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Pennsylvania Counseling Association (PCA)

7-20-2007

2007-07-20 PCA Guide for Use of Manual

Pennsylvania Counseling Association

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GUIDE FOR USE OF MANUAL

SECTIONS:

This Policy and Procedure Manual is divided into five sections. Each section contains all of the policies which pertain to the particular Section.

- SECTION I DEVELOPMENT OF POLICY**
- SECTION II FINANCE**
- SECTION III GOVERNANCE**
- SECTION IV OPERATIONS**
- SECTION V DELETION OF POLICY**

SERIES:

Policies are grouped in "Series" which are number by 100's. The use of this type of codification allows for an almost unlimited number of policies in a series (Ex. Series 100 allows policies 101.1 to 101.99, then 102.1 to 102.99, etc.)

Since each policy is on a separate page, the number following the decimal point identifies the place of the policy in the sequence and also the page number. Therefore, Policy 1801.2 titled "Non-discrimination" is found in Series 1800 CORPORATE MATTERS on page two and is the second policy in the series. Series 1400 STANDING COMMITTEES follows the same process with one exception - each standing committee has been assigned a letter of the alphabet. (Example: BYLAWS COMMITTEE is a 1401.1 subsection A.)

FINDING POLICIES:

A general TABLE OF CONTENTS in the front of the manual lists each series number and title as a quick reference. At the beginning of each specific series, there is a TABLE OF CONTENTS which lists policy numbers, titles, subtitles, implementing procedures and/or administrative rules and regulations.

POLICY DELETIONS:

Section V is designed to provide a record of the content of deleted policies. When a policy is deleted, remove the page from the series and place it in Section V for future reference.

Put Website → pa General / org / xwert - Doc (any letter)

Will be different 1) Any sendy Meeting minutes from + Last few years to cross check of policies + date of policy - Copy ↓ 2) Save as something New

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PCA 0913
 (Member Code)

Due to October