# Policy Council Charter

## Purpose

The Policy Council is responsible for developing mission-related policies and organization-wide practices for the Trail Conference and presenting policies to the Board of Directors for final approval.

## Responsibilities

* The Council will act as the clearinghouse for all mission-related policy work.
* The Council will, at its discretion, also address practices with broad, organization-wide scope.
* The council will prioritize work on policies and practices with input from stakeholders, focusing on matters which have organization-wide impact. The Board has the authority to assign a policy or practice matter for priority attention.

## Membership

* The Board appoints the Council Chair, who must be a board member.
* Each Regional Trails Council (RTC) names one member of the Policy Council. This member must be a volunteer in the RTC region. An RTC may name an alternate in case the regular representative cannot attend.
* The Board selects a 3 to 5 member selection committee to nominate additional Policy Council members, who may be RTC or Board members, and sets the number of people to be nominated. The Board may also indicate areas of expertise which are important based on current Council priorities. The Board must approve the nominees chosen by the selection committee and may remove or replace them at any time.
* Terms on the Policy Council are for one calendar year and members may be reappointed.
* The Council will elect a Secretary and may elect other leaders from among its members.
* The Executive Director will name a staff member as the primary liaison to the Council. The Executive Director will designate additional staff members when needed to develop a particular policy or practice.

## Meetings

* The Council will determine the frequency, times, and locations of its meetings, except that meetings must normally be held at least quarterly. The Chair will notify members of meetings.
* The Chair will prepare meeting agendas with staff input and work with members to set priorities.
* Decisions will be by vote of the members in attendance at a meeting, either in person or by remote communication, or by electronic or email voting. Voting by proxy is not allowed.
* It is anticipated that much of the ordinary work of the Council will be done using electronic communication rather than in meetings.
* The Council may delegate matters to existing program area committees or task forces, which may draft proposals for Council consideration. The Council may develop mechanisms to handle smaller issues in a way which gathers appropriate input, but is less formal than the documented process for policy development.
* Meetings of the Council will be announced on the Trail Conference web site. Non-members may attend meetings and the Council will determine the manner in which they may participate.
* The Council Secretary will keep minutes of meetings, which will be communicated and archived electronically.

## Process for policy development and approval

* The process for development and revision of mission-related policies is documented in Fig. 1 below.
* The Board may specify a different fast-track process for issues requiring rapid resolution.
* The policy development process and the functioning of the Council will be re-evaluated periodically and may be modified as deemed appropriate by the Board.

This charter approved and adopted on October 22, 2015 by the Board of Directors.

*Figure 1: Process for development and revision of mission-related policies and* practices with organization-wide implications*.*

**Board, RTCs, LTCs, Program Areas, Staff, and Partners**

Identify issues that may require development of new or revised policy or practice

Board has authority to assign a policy or practice matter for priority attention

**Policy Council**

Discuss issue and decides whether to develop or revise a policy or practice

**Staff and/or Task Force**

Develop issue paper and initial draft policy or practice

**Policy Council**

Discuss/revise draft policy or practice and determines if it is ready for wider review

**Staff**

Make further revisions

**RTCs, Program Areas, and others as needed**

Review and comment on draft policy or practice

**Staff**

Compile comments and revise issue paper and draft policy or practice

**Policy Council**

Discuss comments, revise policy or practice, and decide whether to recommend adoption by the Board or initiate another round of review and comment

**Board**

Adopt final policy (practices do not require board approval)

*The following lists are not part of the charter and are included for information only.*

# List of Policies as of September 28, 2015

## Mission-related policies and organization-wide practices

## *Responsibility of the Policy Council*

1. Chainsaw
2. Conservation
3. Mountain Bike
4. Publications
5. Trail Management Guide
6. Trails
7. Volunteer Handbook
8. Youth

## Other policies

## *Responsibility of the Board of Directors*

1. Authority Matrix
2. Awards
3. Board of Directors Functions
4. Board of Directors Responsibilities, Skills, and Attributes
5. Branding Guidelines
6. Conflict of Interest
7. Document Retention
8. Employee Handbook
9. Gift Acceptance
10. Investment
11. Lapsed Member Organization
12. Nominating
13. Press
14. Procurement
15. Property Naming
16. Staff Handbook
17. Voting Member Meeting
18. Whistleblower