



Introduction and Policy Development Process

The OV-CAOS policy manual is a written set of statements that form a framework to assist staff in making day-to-day decisions. Policies grow out of, and give definition to, the organization's mission in the community, and provide the basis for consistent operational procedures.

Policy development is an important responsibility of the board, in collaboration with the Artistic Director(s). Together, they ensure that policies address legislative requirements, social and community changes, and technology and service advancements. Carefully crafted policies empower staff to make decisions and provide consistent and fair service. Ongoing review of the manual occurs as new issues and needs arise that may require the development of new policies or revisions to existing ones.

This policy manual is for all OV-CAOS board members and employees and supersedes all previous editions. All employees and volunteers, including board members, are subject to the terms and conditions of the policy manual. It provides policies and procedures that guide how we conduct ourselves, including how we work, interact with others and manage the business of the organization. The policies contained in this manual are in keeping with the values and goals of OV-CAOS.