|  |  |
| --- | --- |
| **Title:** (insert procedure title here) | **Number:**  |
| **Cross Reference:** (include other procedures and/or policies that may relate) |
| **Approved by:** XXX State Council Board of Directors | **Origination Date:**  |
| **Revised by:** | **Approval Date:**  |
|  | **Revision Date:**  |

1. **PROCEDURE PURPOSE:**

Provide a brief, high level statement of the purpose of this procedure.

The purpose of this procedure is to ensure that all operational procedures follow a clearly defined format.

1. **DEFINITIONS:**

Define any terms which may be unfamiliar to a first-time reader. See following for examples:

**Policy:** A document or statement that communicates a firm management decision regarding “what” is to be done in a given situation.

**Procedure:** A set of steps to be performed to obtain a specific outcome. It answers the “how to do” part of a question.

**Title:** The title of the operational procedure

**Cross Reference:** The title(s) of any related policies and/or procedures that intersect with this one.

**Coordinator of policy:** The XXX State Council Board has the responsibility for assigning policy and procedure numbers, initiates the policy/procedure review process, and communicates the posting of policy and procedure information.

**Number:** The XXX State Council Board will organize and assign policy and procedure numbers.

1. **PROCESS:**

List the detailed steps required to complete the process. The officer or role charged with oversight of the key functional area is responsible for ensuring an operational policy is created which identifies the management decisions related to the procedure; they should not be re-stated here.

1. The board of directors must approve all procedures before they are posted.
2. All procedures will be reviewed annually in the first quarter of each year to determine if revisions are needed.
3. During leader orientation all new leaders will receive up-to-date operational procedures.
4. All operational procedures shall be maintained in an electronic file.