

BOARD POLICIES OF TALLEETNA HISTORICAL SOCIETY

- Board Policies of Talkeetna Historical society 1
 - I. Board Job Description 2
 - II. Governing Style 2
 - III. Code of Conduct 3
 - Whistleblower Policy 4
 - IV. Decision-making Process 5
 - V. Role of the Chair or Board President 5
 - VI. Board Committee Principles 6
 - VII. Cost of Governance 6
 - VIII. Board Nominations Process 6
- EXECUTIVE LIMITATIONS 8
 - I. Staff Recruitment, Compensation and Benefits 8
 - II. Treatment of Staff and Volunteers 9
 - III. Treatment of Consumers 10
 - IV. Financial Condition and Activities 10
 - V. Financial Planning and Budgeting 12
 - VI. Asset Protection 12
 - VII. Grants and Contracts 13
 - VIII. Fund raising, lobbying and political activity 14
- BOARD-HISTORIC SITE MANAGER LINKAGE 16
 - I. Transition Policy 16
 - II. Executive Constraint 16
 - III. Accountability of the HISTORIC SITE MANAGER 16
 - IV. Delegation to the EXECUTIVE DIRECTOR 16
 - V. Monitoring EXECUTIVE DIRECTOR Performance 16
 - VI. Communication & Support to the Board 17
 - VII. Document Retention/Destruction Policy 17

I. Board Job Description

The purpose of the Board, on behalf of the moral ownership, is to see that TALKEETNA HISTORICAL SOCIETY 1) fulfills its social compact with the community and 2) in doing so, serves as a wise steward of its resources while preventing unacceptable actions and situations.

- The job of the Board is to represent the moral ownership in determining and demanding appropriate organizational performance. Accordingly:
 1. The Board is responsible for maintaining the connection between the TALKEETNA HISTORICAL SOCIETY and its “moral owners.”
 2. The Board will produce written governing policies in the following areas:
 - a. *Mission-based outcomes*, which describe what good (results), for whom (recipients) and at what cost
 - b. *Organizational health*, which defines expectations of, and limits the framework for, executive actions and decision-making.
 - c. *Board Governance process*, which specifies how the Board will ensure excellence in governance and monitor its own performance.
 - d. *Board-EXECUTIVE DIRECTOR linkage*, which describes the relationship between the Board and the EXECUTIVE DIRECTOR and describes the EXECUTIVE DIRECTOR role, authority and accountability.
 3. The Board will hold the EXECUTIVE DIRECTOR accountable through monitoring of his or her performance against board established policies and will take corrective action as needed.

II. Governing Style

The Board provides strategic leadership to TALKEETNA HISTORICAL SOCIETY. In order to do this, the Board will:

1. Look to the future and keep informed of issues and trends that may affect the mission and organizational health of TALKEETNA HISTORICAL SOCIETY.
2. Make decisions based on knowledge of community needs and best practices and in accordance with the mission.
3. Be proactive and visionary in its thinking.
4. Encourage thoughtful deliberation, incorporating a diversity of viewpoints.
5. Work together as colleagues, encouraging mutual support and good humor.
6. Have the courage to lead and make difficult decisions.
7. Commit to excellence in governance, including regularly monitoring, assessing and improving its own performance.

- The Board will monitor and discuss the Board’s process and performance at each meeting.
- In governing, the Board will fulfill its legal responsibilities of:
 1. The *Duty of Obedience* that requires board members to be faithful to the mission of Talkeetna Historical Society in its policies and actions.
 2. The *Duty of Care* that requires that in fulfillment of his/her duties, a Board member owes Talkeetna Historical Society the care that an ordinarily prudent person would exercise in a like position and under similar circumstances.
 3. The *Duty of Loyalty* that requires Board members to always put the best interest of Talkeetna Historical Society first when making decisions affecting the organization.

III. Code of Conduct

- The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and professional decorum when acting as board members.
- In their capacity as governors, board members must demonstrate unconflicted loyalty to the interests of the ownership of TALKEETNA HISTORICAL SOCIETY.
- Board members must avoid conflicts of interest with respect to their fiduciary responsibility.
 - a) Members will annually disclose their involvement with other organizations, vendors, or any other associations that currently do business or may do business with TALKEETNA HISTORICAL SOCIETY.
 - b) Annually, all members will sign a full disclosure and conflict of interest statement.
 - c) Information exclusive to TALKEETNA HISTORICAL SOCIETY shall not be used by board members for personal gain or the gain of a family member or associate.
 - d) It is the Board member’s obligation to immediately disclose to the Board any and all impending conflict of interest. That member shall absent herself or himself without comment from both the deliberation and final decision-making.

