

# **REVIEW OF POLICIES**

## **Kenya Editors' Guild**

**Rosalia Omungo**

**CEO**

**May 2021**



# Introduction

## Kenya Editors' Guild:

- Our mission is to promote **Media Freedom, Credibility** and **Professionalism**.
- As a membership association, the Guild is committed to ensuring inclusivity for all members to ensure diversity of voices in decision-making and in programme participation.

# REVIEW OF POLICIES

- The policy owner is responsible for the necessary steps

# REASON FOR REVIEW

- Take an indepth look at existing policies and attendant documents
- Questions to consider
- Is a policy still needed?
- Can it be combined with other policies?
- Is the purpose and goal of the policy still being met?
- Are changes required to improve effectiveness and clarity of the policy?
- Has enough been done to ensure sensitisation of concerned parties, monitoring and review?
- Overall aim is to ensure better alignment with the organisation

# REVIEW PROCESS

- Review of policies is conducted in conjunction with the relevant committee of Kenya Editors' Guild
- Recommendations are sent to the Executive Council for ratification

# STEPS IN REVIEW

- Policy owner identifies policy due for comprehensive review
- Owner notifies the President it is ready for review
- Owner creates a word document of the current policy
- Owner examines the policy and identifies through highlighting/ tracking changes on areas that need to be changed. The areas will be identified through feedback from meetings, comments on various member platforms, members asked to propose changes
- Document is channeled to relevant committee for deliberation

# STEPS IN REVIEW

- Owner consults key stakeholders in the revised draft. The stakeholders include management, committees or those who may be affected by the policy
- Recommendations by stakeholders are taken into consideration
- Once it has been completed, owner informs the President that it is ready for submission
- The Secretary in a subsequent meeting, lists the policy change as an agenda item.
- Documents circulated to EC members in the usual manner for review, feedback and comments
- EC deliberates policy and makes a decision for recommendation to the Executive Council

# STEPS IN REVIEW

- Executive Council members deliberate and make a decision to be effected in the policy
- Policy document is updated and members sensitised on changes.
- Decision to amend policy is recorded in minutes
- For minor amendments, decision should include full motion
- In the case of constitution amendment, 21 day notice is given, and an SGM arranged.



# End

