

NACCTFO Conference 2023
How To Craft A Policy

Step 1: Identify a Need

Consider compliance issues, and also cooperation issues, in determining if a policy is required to address the concern or process

Step 2: Determine Policy Content

Create Purpose Statement that broadly describes the intent and reason for the policy

Why the policy is needed

What will be the outcome or impact of the policy

Create Specifications

Procedures for how to follow the policy

Provide step by step directions or chronological order for actions to occur

Provide deadlines and due dates

Create Implementation

Who needs to What by When to be in compliance with policy

Create an Effective Date

When does the “new” or “revised” policy take affect

Step 3: Obtain Stakeholder Support

Determine if internal or external stakeholders should be involved in creating policy

Determine level and type of role (limited to providing input/feedback, etc. or have decision making authority?)

Craft a communication to provide reason for policy, and issue/problem/compliance/citation being addressed. Keep it short and simple.

Step 4: Communicate & Distribute

Determine the most effective method for communicating to the target audience

Keep in mind fostering voluntary compliance

Step 5: Update & Revise (as needed)