Mission

Develop and maintain general policies and procedures for the Institute.

Under the direction of the TNI Board of Directors, the Policy committee will:
1. Develop policies and procedures that address multiple TNI programs, which are then adopted by the TNI Board.
2. Review new, existing, and revised charters, policies, procedures, and related documents for conformity and consistency with TNI's mission and strategic plan; may seek advice, support and/or approval from the TNI Board of Directors.
3. Aid in resolving issues regarding TNI decisions, procedures, or operations except those regarding program recognitions, accreditation body accreditations, and consensus standard activities covered under SOP 2-100 or standard interpretation requests.

Composition of the Committee

1. The Policy Committee Chair is the Secretary of the TNI Board of Directors.
2. Committee members represent each core TNI program; terms to coincide with the committee they represent.
3. There is no requirement for balance of membership.
4. May include at-large members with unlimited terms.
5. Ex Officio members may participate as they choose or as requested per the TNI Bylaws.
6. The nature of the committee's operations makes it inappropriate to allow associate members.

Objectives

1. Identify and develop policies and procedures for the operation of TNI.

   Success Measures:
   - The TNI Board of Directors endorses the policies and procedures developed by the Policy Committee.
   - Ensure document control.

2. Review new and revised policies and procedures developed by TNI programs to ensure internal consistency.

   Success Measures:
   - TNI program policies, SOPs, and other documents are internally consistent.
   - Review drafts within three months of receipt and respond within one month of completion of review.

3. Establish a procedure for ensuring that all final Policy committee procedures and policies are implemented and available.

   Success Measures:
   - New and revised policies and procedures are communicated to the TNI Board and Program Administrators for implementation.
   - Policy committee procedures and policies are posted on the TNI website.

4.   Serves as a general resource to the TNI Board, providing information and recommended solutions to specific issues, as requested.

    Success Measure:
    - Issues receive prompt investigation and the committee provides recommended resolutions.

5.   Prepare and deliver an Annual Report for the previous year and Work Plan for the coming year for the annual meeting or when requested by the Executive Director.

    Success Measure:
    - Activities and progress provided within the Annual Report and Work Plan design and any subsequent revisions are approved by the TNI Board.

Available Resources:

- Volunteer committee members
- Secretary of the Board of Directors
- Virtual meeting platform
- Program Administrator support
- On-line storage, maintenance and archiving of SOPs, Policies and related documents

Anticipated Meeting Schedule:

- Virtual meetings: regular schedule is the first and third Friday of each month.
- In-person meetings at TNI conferences as needed.

Approved by the TNI Board of Directors on January 12, 2022