

INTRODUCTION

The purpose of the Policies and Procedures Manual (PPM) is to serve as a compilation of CCRID policies, procedures, guidelines, and forms. The PPM serves to facilitate organizational elements and operations of the CCRID board, committees, and other organizational units within CCRID.

Policies describe decisions made by organizational leadership. The board or the membership of CCRID has the authority to approve policies.

Procedures list in order the steps organizational units within CCRID abide by in the conduct of business. The board or the membership of CCRID has the authority to approve procedures.

Being without a PPM has been counterproductive to the objectives of CCRID. The PPM is intended to save organizational leaders from re-deciding issues already resolved. Additionally, the PPM saves time when leadership needs to know the approved things to do in similar situations.

The PPM is a tool to be used toward maximizing organizational resources. In a volunteer organization where leadership, management, committees and even membership itself, are voluntary—time and people become the most valuable resources the organization has.

The documents contained herein are intended to assist with planning, mentoring, measuring, and accomplishing the objectives of CCRID.