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| A group of people sitting at a table  Description automatically generated | |  | | --- | | **U3A Canberra PROCEDURE No. PROCnn** (PROC, then next 10th sequenced number on, e.g. PROC10; PROC20, PROC30, PROC40 - Secretary to  allocate procedure number when development authorised) | |

|  |  |
| --- | --- |
| **Name of this Procedure** | |
| **Publication date:** (When distributed by Secretary/Manager for implementation- must be within two weeks of the decision being taken to implement the procedure) | **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/or co-ordinator name and date) | **Author:** (Position of author) |
|  | **Tabled at committee meeting for information:**  Yes (insert date) No |

**RATIONALE.**

Secretary/co-ordinator to allocate procedure number when development authorised)

**PURPOSE**

This is a high level, summary statement about why these procedures exist, what they aim to achieve, why people need to comply and instances where there might be discretion.

**LIST OF ATTACHMENTS**

Insert support materials and templates for the procedure.

**PROCEDURE**

The step-by-step actions that are required for people to comply with the procedures.

**RELATED DOCUMENTS**

Name policy/rule/by-law to which this document refers.

Name other documents to which the policy is related.