



## **RASC, Halifax Centre Introduction and Overview of Policies, Recommendations and Guidelines**

From time to time, Halifax Centre Board of Directors or members may determine that a document is required to clarify a position, or to specify policies or guidelines on a variety of topics.

### ***Maintenance Responsibilities***

Policies and their associated procedures are determined by the Board of Directors. Once the proposed changes have been approved by the Board, the Secretary or their designate will be responsible to make these changes and notify members.

Updated documents will be provided to members from time to time. All Halifax Centre members will be notified of revisions made to any policy or procedure via the Announce List. Any questions regarding the content or suggestions for improvement to any of these documents should be directed to the Secretary of the Board.

Changes to Bylaw #1 and the Objectives may be discussed by the Board of Directors prior to presentation to Members. However, Member approval by Special Resolution is required for their revisions (as per Bylaw #1, 13.1.1 The Bylaw of the Centre may be repealed or amended, and other Bylaw of the Centre may be enacted, by special resolution of the Centre).

### ***Policy, Recommendations and Guidelines***

Halifax Centre may from time to time develop *policy* documents that clarify a viewpoint. For clarification purposes, **Policies** are principles and/or values that are used to achieve the Centre's goals, have broad application and help to ensure compliance with applicable laws and regulations. They are mandatory and must be followed. They promote operational efficiencies and reduce institutional risk.

The policy documents may contain **Recommendations** that strongly suggest a specific course of action that has been approved by the Centre. This may be in addition to or in lieu of a policy. Although not mandatory, they are meant to foster flexibility for application in various situations rather than a mandatory requirement.

At other times, the Board may provide **Guidelines** (or procedures) that, although not mandatory, suggest what to consider. They provide a clear and easily understood plan of action or considerations required to carry out or implement a policy and help eliminate common misunderstandings. They also identify and establish boundaries for responsibilities. Although not mandatory, guidelines associated with an adopted policy or recommendation should be considered.

### ***Halifax Centre Policy Categories***

There are three categories of documents in this manual:

a- **Halifax Centre Governing Documents:** These are designated with the letter "G" and a reference number; for example, *G1: Halifax Centre Bylaw #1*.

b- **Board of Directors and Committee Governing Documents:** These are designated with the letter "B" and a reference number; for example, *B1: Terms of Reference: Halifax Centre Board of Directors*.

c- **Position Descriptions:** These are designated with the letters "PD" and a reference number; for example, *PD1: Position Description - President*.