



ACTIONS POLICY

1. When a proposal for action is made the following course will generally be adopted:

- A proposal will be tabled for consideration at the next Executive Committee meeting, wherever possible in writing and in advance of the meeting.
- This proposal will detail the background research done, aims, justification, what is to be done initially and any desirable follow up actions.
- The proposal may include consultation(s), letter(s), news release(s), liaison with other groups, meeting(s) or other events or publications.

2. Executive Committee will consider at least the following:

- Whether additional advice or expertise is warranted.
- Whether prior consultation with the Cancer Council or any other body is warranted.
- Any financial implications and how much can be made available.
- What other things may flow on from the proposal.
- Who should be involved in the implementation of the proposal.
- What time-line (if any) should be attached to it.
- How the proposal fits into overall planning of the organisation's activities.
- Any other Cancer Voices SA policies which may be applicable.

3. Where a proposal appears to require urgent action, it will be discussed with the Chairperson, who may call a special meeting of Executive Committee, or authorise it to proceed subject to any qualifications.