

## POLICY MANUAL REPORT

I have attached revisions to the policy manual which can be finalized at the Council meeting on Saturday. Here are the highlights of the policy committee: recommendations:

1. There are minor additions and revisions through page 16.
2. The descriptions of committees are very inconsistent. Since these are really job descriptions and not policies I recommend that they be removed from the policy manual. Names of the standing committees can be listed in the policy manual as well as the fact that special committees can also be established. We need an agreed upon list of standing committees. The job descriptions for the standing committees should be revised in a standard format so that they are all consistent. Job descriptions can be maintained in a digital folder at the state office and distributed annually to appropriate committees. As a former HR Manager I am volunteering to take on the task of revising these job descriptions once the appropriate standing committees have been determined. These committee names should correspond to LCI titles for committees.
3. The section entitled LCI Convention and Policy/Procedures should be deleted from the policy manual as they are not MD6 policies. The information can be maintained in the state office in the event that we need to reference those.  
policies.
4. State convention policies and procedures can remain in the policy manual and the information on the State convention chair and committee can be placed with other job descriptions and deleted from the policy manual.

Please feel free to contact me before the Council meeting with any recommendations and thoughts.

Holly Rutherford-Allen

State Co-Chair, Policy Manual Committee