

## CHAPTER 14A: POLICY ADVISORY COMMITTEE (PAC)

### Basic Facts

- ☐ The PAC is a committee that assists the Board with revisions of the Club's Constitution and Bylaws, and acts in an advisory capacity to the Board and Club members on policy issues
- ☐ The PAC also revises and updates the Club Policies and Operating Procedures (POPs) according to a work plan commissioned by the Board
- ☐ The POPs are in line with the Constitution and Bylaws and other agreed Club policies. They include descriptions of member's tasks and responsibilities (see Bylaws Article IX)
- ☐ The POPs guide the Board in the day-to-day running of the Club (see Bylaws Article IX)
- ☐ The PAC consists of three members: Coordinator, Secretary and Board Representative; it functions in accordance with the procedures set out in POPs Chapter 5
- ☐ Board members, Nominating Committee members and PAC members are instructed to read the POPs relevant to their roles.

### YOUR ROLE AS PAC COORDINATOR

Tasks	Further Details
Convene and chair PAC meetings. One meeting is to be conducted in February each year once it is known which Board Members are planning to resign. Others may be held on an ad-hoc basis.	<ul style="list-style-type: none"> <li>• Prepare agenda and working papers and send to committee members in advance</li> <li>• Contact outgoing Board Members for suggestions and updates to the relevant chapter</li> </ul>
Recruit new committee members when required in consultation with the Board	Ask for Board approval of new member(s)
Agree with the Board Representative which chapters are to be updated or revised each year and ensure that these are delivered by an agreed date.	
Keep notes of all suggested changes for subsequent updates	These may come from the Board, the PAC team or any Club member
Ensure that all POP chapters are kept up to date and that none is older than 24 months	
Be a resource to the Board and also to Club members on any policy or constitutional issues	
Attend the Annual General Meeting/Extraordinary General Meeting	Make a report if required

**YOUR ROLE AS PAC SECRETARY**

<b>Tasks</b>	<b>Further Details</b>
After approval of the new Board, update POP to include the names of the new Board	
Assist in updating, proof reading and editing of revised POP chapters	

After receiving confirmation from the Board Representative, work with the webmaster to ensure that the revised POP is updated on the club website.	
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**YOUR ROLE AS PAC BOARD REPRESENTATIVE**

<b>Tasks</b>	<b>Further Details</b>
Attend the annual PAC meeting and advise on what changes are required to the POPs	
Ensure that revised POP chapters are approved by the Board and that a copy of the revised POP is attached to the Board minutes	

**WORK PLAN FOR REVISION AND APPROVAL OF POPs CHAPTERS**

1. The Board selects chapters for revision and informs the PAC Coordinator.
2. The PAC Coordinator asks Club members who have previously done the tasks for suggested changes and updates, which are to be given within an agreed time frame. These will be taken into consideration but not necessarily included.
3. The PAC produces a revised draft of the chapters for discussion and/or approval by the Board.
4. The draft is sent to all Board Members one week before the Board meeting at which it will be considered
5. After the above-mentioned Board meeting, the Board Rep informs the PAC Coordinator of any further changes and/or approvals.
6. If changes are requested, the PAC incorporates these and produces another draft for the Board's consideration and any further drafts until the Board approves the chapter
7. When approved, a final version is sent to the Website Manager with a copy to the Club Archivist.