



Association of Canadian Ergonomists
Association Canadienne d'Ergonomie

Section	Subject	Page
Governance	Policy Review	1
		Date
		March 4, 2006

Purpose To establish a process for review of the ACE Policies to ensure that they remain relevant and appropriate guidance documents for the Association.

Definitions Council Council refers to the ACE National Council

Policy Frequency A review of all ACE Policies will be conducted on odd number years in the first half of the year.

Initiation The Secretary of the Association will be responsible for the initiating and managing the review process. At least 3 members of the current or immediate past year Council will comprise the review team in addition to a National Office staff member. The review date will be captured in the appropriate location at the bottom of the policy.

Policy Amendments Amendments to any of the policies will be proposed to Council at the next practicable council meeting for approval. Where revisions are approved, the Date field at the top of the policy will be updated to read "Revised: date, Original: date".

DATE POLICY APPROVED	REVIEW DATE	COMMITTEE RESPONSIBLE
2006-03-04		Council