

## 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