

# DISCOVERING THE IMPACT OF BOARD POLICIES

Board Leadership Calgary 2015  
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# Expectations

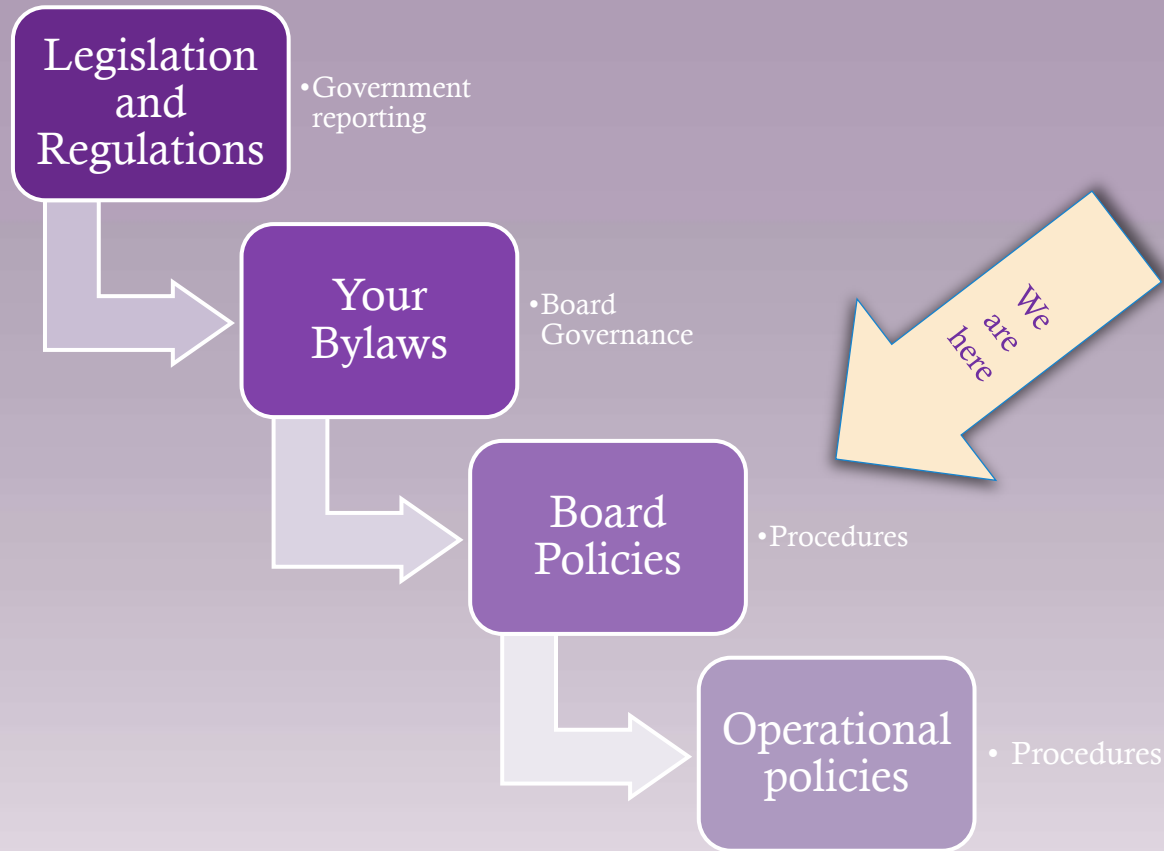
- ⚽ What brought you here today?
- ⚽ Questions that we should address?



# Today's Topics

- Context for Board Policies:
  - How policies fit with other documents, bylaws, governance
  - Age and stages of organizations
- Contents of a policy:
  - How your organization measures up. What do we need?
  - What to include—content and process
  - Development of a policy for your organization
- Networking and discussion
  - Your priorities and your next steps
  - Answer your questions

# Where policies fit



# Board Policies

- ❁ Policies help give you:
  - ❁ Framework to help you govern, linking legislation, your bylaws and implementation
  - ❁ Way for the board to delegate authority and define what is to be done
  - ❁ Confidence for board, members, funders, auditors, consumers
  - ❁ Support in Risk Management

# Exercise

- What Board Policies are needed for your organization?
- Your organization—a checklist to work through your policy priorities to manage risk



