

## Williamsburg Players, Inc. Policy and Procedures Manual

Title: Policy and Procedure, Development Approval and Implementation		Number:
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Date	Change Summary	
2/16/99	Initial inclusion in P&P Manual	

(Note, policies are statements or rules, procedures are methods or courses of action.)

### 1. Objectives or Purpose:

The objective of this policy is to define the means by which a policy or procedure is created, evaluated, approved and implemented by the Williamsburg Players Board of Directors.

### 2. Policies or Procedures:

- A. A board-sanctioned policy is a statement of principles, rules, or policies that are designed to guide or govern the operation of the Williamsburg Players. It is the intent of the board to govern only where required and to allow the staff and show production teams as much as artistic and operational freedom as possible. Whenever possible policies, rules and procedures should be established by departmental leaders before the board as a whole. Department policies carry the weight of the Board support without the administrative overhead. Department policies need to be well publicized and are subject to Board revision if required.
- B. If a policy is required or if a policy needs to be revised, a member of the Board must propose the policy or revision and the reasons for it.
- C. The policy or the revisions will be reviewed by the Board members for a minimum of 30 days and the issue shall be placed on the next available meeting agenda.
- D. At that meeting the members will discuss and then approve, defeat or continue the topic for further discussion.
- E. If approved, the policy or revisions will be printed and a copy provided to each board member for inclusion in their Policy and Procedures Manual. Copies will also be inserted into the desk copies in the Box Office and Concessions Office. It is the responsibility of the Secretary to insure that all this is done prior to the next meeting with confirmation of the same to be made at that meeting.