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| <p align="center"><i>Black River-Matheson Chamber of Commerce</i></p> | <p align="center">POLICY NUMBER</p> <p align="center">2009-06</p> |
| <p><u>POLICY</u></p> <p align="center">POLICY DEVELOPMENT</p> | <p>NEW</p> <p>Board:</p> <p>AGM: October 13, 2009</p> |
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1. POLICY STATEMENT

The Black River-Matheson Chamber of Commerce is under the management and control of the membership. The membership has the sole authority and responsibility for establishing policy. This policy directs the board to develop and monitor policies on behalf of the membership.

Policies set the framework for the governance and operations of the chamber and provide direction to board and volunteers. The policies are the tool for achieving the chamber’s purpose and advancing the mission. Board members and volunteers are responsible for knowing, understanding and complying with the policies of the Black River-Matheson Chamber of Commerce.

2. OBJECTIVES

Section 1: Types of Policies

- A. The board on behalf of the membership develops and administers policies in four areas:
 - a) Foundation policies which record the chamber’s decisions on vision, mission, and values.
 - b) Chamber by-laws which establish the organizational structure of the board and how it does business.
 - c) Governance policies which define the responsibilities and regulate the work of the chamber.
 - d) Operational policies which regulate the services and day-to-day operations of the chamber.

Section 2: Responsibilities

A. The board will:

- a) establish a schedule to review existing policies.
- b) ensure that policies comply with the Chamber's Constitution, by-laws and vision.
- c) introduce a new policy or policy change through a motion at a duly constituted board meeting

Section 3: Policy Approval

A. The membership will:

- a) receive all policy changes at a general meeting
- b) approve all policies at a duly constituted general meeting

Section 4: Policy Distribution

A. All policies should be documented in a standard format; numbered and include the date of approval and the date of any amendments.

B. The board will:

- a) include member approved policies in the Black River-Matheson Chamber of Commerce manual.
- b) ensure that all board members and volunteers have access to the policy manual
- c) post policies on the chamber's website

Section 5: Considerations

A. The development of a new policy or the revision of an existing policy can come from several sources:

- a) the board
- b) a member of the chamber