



PTG BOARD POLICY 1-1

POLICY TITLE: Creation of Operating Policies

BACKGROUND

The PTG Board of Directors utilizes a policy governance model of operations. The following policy model provides a broad overview of the operating structure of the organization.

POLICY STATEMENT

DEFINITION:

Within the Policies, the terms “PTG” and “Guild” shall be taken to mean the Peterborough Theatre Guild.

POLICY

1. Guild policies will be made available to the PTG membership via an open, public communications process.
(ie: hard copies, web portals)
2. Policies will be developed and reviewed by the Board of Directors policy committee. All policies shall be numbered, dated and approved by the Board. Following Board review, the Corporate Secretary will notify the Policy Committee of any necessary revisions and the Policy Committee will update all electronic and hard copies.
3. The Board may override or waive any policy to respond to unique situations.
4. Policy categories are:
 - a. Administration
 - b. Financial Principles
 - c. Property
 - d. Productions
 - e. Development & Recognition
 - f. Operations
5. It is noted that the Board committee structure is outlined in the Constitution.
6. It is recommended that all policies be reviewed within a five-year cycle.

MONITORING:

The PTG Board will monitor and review the policies no later than every five (5) years. Amendments or revisions required to bring PTG policies in compliance with specific legislation will be completed as necessary.

Rev #1: Approved by the Board of Directors, April 11, 2006

Rev #2: Approved by the Board of Directors October 20, 2010

Rev #3: Approved by the Board of Directors September 24, 2014

Review Date: September 2015

Related Policies: None

Related Documents: PTG Constitution