

## **Guide for Standard Eleven - Governance**

### **11.1 Board Development**

- **Board Development is clearly stated within the agency's Bylaws and shall include the following:**

#### **11.1.1 Roles and Expectations of Board of Directors**

#### **11.1.2 Board Meetings**

#### **11.1.3 Board Development**

### **11.2 Mission Statement, Vision Statement and Core Values**

- **The agency clearly states its Mission, Vision and Core Values within its Bylaws and is further adopted within its Organizational Management Practices and Program P&P**

### **11.3 Operating Policy**

- **The agency has adopted comprehensive Operational Management Practice to guide the practices, policies and procedures of Financial Accountability, HR Accountability and Program Development**

#### **11.3.1 Organizational Structure**

- **An organizational structure is adopted to clearly state the lines of authority within the organization**

### **11.4 Program Structure and Oversight**

- **The agency has adopted an agency Program Structure that identifies the overall structure and flow of its agency programs and oversight of its programs – indicating service entry points and exit points of programs, financial oversight and HR oversight**

#### **11.4.1 Agency Flow Chart**

- **An agency flow chart clearly identifies the service entry points and exit points**

### **11.5 Strategic Plan**

- **The agency Bylaws clearly identifies the requirement of an agency Strategic Plan**
- **The agency has a Strategic Plan that includes an annual review and assessment of accomplishments and stakeholder reporting of its annual progress**

## **11.6 Administrative Policies and Procedures**

- The agency has adopted Administrative Policies and Procedures via its Bylaws and implemented said Administrative Policies and procedures via its Organizational Management Practices (HR, Financial and Program Development) and include the following:

**11.6.1 Risk Management**

**11.6.2 Confidentiality**

**11.6.3 Conflict of Interest**

**11.6.4 Human Resources Accountability and Policy**

**11.6.5 Financial Accountability and Policy**

## **11.7 Legal Documentation**

- The agency maintains the following legal documentation and is located within the agency's (state location of the documents):

**11.7.1 Articles of Incorporation**

**11.7.2 Bylaws**

**11.7.3 501(c)(3)**

**11.7.4 Payroll Documentation**

**11.7.5 IRS 990 Form**

**11.7.6 Insurance**

**11.7.6.1 Officers Liability Insurance**

**11.7.6.2 Workers Compensation Insurance**

**11.7.7 Legal/Financial Advisors**

**11.7.8 Registered Agent**

## **11.8 Annual Budget**

- The agency Bylaws and Administrative Policies and Procedures clearly state the requirement, process and timelines for the adoption of an annual agency budget

## **11.9 Forms and Documentation**

- Bylaws

- **Articles of Incorporation**
- **501(c)(3)**
- **Payroll Documentation**
- **IRS 990 Form**
- **Annual Audit**
- **Annual Budget**
- **Insurance (Liability and Workman's Comp)**
- **Board of Directors Meeting Agendas and Minutes**
- **Organizational Structure**
- **Agency Flow chart**
- **Risk Management Policy and Plan**
- **Confidentiality Policy**
- **Conflict of Interest Policy**
- **Human Resources Accountability and Policy**
- **Financial Accountability and Policy**
- **Strategic Plan**