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| A group of people sitting at a table  Description automatically generated | |  | | --- | | **U3A Canberra POLICY No. Pnn**  (P, then next 10th sequenced number on, e.g. P10; P20, P30, P40 - Secretary to allocate policy number when development authorised) | |

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| **Name of this policy** | |
| **Publication date:** (When distributed by Secretary for implementation - must be within two weeks of the decision being taken to implement the policy) | **Applies to:** (Who needs to follow this policy? What it affects.) |
| **Responsible person**: (Who will have carriage to ensure compliance and revision) | **Scheduled review date:** (Insert February and the next year following the publication of the by-law |
| **Approved by:** (Insert Committee meeting date on which this policy is approved.) | **Author:** (Position of author) |

**INTRODUCTION**

Describes the context for the policy: background to its development and its importance.

**PURPOSE**

What the policy intends to accomplish.

**DEFINITIONS/KEY WORDS**

If needed.

**LIST OF ATTACHMENTS**

Insert support materials and templates.

**POLICY**

What the policy is about and the important things people need to know about what they are required to do to comply with the policy.

This section may include sub-sections such as:

* Who has responsibility under the policy and descriptions of responsibilities and measuring tools for compliance and
* reference to the need for the development of procedures.

Sections within the policy should be numbered with whole numbers indicating separate ideas (for example, 3.0 and subordinate or supporting ideas numbered: 3.1, 3.1.1, etc.).

**SOURCES**

Include the authority documents for this policy (for example, legislation; U3A-ACT Inc. Objects and Rules).

**REFERENCES**

Documents used to develop the policy. A web address is sufficient citation for online resources.