

# Sample Model for Policy Development

1. Clearly define the issue or problem
2. Gather information
  - a. Current policies
  - b. Experiences
  - c. Research experts, legal and literature
  - d. What other organizations do
  - e. Stakeholders assessment
  - f. One time problem or ongoing issue
3. Board of Directors discussion
  - a. Is this a Board issue?
  - b. Recommendations from staff
  - c. Legal issues etc.
  - d. Link to Mission, Vision and Values
  - e. Is it good practice?
  - f. Does it cover the issue/problem and achieve the intention?
  - g. Is it consistent with existing policies and practices?
  - h. Administration and practical implementation issues
4. Issue Draft of policy
5. Review and Revise
6. Implement
7. Ongoing Evaluation