

	FMCA POLICIES AND PROCEDURES	INDEX NO. 4009	APPROVAL LEVEL EB
	SUBJECT Policy and Procedure Committee	EFFECTIVE 11/11	SUPERSEDES 5/11
	SPECIAL DISTRIBUTION Policy and Procedure Committee		

POLICY

Annually, the President will appoint a Policy and Procedure Committee subject to the consent of the Executive Board. The Chief Executive Officer (CEO) and/or his or her designee will serve as a non-voting consultant and advisor for this committee.

The Policy and Procedure Committee initiates and/or considers all proposed changes, additions, deletions, amendments, or revisions to FMCA’s policies and procedures. The committee also considers and reports to the Governing Board on matters that have a bearing on FMCA and regulatory or procedural matters that affect FMCA, an area association or chapter.

PROCEDURES

The committee has the following responsibilities:

1. To develop policies and procedures requested by or required of the Governing Board and/or Executive Board. (Approval Level GB, EB)
2. To propose changes to policies and procedures that the committee reasonably considers appropriate.
3. To review and forward to the Executive Board, for discussion and approval, all policies and procedures developed by the CEO. (Approval Level ED)
4. To accept for inclusion in the policy and procedure manual, all policies developed by Directors/Managers and approved by the CEO. (Approval Level ED)
5. To review and consider all amendments as described in FMCA Policies and Procedures #1024.