

Governance and Leadership Document

Organization Name: [Insert organization name]

Document Version: 1.0

Date: [Insert date]

1. Purpose

Summarize the objective and intended use of this Governance and Leadership document for the organization.

2. Scope

Define the boundaries of governance and leadership covered within this document.

3. Leadership Structure

1. **Board of Directors:** Roles and responsibilities.
2. **Executive Team:** Roles and reporting structure.
3. **Committees:** List and purpose of key committees (e.g., Audit, Risk, Nominations).

4. Governance Principles

1. Transparency
2. Accountability
3. Integrity
4. Inclusiveness
5. Compliance

5. Decision-Making Process

- Outline processes for major and minor decisions.
- Delegation policies and approval authorities.
- Meeting frequency and quorum requirements.

6. Roles & Responsibilities

- **Chairperson:** Duties and powers.
- **CEO/Executive Director:** Responsibilities.
- **Committee Chairs:** Key functions.

7. Review & Amendments

Schedule and process for periodic review and updates to this document.

8. Signatures

Chairperson: _____ **Date:** _____

CEO/Director: _____ **Date:** _____

Important Notes:

- This document establishes the core governance and leadership framework for the organization.
- Should be reviewed and approved by the board and executive management.
- Supports organizational integrity and effective oversight.
- Regular updates ensure continued relevance and compliance with laws and regulations.