

## Governance Policy Review

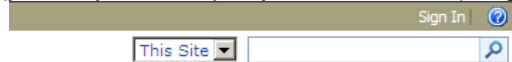
As the Executive Committee ran out of time during their last meeting, it was the consensus to review the six draft governance policies using the SharePoint site to collect everyone's comments.

In order for you to use the SharePoint site, here is a quick overview of what you need to do.

Go to the WSTIP Board SharePoint site. This is like going to any regular webpage.

<http://board.wstip.org>

In the upper right hand corner (you may need to pull your screen over), log in.

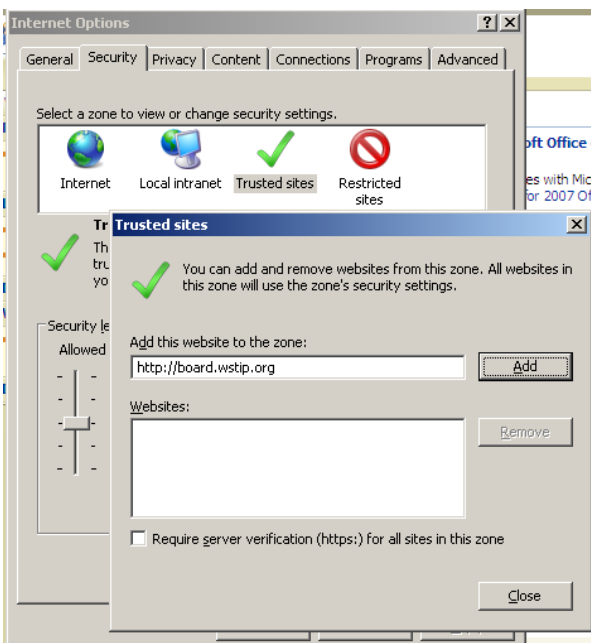


Your log in was given to you at the Executive Committee meeting.

If you were not present at the Executive Committee meeting, you will need to call Jerry to get your log in. \*\*Reminder: You only need to log in so you can edit documents.

Otherwise you don't have to do this step. \*\*

If you do not have Office 2007, you will need to download a plug-in so you can interact with '07 files ('07 files have a .docx extension). See the **Announcement** section of the website for the web link to the plug-in. If you have any trouble, call Jerry and he will walk you through.



If you are using Internet Explorer and would like to make this site "a trusted site," go to the "Tools" menu item on your internet browser and click on "Internet Options." Click on the "Security" tab, click on the "Trusted Sites" icon, then the word "Sites ..." located in the box. Add <http://board.wstip.org> to your trusted sites. Once you do this, you will only have to hit the "log in" button and it will automatically log you in, especially if you have your "save my password" function turned on.

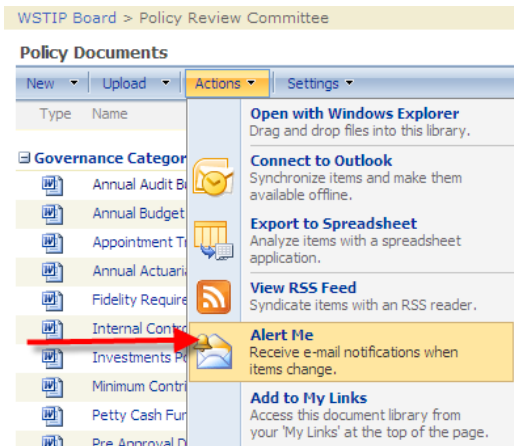


**Now you are ready to work on your Governance Policies.**

Click on the “Policy Review Committee” on the quick list located on the left hand side of the SharePoint site.

**If you want to be notified when these documents are edited, you can add an alert to this area.**

You must be logged into the site for this action to appear. Click on the “Action” bar, located just below the title “Policy Documents.” Click on “Alert Me” and select how often and how you want to be alerted.



