

	<b>POLICIES AND PROCEDURES</b>	INDEX NO. <b>4009</b>	APPROVAL LEVEL <b>EB</b>
	SUBJECT <b>Policy and Procedure Committee</b>	EFFECTIVE <b>8/2024</b>	SUPERSEDES <b>11/11</b>
		SPECIAL DISTRIBUTION <b>Policy and Procedure Committee</b>	

**POLICY**

Annually, the President will appoint a Policy and Procedure Committee subject to the consent of the Executive Board. The Executive Director and/or his or her designee will serve as a non-voting consultant and advisor for this committee.

The Policy and Procedure Committee initiates and/or considers all proposed changes, additions, deletions, amendments, or revisions to Family RV Association policies and procedures. The committee also considers and reports to the Governing Board on matters that have a bearing on Family RV Association and regulatory or procedural matters that affect Family RV Association, an area association or chapter.

**PROCEDURES**

The committee has the following responsibilities:

1. To develop policies and procedures requested by or required of the Governing Board and/or Executive Board. (Approval Level GB, EB)
2. To propose changes to policies and procedures that the committee reasonably considers appropriate.
3. To review and forward to the Executive Board, for discussion and approval, all policies and procedures developed by the Executive Director. (Approval Level ED)
4. To accept for inclusion in the policy and procedure manual, all policies developed by Directors/Managers and approved by the Executive Director. (Approval Level ED)
5. To review and consider all amendments as described in FMCA Policies and Procedures #1024.