

**AMERICAN COLLEGE HEALTH ASSOCIATION (ACHA)
BOARD OF DIRECTORS
POLICY AND PROCEDURE
(BOD P/P)**

BOD P/P Number:	2020-1	Date Established: February 25, 2020	
		Date Adopted: January 4, 2023	
		Date Revised: May 27, 2024	
Reference:	BOD Bulletin Board Vote	Term:	1 Year
			2 Years
		X	Indefinite

BOD P/P Title:	Work Product Review & Update Policy
----------------	--

BOD Authority:	ACHA Bylaws, Article VIII, Section 1.
----------------	---------------------------------------

Purpose:	Ensuring that materials such as whitepapers and guidelines are current and timely is a critical task of the ACHA leadership. While work products may get developed by sections, coalitions, committees or task forces, ultimately these documents should be reviewed annually to ensure that they continue to remain viable and supportive of the changing times. This policy establishes a process for an annual review of existing work products and also establishes ownership of these documents for review.
----------	--

Policy:	Work products that have been developed by ACHA must be reviewed on a regular basis in order to ensure that resources that are offered to ACHA members and the public are germane and current. The following procedure establishes the methodology for review.
---------	---

<p>Procedure:</p>	<p>ACHA does not discriminate in its policies and practices, and works to ensure fairness and representation in its document review processes.</p> <p>Documents created by sections, coalitions or committees: If documents or resources have been created by a section, coalition or committee, those documents and resources remain with the respective group for oversight. Each group should maintain a current catalog of whitepapers and other resources that exist on the ACHA website and an evaluation of those documents should occur annually. The results of this evaluation should be summarized in reports to the ACHA Board of Directors.</p> <p>Documents created by Task Forces: The ACHA Board of Directors often appoints taskforces that are temporary in nature and which sunset after their work has been completed. Documents and resources arising from these taskforces will either be designated back to the appropriate section, coalition or committee or shall be reviewed by the Vice President or a specially appointed Task force of the Board to review documents that are unassigned. The Executive Committee shall summarize the status of such documents and resources in the report to the ACHA Board of Directors.</p> <p>Documents created by the American College Health Foundation remain with the Foundation for oversight. The Foundation shall develop its own policies and procedures for ensuring documents and other resources are current and valid. At any time, any group within ACHA may request that a specific document, not assigned to them, may be re-evaluated. If such a group wishes to initiate this process, the Chair of the section, affiliate or committee shall communicate a request with their counterpart on the section, affiliate or committee that has been assigned oversight of the</p>
-------------------	--

	<p>documents or resources.</p> <p>The Chair and at least one additional member of the section, affiliate or committee shall review the request, and either approve or decline the request, and the Chair communicate the decision to the initiator of the request.</p> <p>If the request is approved, the section, affiliate or committee shall update the document and submit it through ACHA's normal approval process.</p>
--	---

Resources:	National Office	Volunteer
Human:	CEO	Board of Directors, Sections, Coalitions and Committee Chairs
Financial:		
Other:		