Policy Worksheet

What Board Policies Does your Organization Need?

The following lists high-level Board policy areas. Use this worksheet is to think about the status of your current policies, whether they are robust enough for your future and to determine the priorities for your action plan.

Policy Area	What is it? *Why and When? Examples*	Policy needed? *(Y/N)* Right level of detail and complexity?	Current Policy Strengths / Weakness	Priority? *(Y/N)* Or scale: 1-10
1. **Board Recruitment**	*Board recruitment, nominations, evaluation and Board Succession Planning. There may be a defined process. Policy defines high level expectations.*			
2. **Board Charter**	*Bridges between bylaws and other policy documents, outlining expectations of board behaviour, roles and responsibilities of Board and ED in common language. Useful in small organizations and organizations in early life stages.*			
3. **Board Code of Conduct**	*Often summarizes key expectations in an easy-to-read format.*			
4. **Board orientation, development and training**				

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5. **Communications** *(internal/external)*	*Consider a social networking policy.*			
6. **Confidentiality**				
7. **Conflict of Interest**	*May be addressed in bylaws or Board Charter.*			
8. **Document Retention and Destruction**	*For charities, note CRA requirements.*			
9. **Executive Director or CEO**	*Defines expectations for ED and Board. E.g. roles, responsibilities, authority, executive limitations, succession planning, Hiring, development and evaluation of Executive Director or CEO*			
10. **Financial**	*Many financial aspects to consider e.g. financial monitoring, accounting, banking, handling cash, budget policy, investments).*			

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11. Fund Development	_Examples: ethical fundraising practices, gift acceptance, board giving, capital campaigns)._			
12. Human Resource Management Policies	_Could include philosophy and framework e.g., desired culture, expectations of leadership styles, commitment to a particular work environment and compensation philosophy. Do we have the right organizational HR policies for staff and volunteers considering the nature of our work?_			
13. Legal and compliance	_Privacy, compliance with appropriate privacy legislation such as FOIPP, PIPA, PIPEDA Acts and other legislation._ _Do you know what compliance is necessary? How do you know that you are compliant as an organization?_			
14. **Membership and consumer**	_Accountability to members, stakeholders & community may be addressed in bylaws or incorporating documents, especially in reference to AGM, financial reporting, membership appeals and board suspension._ _Depends on type of organization_			

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15. Privacy	*The focus on privacy depends on the nature of your work. You may be subject to multiple acts, legislation and regulatory authorities.*			
16. Risk Management and Safety	*Examples: Risk Management, Liability and insurance, workplace safety, disaster planning* *Depends on the nature of your work.*			
17. Treatment and protection of consumers or clients	*Depends on the nature of your work.*			
18. Whistle Blower Policy				