



<b>NAME:</b> 03.10 POLICY COMMITTEE	<b>VERSION NO.:</b> 2
<b>ADOPTED:</b> FEBRUARY 21, 2011	<b>REVIEW:</b> 2015-2016

REVIEW EVERY 4 YEARS

### **GOAL AND ORGANIZATION**

1. The Policy Committee's task is to maintain and update the policy manual of Richmond Christian School and as such, is accountable to the Board of Trustees.

### **MEMBERSHIP**

2. Maximum number of members should be four (4), one of which shall be a Board member.
3. A confidentiality agreement shall be signed with each committee member.

### **MANDATE**

4. Collect and collate existing policies to ensure the RCS policy manual is up to date and accurate.
5. Create and review a master index of policies to ensure that all policies are reviewed in a timely manner.
6. Determine at the beginning of each new school year which policies require review and any new policies that require drafting.
7. Whenever appropriate, delegate the review of specific policies or the drafting of new, pertinent ones to a relevant subcommittee of the Board.
  - a. Provide a time line for delegated policies to be followed up on.