

Border Terrier Club of America Policies and Procedures Manual

2-01 Updating the BTCA Policy and Procedures Manual

1. All Policies, procedures and publications will be documented in the BTCA Policy and Procedures Manual
2. Each new policy, procedure or document will be assigned an owner. The owner will not be an individual but a position.
Example. Procedure 2-01 Updating the BTCA Policy and Procedures Manual is owned by the Policy and Procedures Committee.
3. Existing policies and procedures that do not have a designated owner will be listed in the Table of Contents with the name of the individual who prepared the policy or procedure.
4. The "owner" is responsible for updating the procedure when appropriate and submitting the revised procedure to the Policy and Procedures Committee.
5. Prior to being included in the Policy and Procedures Manual, a new or revised policy or procedure will be submitted to the Board for review. The Board has 7 days in which to provide comments or corrections. The Policy or Procedure will then be incorporated directly into the manual.
6. Whenever there is change to Section 4. Specialty Guidelines, the Specialty Chairperson for the current year's Specialty and any known Chairpersons for future Specialties will be advised. If the current Specialty Committee has an Internet Group (e.g. Yahoo), the notification of the change will be posted to the group.
7. When an existing policy or procedure that does not have an "owner" is to be revised, an owner will be assigned.
8. Each policy or procedure will carry the procedure number and be page numbered. It will also carry the date of the procedure. For existing procedures the default date will be the issue date of the reformatted Policy and Procedures Manual (01 November 2002). This is to ensure integrity of the policy or procedure when printed.
9. Existing policies or procedures which were supplied in PDF format and do not carry the procedure number or correct page numbering will be preceded by a cover page containing the procedure number and number of pages (including the cover page)
10. When there is a change in the individual holding the position of "owner", that individual is responsible for forwarding any pertinent documentation or files to the new owner.
11. The Policy and Procedures Committee will be responsible for maintaining a master for each policy or procedure, and in the event of missing files, will supply any new owners with an electronic version on request.
12. The Policy and Procedures Committee are responsible for updating and maintaining the Table of Contents for the manual. They will also maintain a spreadsheet tracking the changes to the manual.
13. The Policy and Procedures Manual is available on the BTCA Web Site at:
www.btcoa.org/policy/PP_front.htm