



PNAVA Policies and Procedures

Official PNAVA Forms Policy

Policy Number: 1.3 Reviewed: 1/2022 Revised: 10/2021 EB Reviewed & Approved: 03/2022 Original Date: 1995
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PURPOSE

To establish a consistent process for the official use of PNAVA forms needed to obtain and/or disseminate information to describe the requisite roles, responsibilities, and procedures necessary for the successful management of PNAVA.

POLICY

1. The Policy & Procedure Committee (P&P) shall have the responsibility for providing assistance in the development, revision, and seeking Executive Board approval for all PNAVA forms.
2. All forms (new and/or revised) shall be routed to the P&P Committee for review before seeking Executive Board approval.

PROCEDURE

1. Any individual officer/committee can initiate the development of a form deemed vital to the effective performance of a specific task and/or achieving identified goals.
2. The form (new and/or revised) shall be forwarded to the P&P Committee for evaluation. The committee will examine the form and make recommendations if needed. The form will be incorporated as an attachment to its respective policy.
3. The approved form shall be made available immediately.

REFERENCE (S)

ATTACHMENT (S)

1. Revision History



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Attachment 1: Revision History

Adopted from PNAA Policy & Procedures, 2017

Original Author: PNAA, President Carmen Galang, 1995

Reviewed: 2017 P&P Committee

President: 2017 Hilo Laxa

Reviewed: 1/2022 P&P Committee

President: 2020-2022 Catherine Paler