



POLICY 1.03

POLICY MANUAL

Maintenance and Administration

POLICY INTENT

Council must maintain an up-to-date policy manual that is accessible both to members and to councillors and staff.

POLICY RESPONSIBILITY

Council

POLICY

- 1.03.01 Responsibility for the Policy Manual, and all associated processes, shall rest with the Vice-President Finance and Administration.
- 1.03.02 The Executive Director is responsible for ensuring:
- a) an up-to-date copy of the policy manual shall be maintained in Word document format in the AUSU office, and copies of these editable documents shall be made available to council members upon request for the purpose of drafting revisions and updates,
 - b) a complete and up-to-date copy of the Policy Manual shall be available through the AUSU website, in PDF format, where it is accessible to all council members, staff and AUSU members, and
 - c) that all approved policies are formatted in accordance with the requirements of this Policy Manual.
- 1.03.03 The Policy Manual shall be regularly backed up to a secure server outside the AUSU office premises, and a second backup copy will be kept on recordable computer media in a fireproof safe in the AUSU office.
- 1.03.04 The official and active version of any policy shall be that most recently approved by Council.

POLICY HISTORY

Original Approval Date: February 27, 2006

Reviewed Date: January 18, 2010

Mandatory Reviewed by Date: January 18, 2012