DEPARTMENTAL PROCEDURE APPROVAL POLICY

Purpose

The purpose of this policy is to allow individual departments of CUSA to organize procedures at a departmental level.

Definitions

a. “Departmental Procedure” means any procedure established to manage operations at a departmental level.

Implementation

a. Departments of CUSA may establish Departmental Procedure in order to organize procedures that govern their respective department.

b. Departmental Procedure can be ratified, deratified, or amended by a department’s Senior Manager or their designate at that same Senior Manager’s discretion; and
   i. The department’s Senior Manager or their designate is responsible for ensuring that the Departmental Procedure is properly implemented and executed.

MONITORING

a. An exhaustive collection of a department’s Departmental Procedure must be maintained by each respective department’s Senior Manager; and
   i. Must be made available to the Board of Directors upon request; and
   ii. Must be presented to the Board of Directors annually