

SAMPLE LIST OF BOARD POLICIES

PART I: Founding Documents

- Articles of Incorporation
- Bylaws

Part II: Ethics and Accountability

- Code of Conduct
- Conflict of Interest Policy
- Whistle-Blowers Protection Policy
- Confidentiality Policy
- Document Retention Policy

Part III: Board Members

- Board Member Expense Reimbursement Policy
- Board Attendance Policy and Leave of Absences (if not part of the Bylaws)

Part IV: Executive Director

- Executive Director Compensation Policy
- Executive Director Succession/Transition Policy and Procedure

Part V: Finance

- Budget Development and Approval Policy
- Capital Expenditures Policy
- Financial Control Policy
- Endowment Policy
- Reserves Fund Policy
- Financial Audits Policy
- Risk Management Policy

Part VI: Fundraising

- Gift Acceptance Policy
- Vendor Solicitation and Acceptance Of Gifts, Grants, Contributions And Donations From Vendors
- Donor Relations Policy
- Events Policy

Part VII: Personnel

- Equal Employment Opportunity Policy
- Nepotism Policy
- Policy Against Harassment
- Drug and Alcohol Policy
- Complaints/Grievance Policy

Part VIII: Communication

- Media Policy
- Crisis Communication Policy
- Electronic Media Policy
- Lobbying and Political Activity Policy (if not in the Bylaws)