

1. Purpose:

To describe the authorities and general process for creating, amending and deleting Flower Cart Group Board policies.

2. Definitions:

2.1 Board Philosophy - the Board's operating philosophy with respect to its policies includes but is not limited to upholding and on-going reference to the Flower Cart Group's vision, mission, values and beliefs.

3. Detailed Policy Statement:

3.1 Board policies will be consistent with The Flower Cart Group's by-laws and laws applicable to the operation of not-for-profit/charitable organizations in Nova Scotia. Policies will be clearly written embracing the Board's philosophy and with a clear understanding and appreciation of local needs.

3.2 Policies are intended to provide a position on and give direction to the Board on a wide range of issues and responsibilities. Policies serve as an element of The Flower Cart Group's Risk Management Plan and also reflect due diligence on the part of the Board.

3.3 Policies require regular review to ensure they remain relevant and up to date. From time to time, new policies may have to be created and existing policies may need to be amended or possibly deleted.

3.4 While the Policy and By-Law Committee has a custodial and coordinating role regarding Board policies, the Board itself is the approving authority in policy matters.

4. Implementation:

4.1 A member of the Board of Directors, a committee of the Board or the Executive Director, in consultation with the Board, may propose the creation of a new policy or amendment/deletion of an existing policy.

4.2 In developing or revising policies, the Board ensures appropriate consultation and discussion among the individuals, groups or committees concerned.

4.3 The Policy and By-Law Committee will review new or revised policy drafts prior to submission to the Board to ensure completeness and proper formatting.

4.4 Ratification of new policies and/or amendments or deletions to existing policies rests with the Board.

4.5 In its policy review process, the Policy and By-Law Committee may refer individual items to the appropriate committee to determine relevance.

5. Applicability: Board of Directors

6. Policy Authority:

6.1 The Memorandum of Association and the By-Laws of The Flower Cart Group provide the Board with the authority to establish Board policies.

6.2 The Board of Directors of The Flower Cart Group is the approving body for all policies.

7. Related Policies, Procedures and Documents

Policy 1.1 - Statement of Governance Style
The Flower Cart Group Risk Management Plan

8. Record of Amendments

<u>Revision #</u>	<u>Summary of Revision</u>	<u>Date Approved</u>
1.		September 2011
2.	Reformat and Update	February 2017