

Policy Committee Charter

Mission

Develop and maintain general policies and procedures for the Institute.

Under the direction of the TNI Board of Directors, the Policy committee will:

1. Develop policies and procedures that address multiple TNI programs, which are then adopted by the TNI Board.
2. Review new, existing and revised policies and procedures for conformity and consistency with TNI's mission and strategic plan; may seek advice, support and/or approval from the TNI Board of Directors.
3. Accept and resolve issues regarding TNI decisions, procedures, or operations except those regarding program recognitions, accreditation body accreditations, consensus standard activities covered under SOP 2-100 or standard interpretation requests.

Composition of the Committee

1. The Policy Committee Chair is the Secretary of the TNI Board of Directors.
2. Committee members represent each core TNI program; terms to coincide with the committee they represent.
3. There is no requirement for balance of membership.
4. May include at-large members with unlimited terms.
5. Ex Officio members may participate as they choose or as requested per the TNI Bylaws.
6. The nature of the committee's operations makes it inappropriate to allow associate members.

Objectives

- Develop general Policies and Procedures for the operation of TNI.
 - **Success Measure:**
 - The TNI Board of Directors endorses the policies and procedures developed by the Policy Committee.
- Review new existing and revised policies and procedures developed by TNI program components; ensure policies and procedures are consistent with stated TNI purposes and positions. Ensure policies and procedures are stored and maintained.
 - **Success Measures:**
 - Committee has procedure(s) to review TNI program policies, SOPs, TNI Bylaws and other documents
 - Develop Guidance, upon request.
 - Maintain a "Master List" of all SOPs, Policies, and other key documents through a self-audit.
 - Review committee drafts within three months of receipt, and respond within one month of completion of review.
- Establish a procedure for ensuring that all final and implemented Policy committee procedures, guides and policies are available to the TNI membership.
 - **Success Measure:**
 - TNI Board endorses the Policy committee procedures, guides and policies that it has reviewed.
 - Policy committee procedures, guides and policies to be provided to the TNI webmaster for posting to the TNI website.
- Serves as a general resource to the TNI Board, providing information and recommended solutions to specific issues, as requested.

- **Success Measure:**
 - Issues receive prompt investigation and the committee provides recommended resolutions.
- Work Plan: the committee will create or review the Work Plan on at least an annual basis and as part of any internal audit process.
 - **Success Measure**
 - Work plans are presented to the TNI Board for review on at least an annual basis.

Decision Making (*specify default option from Decision Making SOP 1-102*)

- Decision on review of any TNI procedure, policy or guide changes will be made by Majority Vote and in the presence of, or by electronic voting of, a committee quorum; voting options are: Yeah, Nay or Abstain.

Available Resources:

- Volunteer committee members
- Secretary of the Board of Directors
- Teleconference and A/V services
- Program Administrator support
- On-line storage, maintenance and archiving of SOPs, Policies and related documents

Anticipated Meeting Schedule:

- Teleconferences: regular schedule of calls to be published on the TNI website.
- Face-to-face meetings as needed at TNI conferences.

Program Administrator: Lynn Bradley

Approved by the TNI Board of Directors on January 11, 2017