

Florida Polytechnic University Foundation

Subject/Title: Policy Development and Management
FPUF Policy Number: FPUF- 3.01
Date First Adopted: October 18, 2012
Date Revised:
Responsible Division/Department: Advancement/Foundation Office

A. APPLICABILITY/ACCOUNTABILITY:

This policy on Florida Polytechnic University Foundation (“FPUF”) policy development and management and related procedures applies to all FPUF employees, except to the extent that this policy conflicts with any overriding Florida Polytechnic University (“University”) regulation, policy, procedure, or directives.

B. DEFINITIONS:

Policy: A governing principle that states an organizational position established to provide direction and guidance to the FPUF in the conduct of activities and business affairs. FPUF Policies shall encompass all policies developed and applicable to FPUF, including Operational Policies and related procedures.

Operational Policy: A governing principle established by the Vice President of Advancement (“VPA”) or designee that states an organizational position established to provide direction and guidance to FPUF in operations and conduct of internal affairs. Operational policies are implemented by the VPA as the FPUF chief executive officer, and are specifically related to the day-to-day management of the FPUF operations.

Administrative Directive: An official statement provided by the VPA/CEO/COO that establishes a directive toward a specific situation and may either mandate or prohibit certain actions or may provide necessary guidance to employees.

Procedure: A statement that describes specific methods or actions developed and implemented to comply with already established policies and directives, allowing for ordering implementation.

Policy Committee: The staff group responsible for the development, management, and oversight of policies, directives and procedures.

Governance Committee: Committee comprised of Foundation Board members responsible for recommending policy for approval by the Foundation Board.

C. POLICY:

The FPUF Policy Manual is the official repository of FPUF policies, directives and procedures and shall be available to FPUF staff electronically. Policies, directives and procedures shall be organized by the following categories:

1. Organizational Values and Structure
2. Fundraising and Gift Acceptance
3. Administration and Operations
4. Employment and Human Resources
5. Accounting and Finance

D. PROCEDURES:

1. The Governance Committee, in collaboration with FPUF staff, is responsible for identifying areas within the organization that need new or revised policies, recommending appropriate policies, and reviewing proposed policies.
2. FPUF staff drafts policy with the guidance and direction of the VPA.
3. Foundation policies are reviewed by the Governance Committee and presented to the full Foundation Board for adoption, if necessary.

POLICY APPROVAL	
Policy No.: <u>3.01</u>	
Approved by the Foundation Board during October 18, 2013 board meeting.	
 Policies & Procedures Review Committee Chair	<u>10.18.2013</u> Date
_____ President/Designee Approved by FPUF BOT, if required	_____ Date