

POLICY DEVELOPMENT, AMENDMENT AND APPROVAL POLICY	
Authority	Content
<p>Clause 3 and 18</p> <p><i>Handweavers, Spinners and Dyers Guild Constitution 2021</i></p> <p><i>Committee approval 13th June 2024</i></p>	<p>Introduction</p> <p>The Handweavers, Spinners and Dyers Guild Tasmania Inc (HWSD) develops policies to support the HWSD Committee to fulfil the objectives and purposes of the HWSD.</p> <p>A policy describes the guideline or rule to be followed, the agreed beliefs on a range of topics relating to the objectives and purposes of the HWSD and provides a framework for decision making to ensure consistent practice.</p> <p>All HWSD policies must be consistent with the Handweavers, Spinners and Dyers Guild Constitution 2021, or as amended.</p> <p>New Policy Proposals</p> <p>New policy proposals should be submitted to secretary@hwsdguildtasmania.org for HWSD Committee consideration.</p> <p>The proposal should include:</p> <ul style="list-style-type: none"> • Rationale for the proposed policy and how it relates to/supports the objectives and purposes of the HWSD. • Objectives of the policy (what the policy is expected to achieve) • Any other information necessary to clarify the need for the policy. <p>Proposed amendments to existing policies</p> <p>Proposals to amend existing approved HWSD policies should be submitted to secretary@hwsdguildtasmania.org for HWSD Committee consideration.</p> <p>The proposal should include:</p> <ul style="list-style-type: none"> • Details of and rationale for the proposed change. • Any other information necessary to clarify the need for the proposed amendment to the policy. <p>Membership consultation</p> <p>HWSD members will be consulted on all new policy proposals and significant changes to existing policies. Consultation methods may include email, Island Yarns and/or direct mail.</p>

	<p>Minor changes to existing policies that do not have a direct impact on HWSD members will be reviewed and approved by the HWSD Committee without consultation.</p> <p>HWSD members will be advised of new policies and changes to existing policies approved by the HWSD Committee in the next available issue of Island Yarns.</p> <p>Policy format</p> <p>All HWSD policies must conform to the policy template and include at a minimum:</p> <ul style="list-style-type: none">• Title• Introduction detailing a clear policy statement• Policy (detailing the procedures, expectations and how the policy will be implemented)• Roles and Responsibilities• Date of approval <p>Approval</p> <p>New and amended policies are approved by the HWSD Committee and tabled at an Annual General Meeting or Extraordinary General Meeting.</p> <p>Policy Register</p> <p>The Secretary will maintain the HWSD Policy Register in accordance with section 18 of the HWSD Constitution.</p>
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