**Procedures and Policies Committee Plan 2021 DRAFT**

**11-16-2020**

The purpose of the Procedures and Policies Committee (P&PCom) Plan is to develop and review the Veterans Services Foundation (VSF) bylaws, policies, and other related documents

**1.** **Introduction**. This plan supports the requirements of VSF Policy F4 – Policy for the Development and Maintenance of Plans, Procedures, and Policies.

**2.** VSF and VSF-DVS Joint Policies. The P&PCom is responsible for the following Policies:

 VSF Policy 1 (Inter-agency Relations));

 VSF Policy 2 (Foundation Administration and Operations);

 VSF Policy 3 (Planned Giving);

 VSF Policy 4 (Plans, Procedures, and Policies)

**3.** **Priorities**. Consider the following priorities, recognizing that certain documents must be approved before others can be pursued:

 a. By September 17, 2020 Board meeting:

 1) DVS-VSF MOU – updated with Rider (Done)

 2) Potential Code of Virginia Changes (Done)

b. By December 10, 2020 board meeting, blocks of VSF Policies:

 VSF Policy #F1 on Inter-agency Relations – Requires review and replacement of Attachment #1 with a current chart that includes the Department of Military Affairs and current DVS-VSF MOU;

 VSF Policy #F4 on Planning, Procedures, and Policies – Requires Review and updating to include Technical Changes, additions to the Glossary of VSF Terms, and the Biennial Schedule. ***The updating of the Annual Goals and Objectives will be deferred to the March 2021 meeting.***

 And Update Appendix E of VSF-DVS Joint Policy J11.

c. By March, 2021 board meeting, blocks of VSF Policies:

 VSF Policy #F2 on VSF Administration and Operations – Requires review and consideration of including the new VSF FTE position;

 VSF Policy #F3 on Planned Giving – Requires review by Committee and OAG.

 ***VSF Policy #F4 on Planning, Procedures, and Policies Appendix on VSF Board Goals and Objectives for 2021-2022.***

d. By June, 2021 board meeting:

 1) Update VSF trustees bylaws to be effective July 1, 2021 as a result of 2021 changes to the Code of Virginia;

 2) Complete the VSF Strategic Plan to put it the required “Virginia Preforms” format.

 3) Review and update DVS-VSF MOU Rider, if required.

**4,** **Application**.

a. Jack Lanier has the lead in collecting relevant information and consolidating various policies and attendant attachments.

b. Draft documents would be provided to committee members, including informal members, John Lesinski, Walter Stosch, Paul Haughton for review and editing. As appropriate in dealing with the development and administrative aspects Karla Boughey, and others as required would be included.

c. Edited drafts would be returned to Jack Lanier for corrections and re-review by the participants. This would continue until a consensus is reached, at which time the drafts would be distributed to the other board members for comment.

d. When required, the finalized drafts would be sent to the OAG Representative for review to ensure they are in conformity with the Code of Virginia and then distributed to board members for approval.

**Approved by the Committee:**