

## **Policy Committee**

**Reports to:** GVIAS Board of Directors

### **Liaises with:**

- BitF Production
- Dustcovery Production
- Recharge Production
- Art Grants Committee
- Communications Committee
- Culture Committee
- Leadership Committee
- Contracts Committee

### ***Role***

The Policy Committee supports GVIAS by creating policies and decision trees to aid in the management of the organization, the production of all events, and decisions within online spaces. The creation of policies and decision trees will improve transparency, consistency, and certainty in decision-making processes within GVIAS, and for our community at large.

### ***Organizational Goals & Responsibilities***

- Create and update list of subject matter experts to call upon when creating policies;
- Interview past producers for ideas on suitable policies that would be required;
- Consult with the appropriate subject matter experts and affected parties, either internally; or externally in the organization, to consider all aspects which may impact policy;
- Write clear and concise policies, and formulate decision matrices, for all known decisions that will need to be made;
- Write policies for new decisions which arise during the production cycle;
- Present finished policies to the BoD for approval within a timely manner;
- Review all policies yearly for accuracy and changes.

### ***Expectations***

- Policies created for as many plausible scenarios as possible;
- Reviewing documentation from the org and other regions based on their written policies, borrow as allowed and needed;
- Be reactive to making new policies quickly as scenarios and issues arise in the production cycle;
- Include the current producers and past producers as much as possible to get full buy-in for success in the policy execution;
- Be a thoughtful and third party for decision-making at the production level: any decision that requires production to say 'NO' to someone, should have a policy created;
- Keep regular and accurate minutes of any committee meetings of the whole;

- Use G-Suite and Drive to store all materials to ensure continuity of knowledge;
- Report to the BoD and community annually at the AGM;
- Follow the Code of Conduct in all interactions;
- Follow all applicable BoD approved policies;
- Notes: currently the Conduct Committee, Grants and Leadership create their own policy and will not be part of the Policy Committee's workload. This may change at the discretion of the BoD.

**Commitment:** Year round.

**Term:** 1 to 2 years

**Monthly:**

- Heavy in first two years (2020-2022): all policies will need to be written and reviewed from scratch
- Post-launch years: 1-4 hours per month expected or more as we approach the three events per year

**Multiple Terms:** yes

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**Skills/Experience**

- Experience in production for a minimum of 3 years in ass prod or producer or equivalent;
- Excellent written communication and writing skills.