



## Policy Committee Description

The NCAAA Policy Committee is responsible for overseeing and recommending refinement to the internal policies, procedures, and bylaws that govern the operations of the Nebraska Commission on African American Affairs. The committee will regularly report its findings and recommendations to the full Commission as necessary.

### **Key responsibilities include:**

**Policy Review and Development:** Reviewing existing internal policies and recommending updates or new policies to improve the Commission's operational effectiveness. This includes policies related to governance, code of conduct, and procedural guidelines.

**Bylaw Evaluation and Amendment:** Regularly evaluating the Commission's Bylaws to ensure they remain current and effective. The committee is responsible for drafting amendments to the Bylaws as needed, in alignment with changes in the Commission's structure or legal requirements.

**Operational Procedures:** Recommending new Commission operational procedures and refining existing procedures, ensuring clear processes for decision-making, communication, and administration.

**Internal Governance Support:** Providing ongoing support and recommendations to the Commission's leadership to enhance internal governance structures, ensure operational transparency, and promote effective leadership.

**Reporting and Communication:** The Policy Committee Chair or Vice Chair will be responsible for all communication to the Executive Committee and full Commission including presenting any reports that need to be shared at Commission meetings.