

Category	Policy Sub-Committee
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Policy Sub-Committee Terms of Reference

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1. Purpose

The Albany Students' Association Incorporated ('ASA') in accordance with section 2.14 (B) i. Schedule 1 of the ASA Constitution, Vice-President shall follow schedule of regular review and update of Association policy documents.

ASA recognises that consistency is required in the reviewing internal policy.

ASA also recognise that reviewing policy will be more efficient if this includes more members of the Executive.

To this end, ASA has established the Policy Committee to draft internal policy, review internal policy, and to provide recommendations thereon to the ASA Executive.

2. Membership

Membership of the ASA Policy Committee shall consist of:

- The ASA Vice President, who shall act as chairperson of the committee
- At least two other members of the ASA Executive who shall be appointed onto the committee by the Vice-President

3. Terms of Reference

The Committee shall format policies that align with the formatting of ASA branding.

The Committee shall undertake systematic review of internal policies currently ratified. If, during this review, the committee agrees that the internal policies need to be amended, it will propose such amendments as it sees fit.

The Committee shall draft new internal policies as it believes necessary for the running of ASA.

The Committee members shall actively seek input from the General Manager as to policies that staff members believe need amending or creating.

The Committee shall actively consult with the General Manager if reviewing and updating policy.

All internal policy shall pass through the Committee before being taken to the Executive for ratification.

The Committee shall not ratify any policies but can make recommendations of internal policies for the Executive to ratify.