- e) Board members must not use their positions to obtain employment or special considerations at TALKEETNA HISTORICAL SOCIETY or agencies with whom TALKEETNA HISTORICAL SOCIETY has formal contracts for themselves, family members or close associates. If a Board member desires employment at TALKEETNA HISTORICAL SOCIETY, he or she must first resign.
 - f) There will be no self-dealing or any conduct of private business or personal services between any board member and TALKEETNA HISTORICAL SOCIETY. Once procedures are established by the Board, then an exception may apply for arrangements which meet established procedures for openness, competitive opportunity and equal access to inside information.
- Members will respect the confidentiality appropriate to issues of a sensitive nature.
 - Board members are expected to attend every regularly scheduled meeting. A member with more than two (2) consecutive unexcused absences or (3) excused absences from regularly scheduled meetings is automatically dismissed from the Board. The Board may consider to reinstate.

Whistleblower Policy

This policy is intended to encourage Board members, staff (paid and volunteer) and others to report:

- Suspected or actual occurrence(s) of illegal, unethical or inappropriate events (behaviors or practices) without retribution.
- The Whistleblower should promptly report the suspected or actual event to his/her supervisor.
- If the Whistleblower would be uncomfortable or otherwise reluctant to report to his/her supervisor, then the Whistleblower could report the event to the next highest or another level of management, including to an appropriate Board committee or member.
- The Whistleblower can report the event with his/her identity or anonymously.
- The Whistle blower shall receive no retaliation or retribution for a report that was provided in good faith – that was not done primarily with malice to damage another or the organization.
- A Whistleblower who makes a report that is not done in good faith is subject to discipline, including termination of the Board or employee relationship, or other legal means to protect the reputation of the organization and members of its Board and staff.
- Anyone who retaliates against the Whistleblower (who reported an event in good faith) will be subject to discipline, including termination of Board or employee status.
- Crimes against person or property, such as assault, rape, burglary, etc., should immediately be reported to local law enforcement personnel.

- Supervisors, managers and/or Board members who receive the reports must promptly act to investigate and/or resolve the issue.
- The Whistleblower shall receive a report within five business days of the initial report, regarding the investigation, disposition or resolution of the issue.
- If the investigation of a report, that was done in good faith and investigated by internal personnel, is not to the Whistleblower's satisfaction, then he/she has the right to report the event to the appropriate legal or investigative agency.
- The identity of the Whistleblower, if known, shall remain confidential to those persons directly involved in applying this policy, unless the issue requires investigation by law enforcement, in which case members of the organization are subject to subpoena.

IV. Decision-making Process

- The Board will make decisions by a process of careful deliberation, seeking out the wisdom and experience of many voices as appropriate, which may include its moral ownership, consumers, staff, volunteers, board members and others with knowledge of its mission.
 - a) The Board will strive for consensus of opinion in its decision-making.
 - b) If consensus isn't reached after a reasonable period of deliberation, to be determined by the chair, then a majority of over 50% of members present for a quorum will make the final decision.

V. Role of the Chair or Board President

- The Chairperson assures the integrity and fulfillment of the Board's process.
- The Chairperson assures that the Board conducts business consistent with its own rules.
 - a) The Chairperson will assure that deliberations will be fair, open, thorough, timely, orderly and to the point.
 - b) The Chairperson is empowered to chair board meetings and exercise the commonly accepted power of that position.
 - c) The Chairperson shall have general and active management of the affairs of the Society as well as direct supervision of the Executive Director of the Society.

- d) The Chairperson may represent the Board to outside parties in announcing board-stated positions.

VI. Board Committee Principles

- Board committees are created to do board work and should never interfere with delegation from board to EXECUTIVE DIRECTOR.
 - a) Committees will assist the Board by preparing policy alternatives and implications for board deliberation.
 - b) Board committees may not speak or act for the Board except when formally given such authority. Expectations and authority will be carefully stated in order not to conflict with authority delegated to the EXECUTIVE DIRECTOR.
 - c) Board committees cannot exercise authority over staff.

