

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

## 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.