



Health Ministries Association Operations Manual - Policy and Procedure	Original Effective Date	1/26/2012
	Current Effective Date	
<i>Policy/Procedure Development</i>	Dates Reviewed	

- I. **Policy:** It is the policy of HMA to maintain a system for policy formation in accordance with sound principals of non-profit organization management. Policies will identify levels of responsibility and will generate procedures to conduct the operations of the organization.

- II. **Purpose:** The purpose of this policy is to promote a clear understanding of policy development in order to achieve the objectives of the organization and to meet regulatory requirements.

- III. **Procedure:**
 1. Policy Development will follow these guidelines:
 - a. Draft policies will be developed by committees, Directors or Executive Committee members
 - b. Final approval of policies will be by the Board of Directors
 - c. Policies should be reviewed at least every two years

 2. Defining a policy will follow these guidelines:
 - a. Will be linked to HMA's strategic plan
 - b. Will have a definite purpose for its creation
 - c. Will be developed through the involvement of members and interested stakeholders
 - d. Will be easily understood and written in plain, jargon-free English
 - e. Will be flexible and can adapt to change
 - f. Will be communicated to the membership

 3. Numbering structure of policies will be grouped as follows:
 - a. 10-Administration
 - b. 20-Constituents
 - i. 20.01-FCN
 - ii. 20.02-Health Ministry
 - iii. 20.03-Program Leadership
 - iv. 20.04-Spiritual Leadership
 - c. 30-Operations
 - i. 30.01-Collaborative Development
 - ii. 30.02-Practice & Education
 - iii. 30.03-Public Relations
 - iv. 30.04-Research Development
 - d. 40-Other