Why Create Policies?
Why Create Policies?

- More Efficient Internal Operations
- Professional Public Image
- Help with Orientation of New Directors & Staff
- Time Savings
Why Create Policies?

- Legal Requirements
- Contractual Requirements
- Reduce the Possibility of District Being Seen as Arbitrary, Biased or Unfair
- Capture Board Decisions
Isn’t Creating Policies Complicated?

Most of the Thought Process can be Guided by Three Questions:

1. For what District Situations, Issues and Programs do we need clear Guidance and Procedures?
Isn’t Creating Policies Complicated?

2. What Legal or Program Requirements Exist?

3. What do we Intend the Outcomes or Purpose of this Policy to Be?
What Types of Policies Should Districts Consider?

- Personnel
- Use of Vehicles, Equipment, Electronic Communications
- Staff Appearance and Conduct
- Board Functioning
- Fiscal Matters
- Dealing with the Public
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Some Things To Remember About Creating Policies

• Be Proactive, Not Reactive
• Policies Should be Written
• Policies Should be Officially Adopted at District Meetings
Some Things To Remember About Creating Policies

- Create & Distribute a Policy Manual
- Have Copies of Policies Available when Appropriate
- Have a Policy on Policies (Maintenance & Review)
- Training on Policies
Some Things To Remember About Creating Policies

• Have Them Reviewed for Legal Accuracy
A Catalog of Sample Policies for Pennsylvania’s Conservation Districts
(August 2002)

Created by the Pennsylvania Conservation Partnership’s “Building For Tomorrow” Leadership Development Program
Catalog of Sample Policies

• Introduction & Basic Information About Policies
• 140+ Sample Policies
• Policies on Computer Disk for Easier Customization
• Have Policies Reviewed for Legal Accuracy