



## **POLICY AND PROCEDURES MANUAL**

### **BRANCH 638 KANATA**

#### **Introduction**

Policies and procedures are designed to guide members on how decisions are made and how work is done within the Branch. Well written policies and procedures increase accountability and transparency within the Branch.

Unwritten policies and procedures do exist however they are not subject to the usual reviews and accountability process. In the absence of written statements unacceptably different approaches which make the Branch inconsistent and inefficient can develop.

#### **Policy Statement**

The Policies and Procedures Manual is intended to serve as a depository for all policy and procedure documents to include House Rules and any other Branch regulations that will assist in the uniform and consistent management of the Branch. All policy and procedures will, however, be guided by the Legion and Branch By-Laws and should there be any conflict, the By-Laws will supersede.

This Manual and its contents is the property of the Branch. It may be read or copied on sight ,however to make it always available it shall not be removed from the Branch

#### **Purpose**

This manual is designed to further the following Branch goals:

1. Provide a uniform system for the administration of policy and procedures;
2. Assist all members in developing sound policies and procedures; and
3. To act as a source of reference during any conflicts that might arise.

## Procedures

### Writing a Policy

Policy is a consistent guide to be followed. It will provide guidance for handling a wide range of organizational and problematic issues.

### Writing a Procedure

A procedure is a sequence of steps for completing a given activity. It may outline the manner in which a particular policy is to be implemented, however it cannot take the place of or be in conflict with the policy it follows.

### Administrative Guidelines

Both policies and procedures should be written to a standard format to provide consistency throughout the Branch and for ease of writing and understanding. A standard header and footer are necessary to apply with the Branch By-Laws.

The header must give:

- The name of the Organization within the Branch.
- The Title of the Policy or Procedure.
- Issue number and date of the document.
- The page number as expressed as part of the document (1of3).

The footer must:

- Give the name, signature, and title of the authorizing Officer.
- Name and date of approval by the Executive Committee and the General Branch Meeting.

The "Kitchen Operations Policy 001 dated 3/12/2014" can be used as a guide for the standard format.

Bruce Judge Bruce W. Judge Dated 12/03/2014

Policy and Procedures / Training and Organizational Development