**GOVERNING DOCUMENTS**

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| **State and Federal Laws and Regulations** |
| **Articles of Incorporation** |
| **Bylaws** |
| **Board/Governance** | **Governance Policies**--Board and officer position descriptions--Committee Charters--Conflict of Interest--Whistleblower--Document Retention and Destruction | **Financial Policies**--Internal Controls--Signatories--Budget--Reserve Investment--Executive Comp.--Audit--990 Review | **Values**--Code of Ethics--Human Resources--Board Compensation--Partnerships and Coalitions--Transparency | **Fundraising Policies**--Gift Acceptance--Goals--Case Statement--Commitment to Donors--Board Giving |
| **Membership Policies**--How to become a member--Rights of Members--Provisions for voting--Benefits of membership | **Program Policies**--Outcome measures--Evaluation--Ethical parameters--Reporting | **Advocacy Policies**--Determining Issues/ provisions for getting involved--Process for deciding positions--Parameters of advocacy efforts | **Strategic Plan**--Mission--Vision--Values--Strategies--Long-Term Goals |
| **Staff/Administrative** | **Employee Handbook**--Job descriptions--Standards of Conduct/Discipline--Benefits/Comp Time--Evaluation--Grievances--HR Files | **Financial Procedures**--Documentation of revenues/expenses--Accounting system--Payroll--Credit card protection--Purchasing/Travel--Cash handling | **Capital Procedures**--Maintenance--Inventory--Keys tracking--IT--Risk Management | **Fundraising Procedures**--Process descriptions--Event descriptions--Membership procedures--CRM/data entry guide |
| **Volunteer Handbook**--Recruitment and screening--Training--Standards of Conduct--Recognition | **Program Procedures**--Ensure compliance with laws, policies and contracts--Project tracking | **Communications**--Media/public inquiries--Use of social media--Crisis plan--Press releases | **Annual/Program Plans**--Short-term goals--Objectives/Actions--Evaluation measures--Areas of responsibility |
| A picture containing person, outdoor, person, purple  Description automatically generatedIcon  Description automatically generatedThis document was created by Cathy Allen of The Board Doctor, LLC and is intended for groups to use as a template, making changes according to their own policy infrastructure needs. More information is available online at [www.TheBoardDoctor.org](http://www.TheBoardDoctor.org) and through LinkedIn and Facebook. Call Cathy directly at 757-763-8532 or email Cathy@TheBoardDoctor.org.  |