SOP Change Procedure

Effective date: 1 August 2008

Purpose

Procedures will need to be changed. Whether due to changes in national policy or due to changes within the council, there will always exist the need to update or change existing procedures or to create no procedures. This procedure describes the steps to follow in order to submit a new procedure or to update an existing procedure.

Procedure

1. Review current SOP listing and effective dates on website. Update SOPs as needed.
2. Fill out 'Request For Change' form
3. Submit form and supporting documentation to the Council Advancement Committee
4. Council Advancement Committee reviews submission in regularly scheduled committee meeting
5. If submission is not accepted, a letter is sent to submitter explaining why along with resources to help submitter resolve issue which prompted submission
6. If submission is accepted, changes are made to SOP by assigned committee member.
7. Updated SOP is reviewed at Council Advancement Committee meeting.
8. If the updated SOP affects other functions in the council, the updated SOP is distributed through the Council Quality First process to gain feedback and approval from all impacted functions.
9. If necessary, updated SOP is submitted to Executive Committee via the Program Vice President.
10. Finalized SOP is published on Council website, distributed to council service centers, district executives and chairmen, and district advancement chairmen. An announcement is sent out via advancement e-list of the updated SOP.

Best Practices

- Date all correspondence and attach the correspondence to the submission.
- Contact a member of the Council Advancement Committee before submitting a change. A submission may already be in progress which addresses the issue.

Frequently Asked Questions

None.

References

None.