



Policy & Procedure

Document Control

Introduction

The smooth, efficient and legally compliant running of the association depends on activities, especially management activities, being conducted in the proper manner. These have evolved over time, include organisational knowledge, and should be documented.

Any changes to these documents must be reviewed in the context of legal requirements, the principals of good governance and organisational knowledge; and appropriately approved.

Scope

This Policy and Procedure applies to:

- All documents designated by committee as controlled documents.
- All members using and seeking changes to controlled documents.

Policy

1. The committee shall designate certain association documents as controlled documents.
2. Controlled documents must be identifiable as being controlled.
3. All controlled documents will be published on the association website viewable by current members.
4. The Secretary shall maintain a register of controlled documents, the document owner and the current revision status.
5. All changes to controlled documents must be approved by committee.

Procedure

Designating Controlled Documents

1. Any member wishing to have a document designated as a controlled document is to present it to committee with reasons why it should be controlled.
2. The committee will consider the request, this may be at a convened committee meeting or via an email. Any approval via an email chain must be ratified at the next convened meeting. The date of the approval/ratification at a convened committee meeting will be the published approval date.

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3. If committee approves the request, the document identification will be applied and the secretary shall add it to the list of controlled documents and have it published on the website under “The Association > Administration”. This may be in a sub menu accessible only to current members.
4. A copy of the document approved by committee will be included as an annex in the minutes of that meeting.
5. The controlled document will be published in PDF format.

Identifying Controlled Documents

1. Controlled documents can be identified by the footer containing the position of the document owner and the committee approval date.

Register of Controlled Documents

1. The secretary will cause to have published on the association website a table listing all controlled documents, the document owner and the date of committee approval. This will be accessible to all current members.
2. The table itself will display the date it was last updated.

Amendment Procedure

1. Any members proposing a change to a controlled document will circulate the proposed change to the committee, with a rationale for the change.
2. Simple changes can be proposed via email clearly describing the change. Other changes should be circulated as the complete document, with changes highlighted. This could be in a word processing format or PDF but should enable other committee members to add comments.
3. If during the email discussions the proposal evolves such that all committee members agree, then it is approved. Nevertheless, this approval must be ratified at the next committee meeting and the amended document included as an annex to the minutes.
4. If unanimous agreement is not reached via email then it will be considered at the next committee meeting where the constitution voting rules apply.
5. Once approved, the secretary will process steps 3 to 5 in the Designating Controlled Documents procedure.

Related Documents

Nil