Design and content:

This manual consists of several sections, organized to address major policy issues.

1. The Table of Contents lists the major policy topics, followed by policy statements appropriate to that topic.
2. The Appendix Section (page 114) contains the forms for the declarations that directors must complete from time to time, Director Compensation data, Board Meeting Calendar, and Calendar of month-to-month Board meeting items.
3. The Historical Data Section (page 124) is included to provide appropriate information about your organization; its origin and historical development; a current staff organization chart; and other salient information.
4. Samples of self evaluation forms for the board and individual committees (provided for in the web-based program, Governance Pro®, www.governancepro.com specifically designed for organizations like yours) are also contained in this manual for easy reference.
5. Section VIII contains an evaluation form for assessing the effectiveness of planning events; understanding what the organization is attempting to accomplish, and providing feedback for future Strategic Planning events.
6. General Job Descriptions for the Board Chair and Chair’s of committees are found at the end of the appropriate Sections of the Manual.
7. Charters for typical Board Committees are provided for in each Committee Section of this Policy Manual, which can be customized to suit the individual circumstances of the organization. As regulatory bodies continue to impose new governance requisites, and considering the asset size and complexity of the organization, the suggested five Board Committees may all be required at this time, or added a future date.

Manual maintenance:

The Corporate Governance Committee of the organization is typically charged with the duty and responsibility for the continuous maintenance and update of this manual.
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