



Policy on Maintaining and Revising Policies

- I. It is the policy of the Handweavers Guild of Boise Valley, Inc. that we will document common systems that function well to carry out our purposes.
- II. These documentations are called Policies, Job Descriptions, Guidelines, or Informational Sheets, for example.
- III. The purpose of the policies is to give officers and committee chairs information about systems that work well within our organization.
- IV. The Board is responsible for maintaining, revising, and documenting policies, under the direction of the President.
- V. Revisions will occur as needed when better systems are found.
- VI. New policies will be created to document and clarify new systems.
- VII. The steps for updating Policies are:
 1. The Board will review the current Policies as needed, to determine if clarification is required; and they will write new policies if new systems have been devised.
 2. The Board will vote to approve the policies, which are the results of their review.
 3. The updated policies will be publicized on the public website for the entire Guild to review.
 4. The Guild will vote to approve new or updated policies.