GOVERNANCE (GOV) STANDARD CHECKLIST

GOV 1: Mission
Organizational Direction

- Mission statement

GOV 2: Strategic and Annual Planning
Planning and Evaluation

- Strategic and annual planning procedures
- Long-term strategic plan
- Information about service population demographics
- Assessment of strengths and weaknesses
- Annual plans
- Governing Body and/or committee meeting minutes where mission fulfillment and strategic planning were discussed

GOV 3: Community Involvement and Advocacy
Public Engagement and Impact

- A list of Governing Body members, with brief bios
- Website URL
- Copies of trainings offered, PSAs, newspaper articles, other print media, or communication methods used within the past 12 months
- Documentation of participation in community advocacy efforts
- Strategic plan

GOV 4: Organization of the Governing Body
Structure and Governance

- Bylaws / Charter / Articles of Incorporation
- Board Manual
- Governing Body minutes for the previous 12 months

GOV 5: Governing Body Responsibilities
Leadership and Oversight

- Succession planning procedures
- Succession plan
- Annual fundraising plan
- Governing Body and/or committee meeting minutes from the previous 12 months addressing each of the GOV 5 practice standards

GOV 6: Organization Leadership
Executive Management

- CEO job description
- CEO resume

GOV 7: Conflict of Interest
Integrity in Governance

- Conflict of interest policy
- Ethical referral policy
- Governing Body and/or committee meeting minutes documenting discussions of potential and apparent conflicts of interest from the previous 12 months

GOV 8: Protection of Reporters of Suspected Misconduct
Whistleblower Protections

- Policy protecting reporters of suspected misconduct
- Procedures for reporting suspected misconduct
- Documentation of any grievances/incidents related to retaliation

Disclaimer: *This document is intended solely as a reference checklist to support Accreditation/Certification preparation efforts. For comprehensive requirements and guidance, please refer to the full Governance COA Accreditation Standard.*