VII. Cost of Governance

- The Board will invest in and develop its governance capacity.
 - a) This investment may include training, third-party monitoring (e.g. audit), administrative costs, and other activities as needed to ensure the Board's ability to fulfill its moral and legal obligations and to represent and link to the moral owners.
- The cost of governance will be integrated into strategic planning and annual budgeting.

VIII. Board Nominations Process

- The Board seeks to recruit individuals as Board members who are committed to the mission and governing process of the TALKEETNA HISTORICAL SOCIETY.
- The Board seeks out candidates who possess the following characteristics:
 - a) Demonstrated passion for the mission.
 - b) A desire to preserve and share the history of Talkeetna.
 - c) A reflection of the diversity of cultures, abilities, family structure, race, socio-economic status and geography of our service area.
 - d) Support the Board governing structure and can meet board work expectations.

- e) Will engage in deliberative and collegial decision-making.
 - f) Are committed to their stewardship responsibilities
 - g) A diverse set of skills to contribute to board success.
- In the process of recruiting and nominating candidates, the Board will request from all candidates:
 - a) Letter of interest
 - b) Resume or summary of experience
 - In the process of determining final candidates, the Board will:
 - a) Conduct an initial screening of letters of interest/resumes
 - b) Interview promising candidates
 - c) Invite potential candidates to a board meeting to observe the process
 - d) Check for competencies
 - e) Discuss the qualifications of nominees and their value to the Board
 - f) Provide finalists with adequate information about TALKEETNA HISTORICAL SOCIETY's mission and governance for the candidate to make a knowledgeable and informed decision on their fit for the Board
- Final Board selection will be made in accordance with the provisions outline in the bylaws.

EXECUTIVE LIMITATIONS

I. Staff Recruitment, Compensation and Benefits

With respect to employment, compensation and benefits to employees, consultants, contract workers and volunteers, the EXECUTIVE DIRECTOR shall operate TALKEETNA HISTORICAL SOCIETY in a manner which is legal, ethical, and nondiscriminatory and protects TALKEETNA HISTORICAL SOCIETY's public image, fiscal integrity and tax-exempt status.

- a) All employees shall be employees at will.
- b) Employees of TALKEETNA HISTORICAL SOCIETY shall have a:
 - Demonstrated commitment for the mission.
 - *A commitment to*
- c) Compensation and benefits should be reasonable within the STATE and REGION marketplace.
 - In no instance shall excess benefits (value of compensation in excess of value of services) be given to a disqualified person (anyone in a position to exercise substantial influence over TALKEETNA HISTORICAL SOCIETY).
 - Compensation data will be collected for similar organizations and will serve as a benchmark in determining compensation and benefits to TALKEETNA HISTORICAL SOCIETY employees.
 - Reasonableness criteria shall be documented.
- d) Compensation and benefits should be flexible enough to attract and retain employees who are best able to assist TALKEETNA HISTORICAL SOCIETY in achieving its mission, including the ability to:
 - Attract a diverse workforce
 - Provide opportunities for professional growth
- e) TALKEETNA HISTORICAL SOCIETY should strive to develop a compensation and benefit system that allows full-time employees to maintain an acceptable quality of life.
- f) Only the Board of Directors can change the EXECUTIVE DIRECTOR'S compensation and benefits.
- g) The EXECUTIVE DIRECTOR should not incur any compensation or benefit obligations over a longer term than revenues can safely be projected, in no event longer than one year, and in all events subject to losses of revenues.

Compensation And Benefits Policy Will Be Monitored:

The compensation of the EXECUTIVE DIRECTOR will be reviewed annually by the Board of Directors.

