# Overview

1. Welcome

2. What is a Board Policy Manual?

3. Why should God's workers use it?

4. How can you adapt it to your organization?

5. What if you used it? (Testimony)

6. Q & A

7. Wrap-up

# What is a Board Policy Manual?

It's a 12+ page document with five sections. It is designed to be adaptable to any organization.

1. Introduction – Explanation of document and instructions for use.
2. Organizational Essentials – Purpose, Vision, Values, Staff, Stakeholders, Beneficiaries, Programs, Goals, and Faithful Activities.

GTP

# What is a Board Policy Manual?

3. Board Structure and Processes – Governing Style, Roles, Responsibilities (terms and committees), Duties of Officers, Code of Conduct.

4. Board, CEO, and Staff Relationships – Delegation, Communication for Accountability and Sustainability.

5. Executive Parameters – Empowerment with Limits. Compliance with Laws and Reporting to Committees.

# Why should God's workers use it?

- Increases board effectiveness.
- Minimizes confusion regarding roles and potential conflict about governance and administrative responsibilities.
- Helps everyone's service (board, CEO, and staff) go more smoothly (*e.g.,* Egypt).

# Why should God's workers use it?

- **Efficiency of having all ongoing board policies in one place. Here is a list of examples from GTP:**
  - **Travel and Expense Policy**
  - **Stewardship and Partnership Philosophy**
  - **Gift Acceptance Policy**
  - **Investment Policy**
  - **MOU Template**
  - **Conflicts of Interest Annual Disclosure**

# Why should God's workers use it?

- Board Annual Commitment Form
- Board Meeting Evaluation Form
- Board Self-Evaluation Form
- Privacy Policy
- Giver Privacy Policy
- Board Selection Process / Interview Template
- Whistleblower Policy
- Commitment Authority Policy

# Why should God's workers use it?

- Aids in recruiting top-quality board members.
- Quickly orients new board members to current policies. Ensures stability (*e.g.,* Nepal).
- Eliminates redundant or conflicting policies over time and facilitates policy review process.
- Helps ensure succession as board members can engage for a season and staff members know the boundaries of their service (*e.g.,* Guatemala).

# Why should God's workers use it?

- **Provides clear, proactive policies for the CEO and staff.**

- **Models an approach to governance for other organizations.**

- **Positions the ministry for sustainability because the mission is stewarded not just by a founder, but now by a board that knows and plays their roles (*e.g.* Philippines).**

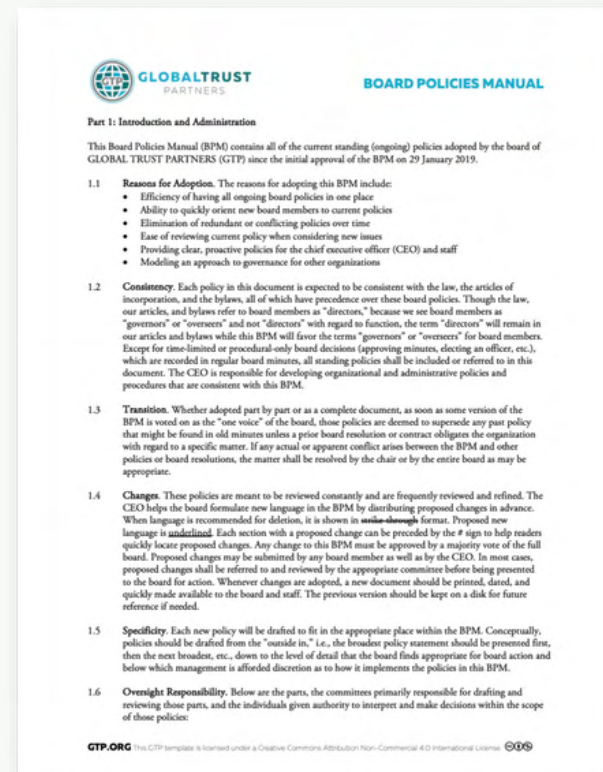# How can you adapt it to your organization?

