

Governance Structure Policy Template

1. Purpose

This Governance Structure Policy establishes the framework by which the organization is governed and outlines the roles, responsibilities, and processes to ensure effective decision-making, accountability, and oversight.

2. Scope

This policy applies to all members of the governing body, committees, and all staff involved in governance activities within the organization.

3. Governance Structure Overview

The governance structure of the organization consists of the following governing bodies:

- Board of Directors
- Executive Committee
- Advisory Committees
- Other relevant committees or working groups

4. Roles and Responsibilities

Governing Body/Role	Responsibilities
Board of Directors	<ul style="list-style-type: none">• Strategic oversight• Policy approval• Risk management• Financial stewardship
Executive Committee	<ul style="list-style-type: none">• Operational decision-making• Implementation of board policies
Advisory Committees	<ul style="list-style-type: none">• Provide subject-matter expertise• Support strategic initiatives

5. Meeting Protocols

- Regular meetings are scheduled as per the organization's bylaws.
- Quorum requirements must be met to validate decisions.
- Minutes are recorded and approved at the subsequent meeting.

6. Reporting and Accountability

- All committees report to the Board of Directors.
- The Board provides regular updates to stakeholders.
- Annual performance reviews are conducted.

7. Policy Review

This policy is reviewed biennially or as required to remain current with organizational changes or regulatory requirements.