



PNAVA Policies and Procedures

Policy Development Policy

Policy #: 1.1
Reviewed: 10/2021
Revised: 11/2021
EB Reviewed & Approved: 1/2022
Original Date: 1/1995

PURPOSE

To standardize policy development that operationalizes functions of the organization.

POLICY

1. The Policy and Procedure Committee will provide oversight for the development of policies.
2. All policies will be developed and written using the PNAVA-approved template (Attachment 1 and should include the following:
 - a. Purpose
 - b. Policy
 - c. Procedure (processes or steps to follow)
 - d. Reference/s as applicable
 - e. Attachments as applicable
3. All policies will be reviewed and/or revised every two years and as needed.

PROCEDURE

1. Any individual officer and/or committee member can write/develop a policy about a major issue or concern.
2. The following procedure will be followed:
 - a. The draft of the policy will be forwarded to the PNAVA Policy and Procedure Committee Chairperson at least one month before the regularly scheduled Policy and Procedure Committee Meeting for consideration, comments, addendum and/or revision.
 - b. The Policy and Procedure Committee Chairperson will present the policy to the Policy and Procedure Committee for consideration as to its importance/relevance and its implication to the overall PNAVA operations.
 - c. With recommendation for approval by the Policy and Procedure Committee, the policy will be presented to the PNAVA Executive Board for approval.
 - d. Upon approval by the Executive Board, a final version of the policy will be written by the Policy Author/Designee and will be assigned a number by the PNAVA Policy and Procedure Committee Chairperson according to its category as defined in the sections of the PNAVA Policies and Procedures Manual (Attachment 2). It will take effect immediately and publish by Website

1.1 Policy Development

- Committee Chairperson on the PNAVA website. Member chapters may adapt and incorporate approved PNAVA policy into their Policy and Procedures Manuals making modifications as appropriate for their chapter-level operations.
3. For policy revisions affecting the general membership, the procedure will be as follows:
 - a. The policy will be reviewed by the committee, office/and or position affected by the policy change.
 - b. With recommendation for approval by the Policy and Procedure Committee, the policy will be presented to the PNAVA Executive Board for approval.

REFERENCE(S)

ATTACHMENT(S)

- Attachment 1 PNAA Policy and Procedure Template
- Attachment 2 PNAA Policy and Procedure Categories
- Attachment 3 Revision History

Attachment 1 (Policy#1.1)

PNAVA Policies and Procedures Template

Policy Development
Policy

Policy #.....X.X
Reviewed.....new
Revised.....new
EB Reviewed and Approved....mm/yyyy
Original Date.....mm/yyyy

PURPOSE

State the purpose of the policy.

POLICY

1. Statement 1
 - a. Sub-statement 1, as applicable
 - i. Sub-sub-Statement 1, as applicable
 - ii. Sub-sub Statement 2, as applicable
 - iii. Sub-sub Statement 3, as applicable
 - b. Sub-statement 2
 - c. Sub-statement 3
2. Statement 2
3. Statement 3
4. Statement 4

PROCEDURE

1. Step 1 (Follow numbering outline in Policy section)
 - a. Sub-statement 1
 - b. Sub-statement 2
 - c. Sub-statement 3

REFERENCE(S)

List any references using APA Guidelines (current edition)

ATTACHMENT(S)

List attachments as appropriate

Attachment 1

1.1 Policy Development

Attachment 2 (Policy#1.1)



PNAVA Policies and Procedures Categories/Sections

1. Section 1: Organization / Communication
2. Section 2: Governance
3. Section 3: Nominations and Elections
4. Section 4: Education
5. Section 5: Awards
6. Section 6: Publication/Information Services
7. Section 7: Committee Engagement
8. Section 8: Fiscal
9. Section 9: PNAVA Ethical Standards and Rules of Conduct
10. Section 10: PNAVA Constitution and Bylaws

Attachment 3 (Policy#1.1)



Revision History

- Original Author: Adopted from PNA
- President: Hilo Laxa, 2017
- Revision 1: P & P Committee, Norma Bariso, 2017
- Revision 2: P & P Committee, Bella Nocon, 2021
- President: Catherine Palar, 2020-2022