

# Role of Policies in Management

# Types of Policies

- Organization & Responsibility
- Finance
- Personnel
- Risk Management
- Public Relations
- General Administration
- GC/Division – Church Policies

# Organization & Responsibility

- Mission, Vision, and Values
- Organization Chart
- Job Descriptions
- Administrative Committee
- Standing Sub-Committees

# Finance – Part 1

- Budget
- Financial Reports and Controls
- Expenditure of Funds
- Expense Reports/Travel
- Personal Use of Equipment & Vehicles
- Fixed Asset Capitalization Policy
- Borrowing & Lending of Funds

# Finance – Part 2

- Bank Reconciliations
- Purchasing Policy
- Procurement Committee
- Inventory Management Process
- Managing Bank Accounts and Cash
- Payroll Management

# Personnel – Part 1

- Conflict of Interest
- Employee Dress Code
- Recruitment and Hiring of Personnel
- Employee Handbook
- Employee Discipline

# Personnel – Part 2

- Employee Evaluations
- Personnel Records
- Sexual Harassment
- Computer, Internet, Telephone & Email Usage

# Risk Management

- Insurance
- Safety
- Disaster Plan
- Fire Response Plan



# Public Relations

- Communication with the Media
- Advertising
- Release of Organization Information
- Use of Organization Name

# General Administration

- Standards for the Administrative Handbook
- Format and Coding for policy Handbooks
- Contractual Relations
- Strategic/Business Plans
- Retention and Destruction of Documents

# GC/Division - Church Policies – Part 1

- Service records kept for all employees
- Termination settlements recorded in official committee minutes and on service record
- Signed conflict of interest statements for board members/employees
- Annual operating budget approved by Executive Committee
- Monthly reconciliation of inter-organizational accounts

# GC/Division - Church Policies – Part 2

- Monthly Financial Statements comparing actual results to approved budget presented quarterly to Board & monthly to administration
- Audit Committee appointed by Executive Committee
- Insurance coverage in harmony with working policy for buildings, contents, and liability

# Notes on Policies

- Policies to drive best practices and procedures
- Audits – policies and procedures followed consistently
- Grants – required policies are based on grant terms and conditions
- Link for sample policy templates for hospitals on Adventist Health International (AHI) website:

**<https://ahiglobal.org/hospital-resources>**