

Section:	GP-1 General Provisions	Approval Date:	9/25/2015
Policy:	GP-1.1 ACWA Board Policy Manual	Latest Revision:	N/A

GP-1.1 ACWA Board Policy Manual

1.1.1 Purpose

The purpose of the *Board Policy Manual*, adopted by the Association Board of Directors (Board), is to provide effective policy control of the Association, a sound basis for the administration of the organization by the Executive Director and staff, and to disclose to members the guidelines by which the Association is governed and administered. The policies set forth in this manual are designed to:

- Guide Board members, officers, and staff in the performance of their duties.
- Identify and delineate duties and responsibilities of Board members, officers, and staff.
- Provide the means for efficient leadership of ACWA functions within the framework of the Articles of Incorporation, Bylaws, and the California Corporation Code.
- Provide for the sharing of information with the membership.
- Provide for an efficient transition of changes in ACWA leadership.

1.1.2 Procedures

1.1.2.1 Adoption and Amendment

Policies of the Board may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote. The *Board Policy Manual* will be updated as needed and formally evaluated at least once every five years at the direction of the Executive Director or his/her designee.

The Executive Director may develop administrative procedures as statements of method to be used in implementing Board policy. Such administrative procedures will be consistent with the intent of the Board policy. Administrative procedures may be revised as deemed necessary by the Executive Director.

Annually, the Executive Director will provide each member of the Board with any revisions to the administrative procedures that have occurred since the last distribution date. The Board may direct revisions to the administrative procedures.

These policies—along with associated procedures documenting the steps or activities designed to accomplish the goals and directives of a related policy—provide for a decisive process that one may follow, under various circumstances, to achieve consistency in the approach to decision-making. Aligned with the principles of the Association, these policies and procedures provide for day-to-day operational guidance for ACWA activities.

1.1.2.2 Guide for Use of Manual

The *Board Policy Manual* is divided into seven sections listed below. Each section contains all of the policies pertaining to that particular section.

- Section 1 General Provisions (GP)
- Section 2 Governance (GO)
- Section 3 Membership (M)
- Section 4 Finance and Business Services (FB)
- Section 5 Non-Dues Revenue (NDR)
- Section 6 Awards and Recognition (AR)
- Section 7 Other Organizations and Partnerships (OP)

The *Board Policy Manual* is published in sections based on operational subject matter for the efficient presentation of policies and to allow one or more sections to be revised without the need for reprinting the entire manual. Each section is identified by abbreviated letters pertaining to the contents of the section and with numbered headings to organize the contents of the policies contained within the section. The original approval date and latest revision date will be listed at the beginning of each policy.

Each year the latest version of the *Board Policy and Procedures Manuals* along with any revisions will be posted on the Association's website and made readily available to the Board, members, and staff through the Executive Director's office.

1.1.2.3 Policy Revisions and Deletions

A complete record of the revisions to a given policy will be listed in the "Revision History" table at the end of each policy. A record of the contents of revised and deleted policies will be kept on file in the Executive Department.

References:

Revision History:

Revision Date	Description of Changes	Requested By
9/25/2015	Initial Release	ACWA Staff and Governance Workgroup