1. Read through the template – Grasp the value of it. Start with the GTP Template in English, Spanish, or Arabic (French is in process and other languages to come).
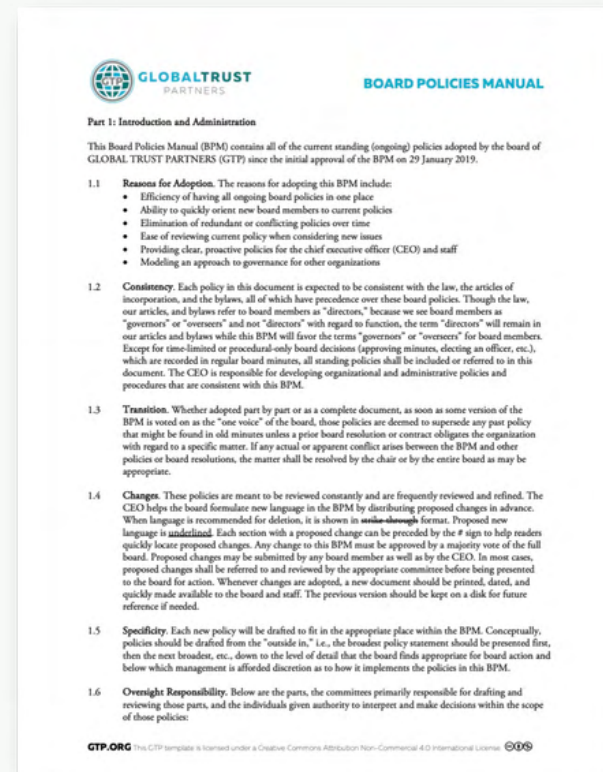
# How can you adapt it to your organization?

2. Adapt the template as needed – Go through it and change it to fit your organization. This is generally best done by the CEO with the board chair.

# How can you adapt it to your organization?

3. Adopt – Read through with your board. Make edits as you go and then adopt it. This outlines the parameters for the board and the CEO to function efficiently and effectively.
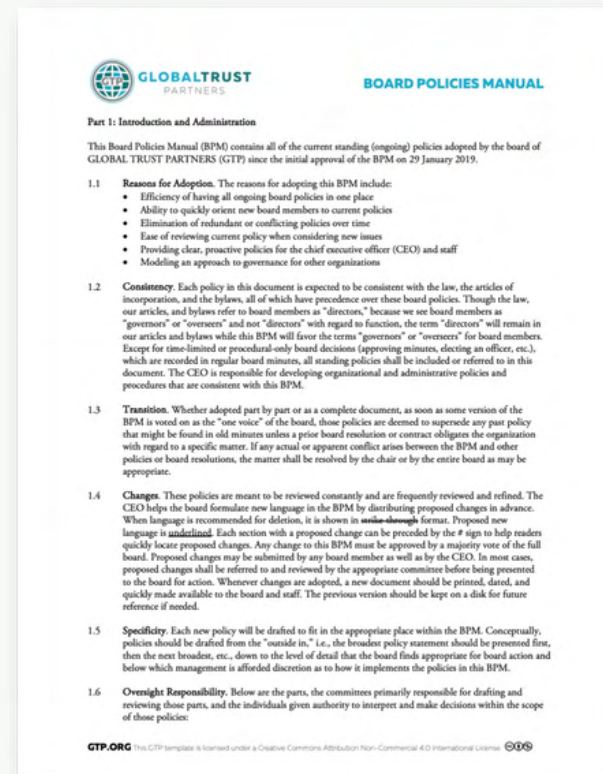
# What if you used it?

# What outcomes can ministries anticipate?

**ROB MARTIN**
GTP Board Member

# Questions & Answers

**ERENY MONIR**
GTP VP of Training & Powerment

**GARY HOAG**
GTP President & CEO

**ROB MARTIN**
GTP Board Member

# Next Template Training Tuesday...

**30 March 2021**
**12 noon GMT**

**QUARTERLY**
**DASHBOARD**

MATTHEW GADSDEN          RUTHIE CRISTOBAL          RANDY KUNG

# Email inquiries and send impact stories to mail@gtp.org.

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