



## **BOARD POLICY MANUAL** GUIDELINES

### Part 1: Introduction and Administration

- Purpose of manual
- Initial date established by the board
- Responsibility for ongoing updates to the BPM (Person or Committee)
  - Timeliness
  - Process to approve additions/changes

### Part 2: Organizational Essentials

- Vision Statement
- Mission statement
- Values
- General functions of the nonprofit
- Primary strategies
- Major organizational goals
- Current strategic plan
- Current goals/tactics/objectives

Part 3: Board Structure and Process- Covered here is how the board will be structured, how it will operate, and what it expects from its officers, directors, and others. Governing rules, protocols, etc. are listed and some by-laws may be referenced here.

- Responsibilities of the Board as a whole-
- Board member criteria, responsibilities, and expectations
- Orientation process for new board members
- Board chair's role
- Board meetings-policies, processes, and understandings for how to conduct/how many to hold/who may attend them, etc
- Standing committees-
  - What are they
  - How are the spots filled
  - How is committee chair selected
  - Responsibilities
- Advisory committees, councils, Task Forces
  - Authorized?
  - Protocols
  - Extend of authority
- Guidelines or expectations about directors giving to the organization

### Part 4: Board chair/Staff relationship

- Clear lines of authority, communication
- Leader to leader



- Board to staff
- Staff to Board
- Individual directors to everyone
- Job description of the ED/key staff
- General description of means and expectations on two-way communications and counsel between both Board chair and ED
- Board's responsibility to monitor and evaluate the ED's performance
- Standards for performance measurement
- Specific reporting requirements of Ed to the board/chair
- Annual ED performance review: ground rules, measurements, tools to be used, if any
- CEO transition procedures-permanent and leave of absence
- Board Reference Book-periodic and important reports provided to the board by ED/staff
- Other

#### Part 5: Executive parameters

- Financial parameters-
  - Budgeting protocols and understandings
  - Financial Controls
- Asset Protection parameters
  - Insurance
  - Bonds
  - Process for major purchases over \$\_\_\_\_. Type, procedure, roles to be played...by whom
  - Investment Principles/Protocols, Risk Management Considerations
- Communications plan, including restrictions
- Audit and compliance protocols and procedures-Internal and external

#### Part 6-Miscellaneous-

- Conflict of Interest Policy
- Investment Policy
- Gifts policy
- Lobbying protocols
- Code of Ethics
- "Whistleblower" Policy
- Records retention and protection policy
- Risk management Policy
- Emergency Planning/Catastrophe Planning Policy
- Emergency Succession Planning Policy
- Board Self-Evaluation Policy
- Expense Reimbursement Policy