duties. The Manual is organized into sections that should assist the user in locating information easily. The Table of Contents lists these sections. In addition, the Appendix includes attachments pertaining to items referenced throughout the Manual.

Board Policy Development

The formulation and adoption of written policies is the basic method by which the Board of Directors exercises its leadership. A "policy" is a statement adopted by the Board of Directors providing general guidance on a specific topic which can be implemented by administrative action or procedures.

Preliminary Development

Any Board of Directors member, the Executive Director, or any PWOP member may propose new policies or changes to existing policies.

The Executive Director or a designee is responsible for: (1) notifying those who will be affected by a proposed policy and obtaining their advice and suggestions, and (2) drafting policy recommendations into acceptable written form for further deliberation and/or action by the Board of

Directors. The Executive Director shall seek the counsel of an attorney when there may be a legal question or of proper legal procedure in a policy's development.

Policy Adoption

Policies or policy revisions will not be adopted at the Board meeting at which they are introduced. Policies or policy reviews will be available for review at least 15 days prior to the board meeting. Further Board consideration will be given at a subsequent meeting(s). The Board of Directors may grant temporary approval to meet emergency conditions or special events which may occur before formal action can be taken.

Policy Dissemination

The Board of Directors policies are available for public inspection in the administrative office during regular office hours. An up-to-date policy manual will be maintained in the Executive Director's Office as the official reference when policy questions arise. Policy manuals will also be kept with the secretary and updated annually.

Administration in Policy Absence

In the absence of Board of Directors policy, the Executive Director is authorized to take appropriate administrative action but shall promptly inform the Board of Directors within 72 hours of action.

Suspension of Policies

The operation of any Board of Directors policy not established by law or contract may be temporarily suspended by a majority vote of Board members present at a regular or special meeting.

Board Policy Review and Evaluation

The Board of Directors shall periodically evaluate the execution and results of its policies and consider whether any modifications are required. The PWOP Policy and Procedure Manual shall be reviewed by the Board annually to ensure that it continues to further the mission of the organization and its financial integrity. All proposed changes to the Manual must be approved by a majority vote of members present at a meeting of the Board. Every five years a thorough review of the Manual shall be undertaken to identify areas needing changes.

Board Review of Administrative Procedures

The Executive Director shall notify and provide a copy to the Board of Directors of any new or modified administrative procedures prior to their implementation and distribution to holders of the administrative procedure manual. The Board retains the right to direct the Executive Director to make changes.