**Now, on to the real job at hand!**

The six policies you need to review are:

**Governance**

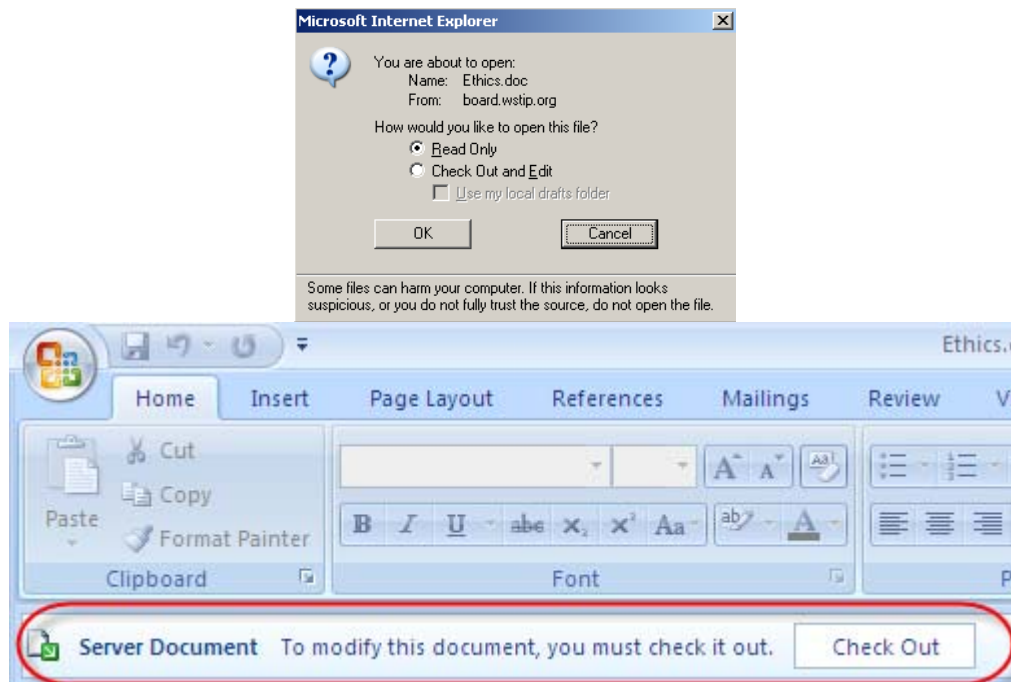
- Audit Committee
- Board Development
- Ethics
- Governance
- Governance Responsibilities and Procedures

**Operations**

- Management Succession

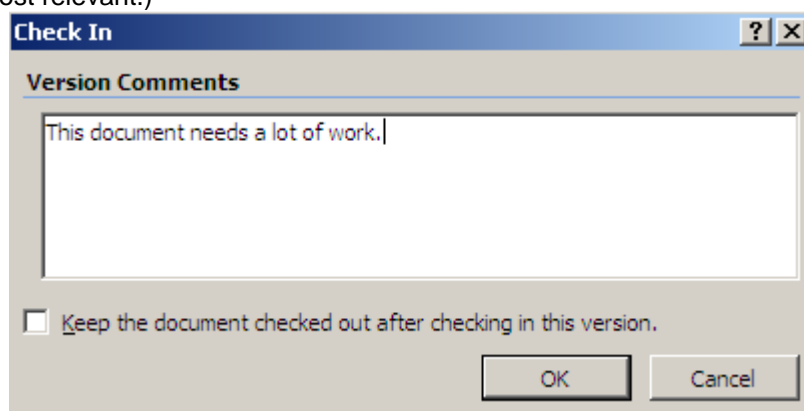
The “track changes” have been turned on for all of these documents.

To open a document, place your cursor on the name of the document and click once. (For example, if you want to work on the Ethics policy, place your cursor on the title “Ethics” and click once.) If you have your reading pane view turned on, you will need to exit to a full one page view. If you don’t have your reading pane view turned on, the document should open in a read only version. In order to work on this document, you will need to “Check Out” the document. The “Check Out” button is at the top of the page, just below your regular Word tool bar. Once you check out the document, you will be the only one that can edit it until it is checked back in.



Review the document, add and delete. The Track Changes is turned on, so your comments will appear with your name. When you are done, hit save and close. Upon closing, you will be prompted to check your document back in. Be sure, to say YES on this.

Next, a Version Control box will appear. You can write a short comment about your changes. (For example, you might say “No changes” or “Minor modifications” or “This policy needs a lot of work” whatever is the most relevant.)



And, believe it or not, that's it.

Jerry has volunteered to be the point person for anyone that has technical difficulties, so don't be afraid to call if you are having trouble using this technology. I'll be monitoring your work, and sending you reminders about doing your reviews.