II. Treatment of Staff and Volunteers

All staff and volunteers of TALKEETNA HISTORICAL SOCIETY will receive fair, humane and dignified treatment and shall be afforded all rights guaranteed under municipal, state or federal law. Accordingly,

- a) TALKEETNA HISTORICAL SOCIETY practices will promote pluralism and diversity within its staff and constituencies.
- b) The EXECUTIVE DIRECTOR will draft and maintain written policies that reflect the policies of the Board, clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions such as nepotism and grossly preferential treatment for personal reasons.
- c) TALKEETNA HISTORICAL SOCIETY shall provide equal employment opportunity and advancement to qualified individuals without regard to gender, race, age, religion, cultural background, ability, sexual orientation or military status. RIPIN will not discriminate against any staff member or volunteer on this basis.
- d) The EXECUTIVE DIRECTOR shall not discriminate against any staff member for expressing an ethical dissent.
- e) Staff must avoid conflicts of interest.
 - 1) There must be no self-dealing or any conduct of private business or personal services between any staff member and the organization except as meet established board procedures for openness, competitive opportunity and equal access to inside information.
 - 2) Staff will disclose their involvement with other organizations, with vendors or any other associations which might produce a conflict.
 - 3) Staff will annually sign a full disclosure and conflict of interest statement.
 - 4) Staff will immediately disclose and recuse themselves from all discussions and decisions on which they have a material conflict.
 - 5) Any employee who wished to engage in any paid activity in any field directly related to the work of the agency must have prior approval from the EXECUTIVE DIRECTOR.
- e) Staff shall have the ability to bring grievances to the Board when (1) internal grievance procedures have been exhausted and (2) the employee alleges either that (a) board policy has been violated to his or her detriment or (b) board policy does not adequately protect his or her human rights.

- f) The EXECUTIVE DIRECTOR will assure that all staff and volunteers have been informed of their rights under this policy.

Treatment of Staff and Volunteers policies will be monitored:

<u>Method:</u>	<u>Frequency:</u>
Internal (report from EXECUTIVE DIRECTOR)	Monthly
Direct inspection (Board inspects)	Annually

III. Treatment of Consumers

- TALKEETNA HISTORICAL SOCIETY shall establish in writing and implement procedures, conditions and practices in which all consumers or those applying to be consumers are treated in a manner which is fair, dignified, humane, legal, ethical, and safe, appropriately protects confidentiality or privacy, and is not unnecessarily intrusive.
- TALKEETNA HISTORICAL SOCIETY shall promote diversity and provide equal opportunity for participation to qualified individuals without regard to gender, race, age, cultural background, disability, sexual orientation or veteran status.
- The only information solicited from clients should be information necessary for TALKEETNA HISTORICAL SOCIETY to best serve their needs.
- TALKEETNA HISTORICAL SOCIETY shall ensure that consumers have a clear understanding of what may be expected and what may not be expected from the services provided.

Treatment of Consumers Monitoring Policy

Treatment of Consumers Policy will be monitored:

- Internal report from EXECUTIVE DIRECTOR by review of routine evaluations.
- Direct monitoring through board inspection of written policies annually.

IV. Financial Condition and Activities

With respect to the actual, ongoing financial condition and activities, the EXECUTIVE DIRECTOR will operate TALKEETNA HISTORICAL SOCIETY in a sound and prudent

fiscal manner for short- and long-term financial health, not deviating materially from board-stated priorities.

1. Accordingly:
 - a) total expenses shall not exceed available organizational resources
 - b) all other board policies (see Budgeting) are met
2. The EXECUTIVE DIRECTOR will maintain internal financial reports sufficient to monitor the financial activity of TALKEETNA HISTORICAL SOCIETY in accordance with all other financial policies. The EXECUTIVE DIRECTOR will:
 - a) Prepare a monthly “top line report” as defined by the Board
 - b) Prepare monthly balance and income statements compared to budget
 - c) Maintain internal controls as defined by the standards of the American Institute of Certified Public Accountants to provide reasonable assurance on the reliability of financial reporting, effectiveness and efficiency of the operation, and compliance with applicable laws and regulations.
 - d) Maintain internal controls as defined in federal A133 audit requirements.
3. The EXECUTIVE DIRECTOR will accurately prepare and file on a timely basis all reports, fees and documentation required by federal, state, and local government.
4. The EXECUTIVE DIRECTOR will settle payroll and other debts in a timely manner.
5. Any single purchase of \$500 or more needs a check co-signature by either the President, Secretary or Treasurer of the Board in order to ensure the purchase is legitimate and properly documented.
6. The EXECUTIVE DIRECTOR shall not indebt TALKEETNA HISTORICAL SOCIETY in an amount greater than can be repaid by certain, otherwise unencumbered revenues within thirty days. The EXECUTIVE DIRECTOR must seek board approval before incurring any debt.
7. The EXECUTIVE DIRECTOR will aggressively pursue receivables after a reasonable grace period.