# Board Policies: Content

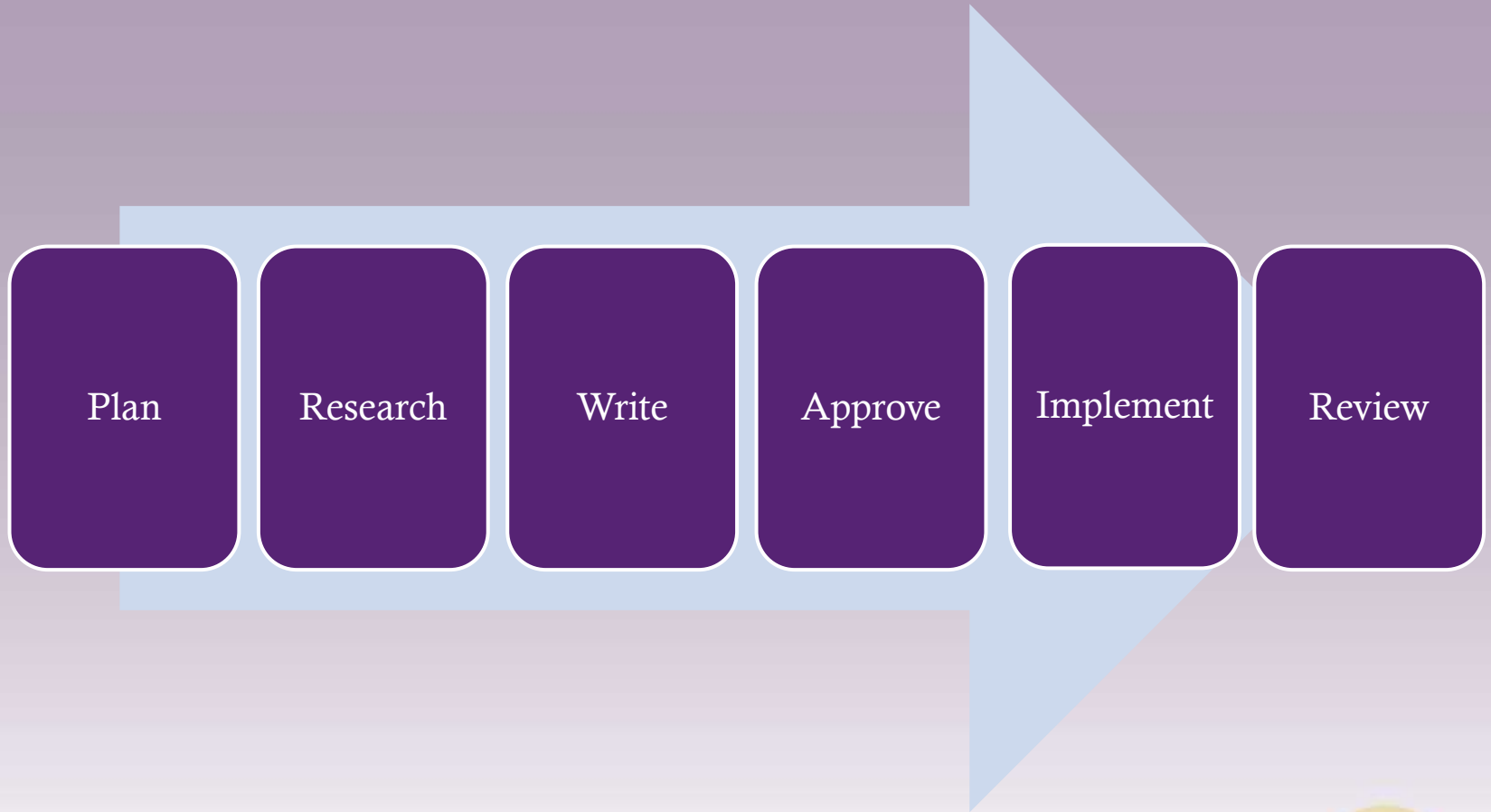
	Description
Policy name	Clear name. Could include a policy number. Include your organizational name.
Purpose/ Intro	Concise statement
Scope	Who does this policy apply to?
Definitions	Acronyms, jargon
Policy/Guideline	Text to address your situation. Don't reinvent the wheel!
Procedures	"How to" can clarify. Where do you define procedures?
References	Other related materials
Review info.	Committee Name, date approved and by whom, date for next review

# Develop a sample policy





# Policy Development process



# Policy Development process

## Plan

- Assess needs with stakeholders
- Assign the team:
  - Board committee
  - Know who your champion is
  - Define roles: Decide who will write, edit, approve, administer and oversee
  - Decide when the committee role is complete
- Ask: Is this Governance or Operational?
- Determine your budget, resources and timeline

# Policy Development #2

## Research

- Internal check
- Networking and external look



## Write the Policy

- Draft the policy including related information
- Review and test draft(s) with relevant stakeholders.
  - Listen rather than defend. Be open to hearing confusion.
  - Don't miss this step!
- Revise and revise again. Finalize it.

# Policy Development #3

## Approve

- Follow your approval process
- Issue and distribute the policy

## Implement

- Train Board, staff and volunteers
- Are any associated procedures missing?
- Review and update regularly

Enjoy the peace of mind that comes with a useful and valued set of policies!

# Your priorities and next steps



# Summary

- Context for Board Policies
- Contents of a policy: Chance to work through content and think about your priorities for policy development
- Networking and discussion
  - Did we answer your questions?

Enjoy your Policy Development Journey!