

# Our Board Policy Checklist



## *Board-Focused Policies*

- Bylaws
- Board Member Position Description (duties and responsibilities)<sup>1</sup>
- Conflict of Interest
- Board Chair/Co-chair Position Description
- Board Secretary<sup>2</sup>
- Board Treasurer
- Vice Chair<sup>3</sup>
- Board Member Code of Conduct
- Board Committee Terms of Reference (several)<sup>4</sup>
- \_\_\_\_\_
- \_\_\_\_\_

## *Operational Policies<sup>5</sup>*

- Human Resource Management Policy<sup>6</sup>
- Financial Management Policy<sup>7</sup>
- Executive Director/CEO Position Description
- Executive Director Evaluation and Compensation
- Client Protection/ Program or Service Quality<sup>8</sup>
- Volunteer Management
- Fundraising, Donations & Gifts
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

This checklist accompanies the September 2020 article *De-cloaking Policies* found on [www.governinggood.ca](http://www.governinggood.ca). Examples of many of these policies can be found on this site.

## Our Policy Checklist - Notes

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<sup>1</sup> Might include term of office, anticipated time commitment, limitations on authority, primary duties, qualifications, evaluation, and director removal. Some non-profits use this kind of policy to create something of a “contract” that each directors signs when they join the board.

<sup>2</sup> Although it is not a recommended practice, some non-profit boards combine the offices of treasurer and secretary.

<sup>3</sup> The vice chair position description may indicate specific committee responsibilities and, if this is your board’s practice, the expectation that the vice chair is the chair-elect or incoming chair.

<sup>4</sup> Typical board committees are Governance, Audit and perhaps nominating. Some non-profits may have a fundraising committee and an executive committee. Boards can also create ad hoc committees or task groups, as distinct from standing committees, to undertake specific projects, one of which could be the evaluation of the executive director/CEO

<sup>5</sup> This is a list of the main categories of operational policy. Each may involve a number of discrete or individual policies.

<sup>6</sup> A human resources policy (or set of policies) ought to state the organization’s practices in hiring, maintaining position descriptions, providing employee evaluation and feedback, the confidentiality of personnel records, rules on time off and leaves, mechanisms for conflict resolution, commitment to diversity, professional development, etc

<sup>7</sup> A financial management policy (or set of policies) should outline financial control measures, submission of payroll deductions to government, banking and loan authority, purchasing, budgeting process and format, spending outside the budget, approval and management of funding contracts, insurance, the storage and protection of legal documents and electronic files, etc.

<sup>8</sup> Policies on the prevention and response to abuse are essential for non-profits that serve vulnerable clients. Other policies under this heading might include ones on parental and family involvement or customer/member service standards