



# Management of Board Policies

## Board Policy

---

Section: Board of Directors Policy  
Policy Number: BD-BP300-02  
Policy Title: Management of Board Policies  
Date: November 5, 2024  
Revision Date(s): n/a

### Policy:

1. This policy is adopted by the Board of Directors (“Board”) of the Nevada Primary Care Association (“NVPCA” or “Association”) to ensure a systematic and effective approach to creating, reviewing, and managing its policies. It establishes the process for the management of board policies, and other governing documents, to ensure they are relevant, up-to-date, and aligned with the mission and goals of NVPCA.
2. Definitions. For the purposes of this policy:
  - a. “Board Policy” is how the Board communicates what it wants from the CEO by providing a framework through which staff can discharge their assigned duties and responsibilities.
  - b. “Administrative Procedures and Manuals” are directions developed by the CEO to put Board policies and CEO directives into action.
  - c. “Operational Procedures” are directions developed by staff and approved by the CEO to establish the day-to-day practices for NVPCA operations generally related to individual employee responsibilities. These are sometimes known as desktop procedures.
  - d. “Substantive change” refers to a significant revision of a document.
  - e. “Non-substantive change” refers to de minimis changes to documents including correction of typos, spelling, or grammatical errors, as well as updating headers or footers, titles of employees, and legal cross references.
3. Oversight of the development, revision, approval, and implementation of governance documents is delegated to the Chief Executive Officer (“CEO”). This includes Board policies and associated documents including administrative and operational procedures, manuals, and forms.
4. Board Policy
  - a. The Board’s policy/governance framework is the tool by which the Board directs the Association. A comprehensive, integrated policy framework allows the board to be fully accountable for the Association’s well-being and performance while allowing the CEO to conduct business and day-to-day operations.
  - b. The effective date of a Board policy is upon adoption unless a specific effective date is otherwise provided.
  - c. The Board shall adopt policies related to its responsibility of financial stewardship over the Association; and its role in the hiring, pay and benefits, monitoring, and evaluation of the CEO. Such policies shall be in the categories of Personnel, Fiscal, and Board Governance. In their discretion, the Board may direct the CEO to bring forward Board policies in other categories, as applicable and appropriate.

5. CEO Policies and Procedures

- a. The CEO shall have authority to create and implement all other NVPCA policies and procedures not covered under the Board's responsibility to ensure consistency and equity in operations, such as Administrative, Information Technology, or Communications policies and procedures.
- b. Administrative procedures, manuals, and forms do not require Board approval and remain in the purview of the CEO.
- c. The effective date of a CEO policy is upon adoption unless a specific effective date is otherwise provided.

6. Development and Approval

- a. A policy may be recommended for adoption, repeal, or revision under the following circumstances:
  - 1) As required to comply with a federal or state law or regulation, or as a recipient of federal or state monies.
  - 2) At the request of a member of the Leadership of the Board of Directors.
  - 3) At the recommendation of the CEO.
  - 4) In accordance with the established calendar for the review of board policies.
- b. The adoption, substantive revision, or repeal of a Board policy requires action by the Board. The CEO may make non-substantive changes without review and action by the Board. Revisions will be notated in the "Review & Revision" section of the policy.