



## **Policy Committee**

### **Summary:**

The Policy Committee consists of PSNA members. This committee meets twice per year for two-hour virtual meetings. Members review the policy manual and approve suggestions, consult appropriate staff and the appropriate Committee as needed, formulate language and present such to the Board of Directors.

### **Roles and Responsibilities:**

1. The Policy Committee will review sections 1, 2 and 3 of the Policy Manual in odd years and Sections 4, 5 and 6 in even years.
2. Committee members shall review the policies related to their position prior to their first unit/body meeting.
3. Department heads and functional units shall review the policies applicable to their department/unit as designated in January/February or at the first meeting of the calendar year for consistency with current PSNA bylaws, goals, and practices. The Policy Committee will review all suggested changes.

### **Term:**

The term of each member of the PSNA Policy Committee shall be two years with reappointment (to a maximum of four years).