Policy Management Checklist

1. The agency has a policy manual.

2. The agency has written framework policies, including beliefs, mission, targets and aims.

3. The agency has written governing policy statements, including: up-to-date constitutions and by-laws, organizational structure, policy making and role clarity statements (or their equivalent).

4. The agency has an agreed-upon process for policy development.

5. The agency has written operational policies on:

   a. programs and services
   b. finances
   c. contracting
   d. fund-raising
   e. personnel (staff)
   f. personnel (board)
   g. personnel (service volunteers)
   h. personnel (general membership)
   i. facilities management