



Responsibilities of Committee Clerk on behalf of the Policy Review Committee:

1. To maintain a list of current and planned policies with their issue and review dates.
2. To prompt policy review by the nominated author as the review date is approached.
3. To maintain the master electronic template, master electronic copies and master ratified/signed hard copies of current policies.
4. To ensure superseded copies of policies are identified as such and removed from circulation when revised copies are published.