

## Meeting Notes from Tautoko Network Meeting

July 2023

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### Policy and Procedures

It was great to see so many join us at last week's Tautoko Network session, Policies and Procedures, facilitated by DIA's Liz Stephenson.

Liz started by reminding us of the services available from the Community Engagement team at DIA. Community Operations is a branch of the Department of Internal Affairs and it has advisory teams located around New Zealand - providing services to help build strong sustainable communities, hapū and iwi in New Zealand. Community advisors can help in various ways including providing information and advice about:

- community-led development
- community projects
- developing and strengthening community groups and organisations
- accessing grants
- understanding and working towards achieving meaningful outcomes for communities
- how individuals can contribute and make a difference in their community

Read more [here](#).

Last week's sessions clarified:

- policy - an idea/document - 'guiding principles' - to 'give direction' to an organisation (initiated by the governance team)
- procedure - a 'how to' to implement policy

Tip: try and keep policies to one page; and a separate page for the procedure - 'match' the numbers of policies with those of procedures so that they are easily found. Policies can be split into two categories: governance and operational. Templates and guidance/resources on what policies should include can be found online, such as [Community Resource Kit](#), [Policy Bank](#) (Australia). Local legal firm, [Parry Field](#) also has some great charity-specific resources on offer.

A 'conflict of interest' policy was one which was particularly mentioned ... if you have questions about what this policy should cover, and why, check out what [Charities Services](#) has to say [here](#).

Are all policies equal?! There are essentially two types of policies:

Governance policies - designed, endorsed and monitored by the board. e.g. an organisation's mission statement.

Operational policies - designed, endorsed and monitored by management, e.g. an organisation's policy on computer use.