

ATTACHMENT 4

EXAMPLES OF BOARD POLICIES

(Adapted from "*The Handbook of Nonprofit Governance*")

Board Policy on Staff Employment

With respect to hiring staff, the executive director is responsible for:

- Ensuring that employment decisions are based on the individual's qualifications and ability to perform the job.
- Hiring quality people with known maturity.
- Paying compensation reasonably required to attract and retain employees with the skills and experience necessary to accomplish the organization's mission.
- Developing and maintaining appropriate personnel policies in a handbook reviewed by legal counsel and available to all staff.

Board Policy on Ethics

Staff and board members of our NPO are dedicated to carrying out the mission of our organization. We will do the following:

1. Recognize that the chief function of our NPO at all times is to serve the best interests of our constituency.
2. Accept as a personal duty the responsibility to keep up-to-date on emerging issues and to conduct ourselves with professional competence, fairness, impartiality, efficiency and effectiveness.
3. Respect the structure and responsibilities of the board, provide them with facts and advice as a basis for making policy decisions, and uphold and implement policies adopted by the board.
4. Keep the community informed about issues affecting it.
5. Conduct our organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication and compassion.
6. Serve with respect, concern, courtesy and responsiveness in carrying out the organization's mission.
7. Demonstrate the highest standards of personal integrity, truthfulness, honesty and fortitude in all our activities in order to inspire confidence and trust in our activities.
8. Avoid any interest or activity that is in conflict with the conduct of our official duties.
9. Respect and protect privileged information to which we have access in the course of our official duties.

Strive for personal and professional excellence and encourage the professional development of others.