Financial Condition and Activities Policies will be monitored:

- Internal top line report, prepared by EXECUTIVE DIRECTOR and presented to Board monthly
- External, annually by audit performed by CPA. An A133 audit is required when federal grants or contracts exceed \$300,000 per year.

V. Financial Planning and Budgeting

The EXECUTIVE DIRECTOR will prepare financial plans and annual operating and capital budgets that achieve approved Ends policies and promote the long-term stability and sustainability of TALKEETNA HISTORICAL SOCIETY.

1. Accordingly, the EXECUTIVE DIRECTOR will prepare an annual budget:
 - a) In which expenses do not exceed the amount of funds which are conservatively expected to be received in that period.
 - b) In which temporarily and permanently restricted assets will be segregated to ensure that TALKEETNA HISTORICAL SOCIETY complies with donor restrictions and requests.
 - c) Which includes an operating reserve at no less than three months of operating expenses.
 - d) Which funds depreciation.
 - e) Which includes a capital expenditure budget.
2. In addition, the EXECUTIVE DIRECTOR will prepare and maintain:
 - a) A long-term financial plan.
3. The annual budget will be reviewed and revised at the sixth month of the Fiscal Year to assure continued compliance with all Board financial policies.

Financial Planning and Budgeting policies will be monitored:

- Annual budget: internal report: prepared for the Annual board meeting
- Long -term financial plan: Internal report, annually during budget preparation
- Revised budget: Internal report, prepared for the Annual board meeting

VI. Asset Protection

1. The EXECUTIVE DIRECTOR will protect and adequately maintain all tangible and intangible assets of TALKEETNA HISTORICAL SOCIETY. Accordingly, the EXECUTIVE DIRECTOR will :
 - a) Maintain theft and casualty insurance of at least 80% of replacement value and liability insurance to cover board, staff and the organization in an amount greater than the average for comparable organizations.
 - b) Assure that buildings and equipment are adequately maintained and repaired
 - c) Assure that the organization, its board or staff are not unnecessarily exposed to claims of liability.
 - d) Approve purchases only in the instances that he or she is sure that 1) prudent protection has been exercised against conflict of interest, 2) comparative prices and quality have been investigated for all purchases over \$500, 3) all

purchases over two hundred dollars have been subjected to stringent criteria for comparison of long-term cost and quality.

- e) Assure that intellectual property, information and files are protected from loss or significant damage.
- f) Invest or hold operating capital only in secure instruments such as interest-bearing, insured savings or checking accounts and bonds of no less than AA rating.
- g) Protect TALKEETNA HISTORICAL SOCIETY's public image and credibility at all times.

Asset Protection policies will be monitored:

- Direct board inspection: annually with the audit

VII.Grants and Contracts

Grant funds must be used in prudent, lawful and ethical ways and in accordance with donor restrictions. In addition, the EXECUTIVE DIRECTOR shall:

- a) Only enter into those grant arrangements in which TALKEETNA HISTORICAL SOCIETY has a reasonable expectation of delivering the promised activities and results.
- b) Any subcontractors must also be reasonably expected to deliver promised activities and results and to use funds in prudent, lawful and ethical ways. All subcontracts of state and federal funds must conform to grant requirements.
- c) Not enter into grant or contract arrangements which place the financial solvency of TALKEETNA HISTORICAL SOCIETY at risk.
- d) Assure that temporarily restricted and permanently restricted assets are appropriately segregated to ensure compliance with donor restrictions.
- e) Seek approval by the Board of Directors for any grant request which alters the Ends priorities set by the Board or which affects any board governance prerogatives.

Grants and Contracts Policies will be monitored:

Method: _____ Frequency: _____

Internal (report from) EXECUTIVE DIRECTOR
External by auditor (When legally required)

Monthly
Annually

VIII. Fund raising, lobbying and political activity

The EXECUTIVE DIRECTOR will operate any fund raising, lobbying or managerial activity not discussed elsewhere in a manner which is legal, ethical, prudent, and embodies sound business practices.

