

Dronfield and District U3A

Policy Framework Version 2.1 2019-06-26

This document is available on the [Policies](#) page of the DDU3A website.

Document owner: Document Coordinator (DC)

Date Approved: 19 Aug 2019

Next Review Date: July 2020

Document History		
Date	Version Number	Summary of Changes
Aug 2019	2.1	URL for Policies page of website corrected. Next review date agreed.
Dec 2018	2	Clarification of checklist. Role of DC added
May 2018	1	New Policy Approved

Document checked by: Business Secretary

Checklist

1. All documents [I.e. Policies, Procedures, Guidance] will be headed as above to provide clarity regarding their current status and time for review.
2. Both new and reviewed documents will consider National U3A guidelines (where they exist).
3. Documents must aim for both clarity and brevity, thereby aiding members and coordinators.
4. Where possible, documents will be written in Arial Font Size 11.
5. Drafts of new or amended documents should be dated [e.g. Policy Framework Version 2 Draft 2018-11-27], stored under the same filename and kept by the Document Owner or DC until agreed.
6. Minor changes to documents should be avoided unless a full review is being undertaken.
7. Major changes in a document will be indicated by a new version number e.g. 3 becomes 4
8. Original copies of each document will be kept on an agreed cloud account (yet to be decided).
9. ALL documents will be accessible by the DC & Systems Administrator.
10. 'Read only' copies of all documents will be available on the DDU3A website.
11. The DC will ensure that all document owners complete annual review(s).

12. All documents will be reviewed at least annually by the document owner, who will, if necessary, establish a working group to assist.
13. Each document is then checked by the DC, and, if changes have been made, submitted to the Committee for their comments.
14. Suggested changes from the Committee, are taken by the DC to the Document Owner for consideration.
15. If necessary, 13 & 14 will continue until agreement is reached.

The Role of the Document Coordinator (DC)

The Document Coordinator will:

1. Ensure all document owners review their documents annually.
2. Assist DDU3A members, with the development of new documents as requested by the Executive Committee.
3. Check reviewed documents, submit them to the Committee and, if necessary, liaise between the Document Owner and Committee.
4. Ensure a history of agreed documents is kept on/in an agreed secure account.
5. Forward the 'Read only' copies of all documents to the Website Editor for publication on the DDU3A website.
6. Create an annual agenda item for the Executive Committee informing them of new policies and those where documents have been amended.
7. Produce three copies of all documents in a Policies Book (more if required), bound together as a handbook, for reference at monthly and committee meetings.
8. Raise awareness of the Committee regarding the importance of policies, procedures and guidance documents and the need to advise relevant DDU3A members about their implementation.