POLICY DEVELOPMENT
ICEBREAKER & OPENING ACTIVITY
GOVERNANCE AND POLICY

Why do we need policies?

- Legitimacy and Voice
- Strategic Direction
- Effective Performance
- Accountability and Transparency
- Equity and Fairness
HOW POLICIES SUPPORT OUR PEOPLE

COMMUNITY

Creates and environment of fairness, transparency and accountability

LEADERSHIP

Documents the expectations and authority to meet community needs

EMPLOYEES

Empowers people and provides clarity for effective operations
Sample FMB Policies

Governance  Finance  Human Resources  Information Management
FMB POLICY CYCLE

How the FMB Capacity Development Team supports First Nations with Policy

GAP ASSESSMENT
What does the Nation do to meet FMS standards

REVIEW, DESIGN AND/OR DRAFTING
Documenting policies and procedures for who does what and when

IMPLEMENTATION AND TRAINING
Strategic planning, budgeting, risk management, Multi Year Financial Planning, Asset Planning conflicts of interest, financial and community reporting

FMS TESTING
Evidence that we are doing what we said we would in the FAL
FORMAT AND STRUCTURE

POLICY

Policy Statement
Purpose
Scope
Definitions
Responsibility

PROCEDURE

✓ Procedures
✓ References
✓ Attachments
BUILD A POLICY ACTIVITY

Policy Statement ________________________________

Purpose ______________________________________

Scope ________________________________________

Definitions __________________________________

Responsibility ________________________________
SAMPLE

Policy Statement – No gum allowed in schools

Purpose – For the safety of students/members and the assets

Scope – This applies to all Employees, Teachers, Contractors, Students

Definitions – A chewy, sticky wad of flavoured sugar

Responsibility –
• Principal must ensure all affected by the policy are informed
• Teachers are responsible for monitoring students
• Custodial staff are responsible for monitoring assets
# Record of Policies and Procedures

<table>
<thead>
<tr>
<th>Policy Name</th>
<th>Procedure Name</th>
<th>Date last updated</th>
<th>Where is it located?</th>
<th>Required by FAL?</th>
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<tbody>
<tr>
<td>Human Resource Policy</td>
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<td>Yes</td>
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<td>Governance Policy</td>
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<td>Information Management Policy</td>
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Summary

Policies are an important part of effective governance

Policies need to be reviewed, updated and removed as needed

Policies should be right sized for the Nation
Wrap Up Activity
QUESTIONS? Let’s chat.

First Nations Financial Management Board
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