

MANUAL PURPOSE

Relative Information: A policy is a declared intent or objective used as a basis for decision-making and action. Policies provide direction not only for the Board of Directors, but for the entire organization. Formulation of policy is not an individual responsibility. It is the responsibility of the Board as a legal entity. State law defines the authority and areas of responsibility. Policies are written to address issues of mission, scope and scale of service, and legal duty.

It is often said that the Board makes policy and the staff of the organization administers the policy. While this is true in one sense, effective boards recognize that the need for policy often originates with the staff. The general scenario is that the staff identifies the need for a policy, the Board considers the relative information, and the Board makes a decision and adopts policy.

Once the Board of Directors adopts a policy, it is the responsibility of the Staff to administer it. The Board must evaluate whether or not it is accomplishing the intended results. If not, the policy or the procedures should be revised accordingly. This process implies a teamwork approach of reporting, reviewing, and revising between the Board and the Staff.

Policy Statement: It is the policy of the Board of Directors to develop and maintain a Board Policy Manual that provides direction for the administration of the District.