



## FEATHER RIVER RAIL SOCIETY POLICY

### FORMAT POLICIES

*Effective Date:* 11/01/00  
*Next Review Date:* 11/01/2020  
*Replaces:*

*Legal Review Date:*

Policy Statements should be prepared in the following general format.

#### **[TITLE]**

#### **Statement of Policy**

**[A brief statement of the policy and why it has been established, preferably in one or two sentences, starting "It is FRRS's policy to..."]**

#### **Overall Accountability**

**[A statement indicating the officer with overall responsibility for issuing and updating the policy statement and for monitoring compliance with it.]**

#### **Scope**

**[Indication of whether the policy applies to the entire Feather River Rail Society or to a specify department.]**

#### **Definitions**

**[A definition of each significant term used in the policy statement.]**

#### **Implementation**

**[A series of brief statements indicating how the policy is to be implemented and who is accountable for doing so. If there are separate implementation procedures for a department.]**

#### **References**

**[References to specific implementing procedures or other relevant documents issued to implement the policy.]**

#### **Date Issued/Updated**

**[The date on which the policy statement was issued or last updated.]**