- TALKEETNA HISTORICAL SOCIETY shall comply with all applicable local, state and federal laws regulating fund raising.
- The EXECUTIVE DIRECTOR will meet all IRS requirements on a timely basis.
- Fund raising practices should meet the following standards for ethical practices outlined by the Council of Better Business Bureaus (www.cbbb.org or www.give.org/standards/index.asp) and the Association of Fundraising Professionals:
 - a) On request and in accordance with donor wishes, prospective donors will be provided with an annual report, audited financial statements and/or Form 990. Those documents will include sufficient information to provide a basis for informed giving decisions.
 - b) Annual fund raising costs shall be reasonable over time.
 - c) Solicitations, promotional and informational materials, distributed by any means, shall be accurate, truthful and not misleading, in whole or in part, and shall include a clear description of the programs and activities for which funds are being requested.
 - d) TALKEETNA HISTORICAL SOCIETY shall, to the best of its ability, ensure that general contributions are used in accordance with donors' wishes or TALKEETNA HISTORICAL SOCIETY's stated purposes. Restricted gifts will be used in accordance with donors' specific requirements. Donor gifts shall be acknowledged on a timely basis.
 - e) TALKEETNA HISTORICAL SOCIETY will establish and exercise adequate controls over fund raising activities conducted by staff, volunteers, consultants, and contractors, including commitment to writing of all fund raising contracts and agreements.
 - f) TALKEETNA HISTORICAL SOCIETY will not engage in compensation-based fund raising based on a percentage of charitable contributions raised.
 - g) TALKEETNA HISTORICAL SOCIETY will honor donor requests for confidentiality and shall not publicize the identity of donors without prior permission.
 - h) Donors shall, on a scheduled basis, have the opportunity to have their names removed from lists that are sold, rented to or exchanged with other organizations.
 - i) Donor lists shall not be rented, sold or exchanged with other organizations.
 - j) Fund raising practices should encourage voluntary giving and should not apply unwarranted pressure.

- The EXECUTIVE DIRECTOR may conduct revenue generating activities not directly related to the exempt purposes of TALKEETNA HISTORICAL SOCIETY. At no time, however, may unrelated revenues or activities devoted to the production of these revenues become substantial.

BOARD-HISTORIC SITE MANAGER LINKAGE

I. Transition Policy

- All existing policies remain in place until amended by the Board of Directors.

II. Executive Constraint

The EXECUTIVE DIRECTOR shall operate TALKEETNA HISTORICAL SOCIETY in a manner which is lawful, prudent, and in accordance with commonly accepted Talkeetna Historical Society business practices and professional ethics.

- The Board's sole official connection to the operating organization, its achievement, and conduct will be through the EXECUTIVE DIRECTOR.
- Only decisions of the Board acting as a body are binding on the EXECUTIVE DIRECTOR.

III. Accountability of the HISTORIC SITE MANAGER

- The EXECUTIVE DIRECTOR is the Board's formal link to TALKEETNA HISTORICAL SOCIETY's operational achievement and conduct, so that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the EXECUTIVE DIRECTOR.

IV. Delegation to the EXECUTIVE DIRECTOR

- The Board will instruct the EXECUTIVE DIRECTOR through written policies.
 - a) From time to time, the Board may change its Ends and Executive Limitations policies, thereby shifting the boundaries between board and EXECUTIVE DIRECTOR responsibilities.
- As long as the EXECUTIVE DIRECTOR uses any reasonable interpretation of the Board's Ends and Executive Limitations policies, the EXECUTIVE DIRECTOR is authorized to establish all further policies, make all decisions, take all actions, establish all practices, and develop all activities.

V. Monitoring EXECUTIVE DIRECTOR Performance

- The Board will provide systematic and rigorous monitoring of EXECUTIVE DIRECTOR job performance.

- EXECUTIVE DIRECTOR monitoring will be based on expected EXECUTIVE DIRECTOR outcomes as expressed in the EXECUTIVE DIRECTOR job plan approved by the Board.
 - In every case, the standard for compliance shall be any reasonable interpretation of the Board policy being monitored.
- The Board will acquire monitoring data by any of the following methods:
 - a) Internal reports prepared by the EXECUTIVE DIRECTOR.
 - b) Direct inspection by a designated member or members of the Board, including inputs from selected community owners and staff.
- ☐ All policies that instruct the EXECUTIVE DIRECTOR will be monitored at a frequency and by a method chosen by the Board. The Board can monitor any policy at any time by any method, but will ordinarily depend on a routine schedule.

