



Policy Type:	Board Policy
Policy No:	103
Title:	Board Policy Availability
Date Reviewed:	September 25, 2019
Date Revised:	September 25, 2019

**SUBJECT: BOARD POLICY AVAILABILITY**

- I. OBJECTIVE: To identify the purposes and establish a basis for the formulation, publication, and distribution of policies to be followed in the accomplishment of the mission statement, viewpoints, objectives, plans, and operational requirements of San Miguel Power Association, Inc. (SMPA)
- II. PURPOSE: The purpose of the Board of Directors’ Policies is to provide organizational directives concerning the strategic direction of SMPA and to establish internal operating procedures for the Board of Directors.
- III. POLICY:
  - A. Board Policies will be developed, adopted and revised based upon observation, study, and analysis of the mission statement, viewpoints, objectives, plans, and operational requirements of SMPA, which, together with recommendations of the CEO/General Manager, will provide for policy content and responsibility.
  - B. Board Policies will be developed and placed in written form and, once approved by the Board of Directors, will be certified as such by the Board Secretary. All Board-approved policies shall be posted on SMPA’s website and available for copying at all public offices of SMPA. Policies and procedures developed and implemented by the CEO/General Manager are not generally made available to the members or the public.
- IV. RESPONSIBILITY:
  - A. The Board of Directors is responsible for the approval of all SMPA policies other than those delegated to the CEO/General Manager.
  - B. The requirements and procedures for approval of policies are to be determined by the Board of Directors.
  - C. The CEO/General Manager is solely responsible for all internal operational statements that are required relative to procedures necessary in the accomplishment of his or her responsibilities as an operating executive. Such statements are not considered SMPA policies under this section.