

Iowa Area Policy Committee review of Iowa Policies and Procedures Manual
October Assembly 2020

The Area Guidelines/Policy & Procedure Committee oversees updates of the booklet as mandated by motions, discussion or any changes deemed necessary based on decisions from WSO, AWSC or shared experience of members. Our committee is composed of: Area Chairman, Area Secretary, Newsletter Coordinator, District Representative, and Past Delegate if available.

Usually the committee meets at least twice a year but this term we were given the charge of reviewing and revising, as necessary, the complete booklet. Because of that charge, we have been meeting regularly since the beginning of 2020.

In reviewing the Iowa Policy/Procedure Manual, we realized there are several places in our manual that are *Policies* designed to work with our Area but there are also some places that are just *procedural* items to be used by our coordinators & officers to do their job appropriately. We found that often Iowa members involved in service, get caught in where to find things and which is a policy and needs to be presented to the AWSC or Assembly for a vote and what item is a procedure and can be changed as needed without a specific motion. We also realized that throughout the years, some items were just added as a bandage to help the Area complete a specific issue at the time.

To start the process we started with two questions: *What is Policy?* and *What is Procedure?* This helped us break down the manual to manageable size and allowed us to proceed. We also wanted to establish a little more continuity of topics so things can be found more quickly and be more helpful to members.

At the August 2020 AWSC, we presented a PowerPoint (during the workshop time) describing our process and progress. The presentation gave everyone a vision of how our Iowa Area Policy and Procedure Manual will hopefully look in the future!

The Committee is sharing this with the Assembly today so that we can keep the members of the Area up to date as to what is happening with the Area Policy/Procedure manual. We also have requested from the AWSC the opportunity to have a service day in February to give members the opportunity to have discussions on all the changes before we present it to the Assembly GRs for final approval, hopefully in the 2nd year of this term. Your District Representative can keep you updated as they receive information on our progress and also about the February service day.

This has been a big process and an exciting work in progress. We continue to use the WSO Service manual, longtime members service experiences, and our own service experiences to seek out the correct or appropriate outcome.

If you have any questions or concerns, please contact your District Representative, Area Officers or someone on our Committee. We look forward to input for Iowa Area members!

The Policy/Procedure Manual Review Committee
10/2020