

POLICY DEVELOPMENT, IMPLEMENTATION AND EVALUATION

PURPOSE

The Lethbridge Pride Fest Society has a mandate to organize and provide an annual gay pride festival to citizens of Southern Alberta, to organize and promote events and/or gathering when deemed necessary that upholds the mission of the Society, to promote LGBTTTQQA pride throughout Southern Alberta through the pride festival, to promote equality of LGBTTTQQA members of Southern Alberta communities through the pride festival, to lease, rent or acquire facilities necessary to provide events during pride, to raise funds in any way to achieve the objects of the society, and to use the funds of the Society only according to and in pursuit of these objects. Policies are essential in providing substance to this mandate. The purpose of this policy is to clarify the roles and responsibilities of the Lethbridge Pride Fest Society Board, with respect to policy development, implementation of policies and evaluation of policy effectiveness and to establish a consistent approach, through an established format and clearly articulated definitions and procedures.

This policy mirrors the spirit and intent of the City of Lethbridge Policy Development, Implementation, and Evaluation policy (CC1) and should be kept current with updates to that policy.

PERSONS AFFECTED

Lethbridge Pride Fest Society Board/ Lethbridge Pride Fest Society members

POLICY STATEMENT

1. The Lethbridge Pride Fest Board develops policies in the following categories:
 - a. Policies for broad public importance that deal with long term issues on matters concerning the goals and priorities of the Pride Festival (strategic policies)
 - b. Policies that generally describe the approaches and outcomes the Lethbridge Pride Fest Society Board expects volunteers to achieve (framework policies)
 - c. Policies that articulate the manner in which Lethbridge Pride Fest Society Board and volunteers will perform their functions (procedural policies)
2. Lethbridge Pride Fest Society Board policies are to be followed by all Board members and volunteers.
3. Approval must be sought from the membership for policies as developed by the Lethbridge Pride Fest Board.
4. Lethbridge Pride Fest Society Board shall establish a consistent approach to, and a philosophical framework for the development, implementation and evaluation of policies.

The Lethbridge Pride Fest Society will have access to well articulated and understandable policies and related procedure. Policies and procedure will be:

- a. Presented in a common format
- b. Formally approved by the membership of the Lethbridge Pride Fest Society
- c. Maintained centrally and accessible to all interested parties
- d. Kept current and amended based on feedback from those affected or evaluated periodically for their effectiveness
- e. Distributed to all relevant personnel in a timely manner

Volunteers who are responsible for writing, updating and distributing policies

shall comply with the conditions and procedures that are outlined in this document. (See Appendix A for format)

RESPONSIBILITIES

Lethbridge Pride Fest Society Board to:

- a. Consider key issues for Society policies and direct action to create policy recommendations
- b. Ensure policies address issues within the realm of governance, such as, but not restricted to legal liability, financial accountability, functions of the Lethbridge Pride Fest Society Board, and the public image of Lethbridge Pride Fest Society
- c. Develop policies, forwarding them to the membership for approval
- d. Approve all Lethbridge Pride Fest Society policies

Membership to:

- a. Consider for approval Lethbridge Pride Fest Board policies

Chair to:

- a. Consider key issues for administrative policies and direct action to create policy recommendation
- b. Review policies on a regular basis and receive feedback from those affected to ensure continued relevance and effective implementation
- c. Implement or delegate the implementation for Board policies to those best suited to undertake the implementation
- d. Consider key issues for Lethbridge Pride Fest Society Board policies and prepare options/recommendations for Lethbridge Pride Fest Society Board to review
- e. Require research on the policy issue to be conducted, including initial consultation with affected groups, as required, to address issues such as, but not restricted to, legal and cost implications
- f. Maintain policy manual, distribute updated policies, and provide access as required
- g. Submit all policies to the membership for approval/consideration

PROCEDURES

1. The Board may identify needs for policy development, amendment, or deletion, and refer them to a sub-committee for action
2. The Chair, the Board, or the membership may submit requests for policy development, amendment, or deletion to the Board for consideration
3. The Board may endorse requests for policy development, amendment, or deletion, and refer them to a sub-committee for action
4. The sub-committee researches, revises, and writes policies, and presents them to the Board in proper format as recommendations for consideration
5. The Board has the authority to approve policies
6. The Chair ensures appropriate distribution of policies, and maintains policy records.

REVISION HISTORY

- September 27, 2017: New Policy

APPENDIX A
[ENTER POLICY NAME]

(format instructions – Policy Name – Body Text + Times 12 pt, Bold, Not Italic, Centered)

PURPOSE

Describe the reason for the policy including and specific needs being addressed. Two or three sentences are adequate. For example, the purpose statement might begin with the phrase, “this policy establishes...”

PERSONS AFFECTED

Define the target audience (i.e. the primary users of the policy). When all members are affected, simply write, “membership.”

POLICY STATEMENT

Provide a clear and authoritative expression of direction. This is a good place to show the tie to mission, vision, values, and goals. The opening phrase for this section could be for example, “It is the policy of the Lethbridge Pride Fest Society Board to...”

RESPONSIBILITIES

Provide a short summary of the responsibilities of the individuals involved with the policy and procedure. The specific title of the position is generally used although “membership” can be used when necessary.

PROCEDURES

Define and outline the specific actions to be taken to ensure orderly implementation of the policy. The process should be described from the start to finish.

DEFINITIONS

Provide an explanation of any abbreviation, acronyms, technical terms, and word infrequently used or not consistently understood.

REFERENCES

Refer to any closely related policies, collective agreement provisions, legislation or other documents that may assist in understanding or applying this policy.

REVISION HISTORY

Provide a history of document changes whether they are minor typographical alterations or major amendments.