



First steps toward your Board Policy Manual (BPM) and Policy Governance

1. Make sure that Articles and By-laws are legal and up to date. Have your by-laws reviewed by an attorney; your BPM must be consistent with your bylaws.
2. CEO commits 2-4 hours working through the Venture 1:9 Board Policy Manual (BPM) Template (created by www.TheAndringaGroup.com and used with permission). Many will be able to adopt 50% or more of the template language.
3. This Draft #1 will then be presented to a small BPM Task Force (or assigned committee) and, working together, this task force will create Draft #2.
4. Draft #2 will then be presented to the full Board for further discussion, adjustment and adoption.*
 - A. This can be an involved process. Good discussions during the board process will improve the draft and build consensus – but don't get stuck.
 - B. Some points of discussion should get "tabled" during this time as the board continues to work through and adopt as much of Draft #2 as possible. Items that get tabled will be sent back to the BPM Task Force for follow up and clean up.
 - C. Remember, your BPM is a "living" document that will always be "evolving." It is normal, natural and expected that on-going adjustments will be made (during this adoption process and in any upcoming board meetings.) Again, keep the adoption process moving and table what needs to be sent back to the BPM Task Force.
5. The result of this process is a completed, but "living" BPM that provides guidance and direction for the Board, CEO, and staff. These leaders will work with a well-defined focus and won't have to "reinvent the wheel" – the BPM addresses, in writing, all of the policies that are on-going.

* Or Draft #2 can be sent to various committees so each one can deal with their section and policies. For example, the Finance Committee, the Program Committee, etc. With this approach, Draft #3 is created and is sent on to the full board for discussion, adjustment, and adoption.