### Template Training Tuesday: Board Policy Manual

### 23 March 2021



**ERENY MONIR** 



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### 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.

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



### 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.



- 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).



- 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



- 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



- 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).



- 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).



### BOARD POLICIES MANUAL

### Part 1: Introduction and Administration

GTP.ORG

This Board Policies Manual (BPM) contains all of the current standing (ongoing) policies adopted by the board of GLOBAL TRUST PARTNERS (GTP) since the initial approval of the BPM on 29 January 2019.

- Reasons for Adoption. The reasons for adopting this BPM include:
- Efficiency of having all ongoing board policies in one place
  Ability to quickly orient new board members to current policies
- Ability to quickly orient new board members to current poli
  Elimination of redundant or conflicting policies over time
- Elimination of redundant or conflicting policies over time
  Ease of reviewing current policy when considering new issues
- Ease of reviewing current policy when considering new issues
  Providing clear, proactive policies for the chief executive officer (CEO) and staff
- Modeling an approach to governance for other organizations
- 2. Consistency: Each policy in this document is expected to be consistent with the law, the articles of incorporation, and the lybras, and die which have presentance or there beaud policies. Though the law, our articles, and lybras refer to board members as "directors," because we see board members as "governoss" or "oversens" and not "directors" with tegoed to functions, the term "directors" will remain in our articles and hybras while this BPM will first the terms "governoss" for "oversens" for board members. Except for time-limited or procedural-only board docisions tapproving minutes, detring an officer, etc.), which are recorded in regular board minutes, all attaching publics shall be included or reference to in this document. The CEO is responsible for developing organizational and administrative policies and procedures with the BPM.
- 3 Transition: Whether adopted part by pure or as a complex document, as non as some review of the IMPM to words on a shr. 'tess works' of thick howd, datas publics and demonst unsprends any pure publicy that might be found in oid a minute unders a price board resolution or contract obligates the expension with regard to a specific mater. If has actual as properties that a specific mater. If has actual as properties that the specific mater is a specific mater. If has actual as properties on the IPM and other publics or board resolutions, the matter shall be resolved by the chair e by the entire board as may be appropriate.
- 1.4 Changes. These policies are meant to be reviewed constantly and are frequently reviewed and refined. The CEO helps the board formulate new language in the BPM by distributing proposed changes in advance. When hangung it reconstructed for distributing the structure is used to advance in a second second formulation of the structure of structure of the stru
- 1.5 Specificity. Each new policy will be drafted to fit in the appropriate place within the BPM. Conceptually, policies should be drafted from the "outside in," i.e., the broadset policy statement should be presented fitse, then the new broadset, recise, down to the level of draft all the the board findia appropriate for board action and below which management is afforded discretion as to how it implements the policies in this BPM.
- 1.6 Overnight Responsibility. Below are the parts, the committees primarily responsible for drafting and reviewing those parts, and the individuals given authority to interpret and make decisions within the scope of those policies:



## 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.



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- 1.3 Transition. Whosher adopted part by part of a a complete document, as noon as none-restion of the BM is root on as the "new one" of the band, then pulses me the routed to supervise any part pulsy that might be from it is old minutes unloss a prior band resolutions or constant obligators the regulations with regred on a specific meanur. Have stand are appearence confice arises between the BPM and of elder policies or beard resolutions, the matter shall be resolved by the chair or by the entire board as may be appropriate.
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- 1.6 Oversight Responsibility. Below are the parts, the committees primarily responsible for drafting and reviewing those parts, and the individuals given authority to interpret and make decisions within the scope of those policies:



### 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.



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### What if you used it?

# What outcomes can ministries anticipate?



**ROB MARTIN** GTP Board Member



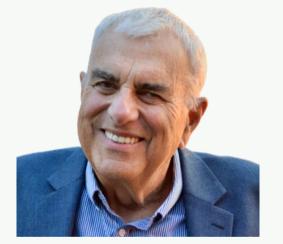
### **Questions & Answers**



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



**GARY HOAG** GTP President & CEO



**ROB MARTIN** GTP Board Member

### Next Template Training Tuesday...

## 30 March 2021QUARTERLY12 noon GMTDASHBOARD



MATTHEW GADSDEN



**RUTHIE CRISTOBAL** 



**RANDY KUNG** 



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



## GlobalTrustPartners

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