**Procedures and Policies Committee Work 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 include:

 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.***

 Update Appendix E of VSF-DVS Joint Policy J11.

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

 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 include:

 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 in 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 functions, Karla Boughey and others would be included as required.

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

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

**Approved by the Committee:**