VI. Communication & Support to the Board

- The EXECUTIVE DIRECTOR shall communicate with the Board in a timely and sufficient manner to keep the Board informed and prepared for its work.
 - a) The EXECUTIVE DIRECTOR shall submit monitoring information required by the Board in a timely, accurate, and understandable fashion, directly addressing the Board policies being monitored.
 - b) The EXECUTIVE DIRECTOR shall report and prepare recommendations and suggest corrective action in a timely manner on any actual or anticipated non-compliance with any policy of the Board allowing sufficient time for the Board to consider corrective action.
 - c) The EXECUTIVE DIRECTOR shall keep the Board informed of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly changes in assumptions upon which any board policy has been or is being established.

VII. Document Retention/Destruction Policy

This policy specifies how important documents (hardcopy, online or other media) should be retained, protected and eligible for destruction. The policy also ensures that documents are promptly provided to authorities in the course of legal investigations or lawsuits.

Document Retention Schedule

The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following schedule.

Corporate Records (All Corporate Records retained Permanently)

- Article of Incorporation to apply for corporate status
- IRS Form 1023 (in the USA) to file for tax-exempt and/or charitable status
- Letter of Determination (for example, from the IRS in the USA) granting tax exempt and/or charitable status
- By Laws Board policies Resolutions Board meeting minutes
- Sales tax exemption documents
- Tax or employee identification number designation
- Annual corporate filings

Financial Records

Chart of Accounts - Permanent

Fiscal Policies and Procedures - Permanent

Audits - Permanent

Financial statements - Permanent

General Ledger - Permanent

Check registers/books - 7 years

Business expenses documents - 7 years

Bank deposit slips - 7 years

Cancelled checks - 7 years

Invoices - 7 years

Investment records (deposits, earnings, withdrawals) - 7 years

Property/asset inventories - 7 years

Petty cash receipts/documents - 3 years

Credit card receipts - 3 years

Tax Records

Annual tax filing for the organization (IRS Form 990 in the USA) - Permanent

Payroll registers Permanent

Filings of fees paid to professionals (IRS Form 1099 in the USA) - 7 years

Payroll tax withholdings - 7 years

Earnings records - 7 years

Payroll tax returns - 7 years

W-2 statements - 7 years

Personnel Records

Employee offer letters - Permanent

Confirmation of employment letters - Permanent

Benefits descriptions per employee - Permanent

Pension records - Permanent

Employee applications and resumes - 7 years after termination

Promotions, demotions, letter of reprimand, termination - 7 years after termination

Job descriptions, performance goals - 7 years after termination

Workers' Compensation records - 5 years

Salary ranges per job description - 5 years
I-9 Forms - 5 years after termination
Time reports - 3 years after termination

Insurance Records

Property Insurance policy - Permanent
Directors and Officers Insurance policy - Permanent
Workers' Compensation Insurance policy - Permanent
General Liability Insurance policy - Permanent
Insurance claims applications - Permanent
Insurance disbursements / denials - Permanent

Contracts

All insurance contracts - Permanent
Employee contracts - Permanent
Construction contracts - Permanent
Legal correspondence - Permanent
Loan / mortgage contracts - Permanent
Leases / deeds - Permanent
Vendor contracts - 7 years
Warranties - 7 years

Donations / Funder Records

Grant dispersal contract - Permanent
Donor lists - 7 years
Grant applications - 7 years
Donor acknowledgements - 7 years

Management Plans and Procedures

Strategic Plans - 7 years
Staffing, programs, marketing, finance, fundraising and evaluation plans - 7 years
Vendor contacts - 7 years
Disaster Recovery Plan - 7 years

Document Protection

Documents (hardcopy, online or other media) will be stored in a protected environment for the duration of the Document Retention Schedule. Computer backup media will be included.

Document Destruction

Hardcopy of documents will be destroyed by shredding after they have been retained until the end of the Document Retention Schedule. Online copies will be destroyed by fire or other proven means to destroy such media after they have been retained until the end of the Document Retention Schedule.

Provision of Documentation for Investigations or Litigation

Documents requested and subpoenaed by legally authorized personnel will be provided within 5 business days. The Board Chair and CEO will authorize provision. No documents will be concealed, altered or destroyed with the intent to obstruct the investigation or litigation.