



## **POLICY 00: INTRODUCTORY STATEMENT POLICIES AND PROCEDURES**

It is the belief of the Board that good policy aids the capacity for collaboration and efficient use of time, talent and treasure as we fulfill our purpose and mission.

Policy is the way that organizations formalize how things are to be done. In CGSAC, policy is derived from our purpose and mission, our by-laws, the requirements of various government acts which apply to the Association as a registered Charity, and the standards set by the [CGS International Council \(Consiglio\)](#)

Some of our policies will look very similar to other organizations because certain aspects of governance are common to all organizations while others will be unique to the work of CGS. All members are required to follow the policies of CGSAC and may be held accountable if they do not.

Policies often evolve from the experience of the organization and from learning what works and what does not. They should [be essential and](#) reflect the values and principles of the association.

Policies should be focused and be written in understandable language.

In *The Religious Potential of the Child*, Sofia Cavalletti reflects on how the movement of the Spirit is from the center to the periphery, from the essential to the secondary, from the global to the particular (page 111, 3<sup>rd</sup> Edition). In organizing the policies, we have tried to reflect that by starting with our purpose and mission and big picture concerns, and then moving to the more particular.

Likewise, in the structure of our policies we maintain a consistent format wherein the first part of the policy sets out the big picture, grounded in our by-laws or other sources, and then provides sufficient but not excessive detail. Policies should be reviewed every three to five years either by the Board or the relevant committee as identified in the policy, and then sent to the Policy and Procedures Committee for editing/updating prior to final approval by the Board.

Times and circumstances have changed since the founding of our organization. Just as in the plan of God we build on what is good and true left to us from those who have gone before us, likewise we have striven to preserve the good work that has gone before us while adapting to suit the present reality.

Procedures are the practical application of the policies and should follow a logical process often discerned over time through trial and error. They may need to change frequently as technology and other circumstances dictate, or as more efficient means of accomplishing tasks are discovered. Maintaining efficient procedures requires that people be flexible and open to change when a new way of doing things makes more sense.

We are thankful to all who have contributed to this work so that we can move forward purposefully and fruitfully in the work of CGS.