



Non Profits. Strength. Learning. Change.

Checklist of Board Policies in Non-Profit Organizations

Your Board policies can grow as your organization grows. The following table is a general policy checklist for Boards to consider. Your Board will need to consider what policies are needed for your organization to help you achieve your Mission. Few organizations have the entire list of policies.

The policy type shows general categories. Your organization might choose to group the policies differently.

Policy Type	Policy	Comments
An Introduction and Basic	✓ Introduction to board polices	Philosophical statement Could include index of policies.
	✓ List of board polices	
	✓ Organizational philosophical approach to the cause	Could include Mission, Vision, Values, Motto
Board Management	✓ Board Charter or Board roles and responsibilities summary	Defines the expectations and roles of the Board in common language. Boards of small organizations may create an over-arching Board Charter which includes many of the topics in this list at a high level
	✓ Board Accountabilities	
	✓ Board Code of Conduct and/or Code of Ethics, , Undue Influence	
	✓ Board committee structure and roles	Could include committee Terms of Reference
	✓ Board meetings: Admission of guests or observers	This may be in the bylaws.
	✓ Board Members and Staff Attendance At External Functions	
	✓ Board Orientation and training	
	✓ Board recruitment, nomination, evaluation and succession planning;	
	✓ Board roles and Responsibilities (job description)	
	✓ Governing Style and Expectations	
	✓ In-Camera/Closed Board sessions	

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Communications	✓ Advocacy and/or Public Policy	Including Lobbying
	✓ Communications (internal/external);	
	✓ Representation on External Committees	
	✓ Social Media	
Conflict of Interest	✓ Conflict of interest	This may be in the bylaws.
	✓ Accepting and Giving Personal Gifts	
Executive Director or CEO	✓ Evaluation of Executive Director	
	✓ Executive Director Working Conditions	
	✓ Roles, Responsibilities & Authority of Executive Director or CEO, including Executive Limitations	
	✓ Search, Selection and Hiring of Executive Director including ED succession planning	
Financial	✓ Overall Financial Policy	
	✓ Audit	
	✓ Accounting Policy	
	✓ Banking Policy:	
	✓ Budget Monitoring Policy	
	✓ Budget Policy	
	✓ Cash Management Policy	
	✓ Endowment Fund Policy	
	✓ Incurring debt	
	✓ Money Management or Investment Policy	
	✓ Revenue Expectations	
	✓ Credit Card Usage	
	✓ Payment of Honoraria	
	✓ Reimbursement of expenses	
	✓ Signing Authority and Approvals	May be covered under Executive Limitations
✓ Technology Allowances	e.g. phones or computers for business and personal use	
Fund Development	✓ General purposes for fund development	See Imagine Canada code of ethical fundraising practices:
	✓ Definition of the important elements to consider in formulating a FD plan	http://www.imaginecanada.ca/ethicalcode Imagine Canada has included the Ethical fundraising practices with their Standards program.
	✓ Adherence to the reporting requirements of government legislation	

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	✓ Ethical fundraising practices.	
	✓ Board Giving	
	✓ Capital Campaigns	
	✓ Fund Development: Donations Gift Acceptance	
	✓ Sponsorship	
Human Resources and	<ul style="list-style-type: none"> ✓ Strategic human resources policies expected by the Board 	
	<p>HR Management Policies such as:</p> <ul style="list-style-type: none"> ✓ Code of conduct (employees and volunteers) ✓ Confidentiality and Privacy (including FOIPP, PIPA, PIPEDA Acts) ✓ Conflict of interest (employee and volunteer) ✓ Conflict Resolution ✓ Discipline ✓ Dismissal and Termination ✓ Ethics ✓ Gifts: Accepting and Giving ✓ Harassment ✓ Hiring ✓ Hours off Work, Overtime, etc. ✓ Information Technology usage ✓ Leaves: Maternity/paternity, etc. ✓ Performance evaluations ✓ Privacy ✓ Professional development ✓ Respectful Workplace ✓ Safety and Occupational Health ✓ Security checks ✓ Sick leave and statutory holidays ✓ Sabbatical ✓ Training and Professional Development ✓ Vacation ✓ Volunteer Management ✓ Whistle Blower Policy ✓ Workplace Diversity 	Note that an operational-level HR policy list would include additional items. Ask about our list of these.
Legal and Compliance	✓ Bylaw amendments	
	✓ Compliance with legislation, Regulations and Standards	
	✓ Intellectual Property	

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	✓ Privacy: Compliance with appropriate privacy legislation such as FOIPP, PIPA, PIPEDA Acts and other legislation	
Membership and Consumer	✓ Accountability to members, stakeholders & community.	May be addressed in your bylaws (incorporating documents)
	✓ Membership Criteria and Application	May be in bylaws
	✓ Membership Rights and Responsibilities	May be in bylaws
	✓ Membership Appeals	This may be in the bylaws.
	✓ Treatment and protection of consumers, customers or clients	
Real Property	✓ Acquisition of real property	Acquiring property, Credit risk management, Asset management, expansion, redevelopment, renovations
	✓ Construction Management	General principles for property development
Research	✓ Research Code of Ethics, information security	If applicable
Risk Management and Safety	✓ Risk Management	Could include reference to financial emergencies when the org doesn't have enough funds to continue business.
	✓ Asset management	
	✓ Criterion for Expansion	
	✓ Disaster Planning and Recovery	Could include physical plant, IT, Human Resources disasters
	✓ Liability and Insurance	
	✓ Protection of intellectual capital, copyright, and trademark	
	✓ Records Retention and Destruction	
	✓ Whistle Blower Policy	Sometimes included in the HR policies
	✓ Workplace Safety.	

Note that for a larger organization, separate operational policies will be required (HR policy manual), operational policies reflecting the work of the organization, facilities policies, etc.)

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