



**The Urantia Book Fellowship** If this document does not have boxes that can be filled in then use a browser other than Firefox or use Adobe Reader. [Click here](#) to download it for free. If you use Firefox, there is an Adobe Acrobat plugin available free by [clicking here](#).



## Committee or Officer's Report

### Person Submitting Report

Name  
Robert Burns

Today's Date  
07/01/2013

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Which Committee?  
Policies and Procedures

This report covers what time period? (example: 'Year-end 2013')  
January 1 to July 1, 2013

What are your committee's accomplishments this year?

Policy and Procedure committee (P&P committee) is an ad-hoc committee established in January of 2012.

The P&P committee meets weekly via conference calls to work on Policies and Procedures for the purpose of creating greater consistency within The Urantia Book Fellowship's internal and external workings. Policies/Procedures currently approved and available on the administration website:

- Society Grant Policy
- Conflict Resolution Policy
- Promotion Policy
- Reimbursement Policy
- Donation Policy

Policy on the Collection and Use of Personal Information  
Mailing List Policy  
Internet Privacy Policy  
Conflict of Interest Policy  
Travel Subsidy for General Council and Executive Committee Members  
Whistle Blower Policy  
Triennial Delegate Assembly Policy & Procedure

Our committee established a few important criteria that guides our efforts in the creation of our policies and procedures. We feel all the policies and procedures should have the same format, look and feel. We agreed that we would have the policy described first and the procedures to follow and that the purpose of the policy be stated up front.

We further established that a good policy and procedure:

1. supports the mission, purpose, bylaws, and roles of employees and volunteers has a definite purpose for its creation
2. is easily understood and written in plain jargon free English.
3. is flexible and can adapt to change
4. is suited to the culture of our organization.
5. is developed through involvement of all interested stakeholders is communicated to all relevant people
6. easily accessible by any and all to whom the policy or procedure affects.

The P&P committee only has the authority to recommend policies and procedures to the Executive committee or General Council. For a policy or procedure to be implemented, it requires approval by the Executive committee or General Council, duly recorded in the appropriate minutes. All policies will have the date of approval at the bottom of the policy.

What are your committee's goals for next year?

It is the intention of the P&P committee to recommend policies and procedures that make it easier for volunteers and employees to do their work, and that improves trust, reduces conflict, strengthens commitment, creates accountability, and aids in improving the results of our efforts.

Please list the people on your committee

This committee has made a commitment to work together regularly and are blessed to have multiple members from the Executive committee on this ad-hoc committee, including the Vice-President and is further blessed to have the Office Manager and two additional General Councilors.

Respectfully submitted, Robert Burns - Ad-hoc chair, Tony Finstad - Secretary, John Hales, Paula Thompson, Buck Weimer, Arlene Weimer

Once filled out please save this document to your computer and then send as an attachment to:  
Secretary@UrantiaBook.org