Organizational Governing Policies – Samples

Employee Salary and Benefits

In fulfilling responsibilities regarding compensation and benefits to employees, the Executive Director will be guided by an obligation to ensure that there will be no risk to the organization’s finances or public image.

The Executive Director will:

1. Not promise or imply to anyone permanent or guaranteed employment.
2. Establish compensation and benefits which:
3. Are comparable to the geographic or professional market for similar skills or qualifications in similar types of organizations.
4. Provide compensation and benefits to management personnel that are not significantly higher or more substantial than that of other employees under their supervision, or that violates the norm for acceptable executive compensation within similar organizations.
5. Do not create obligations over a longer term than revenues can be safely projected.
6. Establish deferred or long-term compensation and benefits that cause unfunded liabilities to occur or in any way commit the organization to benefits that incur unpredictable future costs.

Compensation for the Executive Director

1. Compensation for the Executive Director is established by the Board.
2. Annual adjustments to the Executive Director’s compensation and benefits will be based on the terms of the employment contract, on the performance evaluation or on both.

Compensation for Contractors

In fulfilling responsibilities regarding compensation for contractors, the Executive Director will be guided by an obligation that there will be no conflict of interest or risk to the organization’s finances or public image.

Accordingly, the Executive Director will:

1. Not engage in any conflict of interest with respect to their contractual responsibility.
2. Not enter into agreements with parties known to have a poor reputation or known to have engaged in questionable professional or business practices.
3. Ensure that contracts prohibit contractors from subcontracting any part of the service without the full knowledge and approval of the Executive Director.
4. Establish and follow a transparent process for review and awarding of contracts.
5. Perform due diligence with respect to cost of services and or materials, and credibility of supplier or contractor.

Member and Stakeholder Relations

A positive and respectful relationship with member organizations and stakeholders must be a cornerstone of an organization’s work with all sectors of the business community. It is essential that members and stakeholders have trust in the organization and the goals it is seeking to accomplish.

Accordingly:

1. Dealings with members and stakeholders will be respectful and every effort will be made by staff to be helpful in assisting them with their queries, issues and concerns.
2. Organization staff will acknowledge or respond to queries or contacts from members and stakeholders in a timely manner (specifically, within two business days).
3. Staff will ensure that members and stakeholders are kept up to date on programs, services, policies and regulations related to safety in the workplace.
4. At least once a year, staff will provide an opportunity for members and stakeholders to provide feedback on their experience in dealing with the organization and to identify safety-related issues or concerns they think would be appropriately addressed by the organization.