

G-16 Policy Review Policy

Section	Date Issued	Revision Date(s)	Date of Last Review
Governance	March 2017	Apr/18	March 2019

1. POLICY STATEMENT

The MARRT will review existing policies annually, and as required. The purpose of the review is to determine:

- If the policy is still required and / or should it be included elsewhere in the policy manual.
- If the guidelines of the policy are still relevant and that the goal of the policy is still being met.
- If any changes are required for the purpose of improving clarity.

2. DEFINITIONS

None

3. POLICY

The responsibility of policy review will be under the purview of the Governance Committee of the MARRT.

The Governance Committee will meet as necessary for the purposes of review and revision of the Policy Manual.

Once the Governance Committee has reviewed each Policy, the “review date” can be adjusted in the Policy Manual by the MARRT Office Manager.

Any comments or concerns regarding policies from the Board of Directors are to be directed back to the Governance Committee for further action.

Once the Governance Committee is satisfied with amendments made to any policy, discussion regarding said policy will be added to the following monthly meeting agenda. The policy will be circulated to the MARRT BOD prior to the

meeting. In the event of multiple revised policies being reviewed in one meeting, they will be presented under one resolution using a consent agenda format.

Once the motion to accept has passed, the policy (ies) will come into effect immediately and be incorporated into the policy manual with the date of review / revision added to the document and posted to the MARRT website.

4. REFERENCES

None