



POLICY for POLICIES

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| TITLE: Policy for Policies | Responsibility: Board, Specific Committee (name committee) <p style="text-align: center; color: red;">BOARD</p> |
| Category of policy: administrative, governing, instructional ALL 3; Administrative, Governing, Instructional | EFFECTIVE DATE: Board Approved, Assembly Approved <p style="text-align: center; color: red;">?</p> |
| | Revised or Created CREATED 10-18-22 |

PURPOSE: Provide guidelines for development, implementation, and maintenance of CFP policies and provide a framework for consistency among all CFP policies.

SCOPE: This policy applies to all CFP policy originators.

POLICY FORMAT: The heading at the top of the page and in the table must correspond with this designation.

- Title
- Responsibility
- Category of policy
- Effective date
- Revised or created
- Define purpose and scope of the policy.
- Define the policy clearly and concisely.

- POLICY:**
- The policy originator prepares a draft policy using the Board approved template.
 - CFP policies are to be developed with the engagement of the appropriate committees, administration, and Board.
 - The policy originator submits to the Board for approval.
 - Record retention adheres to the Record Retention Spreadsheet

APPROVED POLICIES

- Approved policies shall be made available on the CFP website.
- CFP policies may not conflict with other CFP policies and governing documents.
- CFP Board reserves the right to amend or revoke existing policies when they are no longer applicable or are more effectively combined with another policy.

REFERENCES: "Record Retention Spreadsheet"

ATTACHMENTS: " Record Retention Spreadsheet"