Governance Checklist

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| Documents | TAC terminology | Notes |
| Strategic Plan with method of tracking | **377.113** (a)(2-3)the local volunteer advocate program's goals and objectives, with an action plan and timeline for meeting those goals and objectives;a method for evaluating the progress of accomplishing the local volunteer advocate program's goals and objectives; |  |
| Board Policies and Procedures including corrective action (may be in conflict of interest or confidentiality) | **377.113 (f)** Liability. (1) A person is not liable for civil damages for a recommendation made or an opinion rendered in good faith, while acting in the official scope of the person's duties as a board member, staff member, or volunteer of a local volunteer advocate program. (2) Volunteers, employees, and directors of local volunteer advocate programs must abide by the conduct, confidentiality, and conflict-of-interest requirements outlined in this section, as well as all other laws and regulations governing the prescribed conduct and activity.**377.115(a)-** Application Process. (1) Prospective volunteers, employees, and directors must complete: (A) a written application; (B) personal interview(s); and (C) consent and release forms for appropriate background investigations.**377.115-(d)(**3) A director must be at least 21 years of age. (4) At least one director from the board must attend applicable annual training provided by the statewide volunteer advocate organization or a national association.  |  |
| Confidentiality Policy (note if included in BP) | **377.113 (d)** Confidentiality. (1) Each local program must counsel volunteers, employees, and directors on what constitutes confidential information. (2) A volunteer, employee, or director may not communicate any confidential information pertaining to an individual being served by a local volunteer advocate program to a person who is not authorized to possess the confidential information. |  |
| Conflict of Interest Policy (note if included in BP) | **377.113(e)** Conflicts of Interest. Each local volunteer advocate program must have a written conflict-of-interest policy that: (1) prohibits any personal, business, or financial interest that renders a volunteer, employee, or director unable or potentially unable to perform the duties and responsibilities assigned to that volunteer, employee, or director in an efficient and impartial manner; and (2) prohibits a volunteer, employee, or director from using the position for private gain, or acting in a manner that creates the appearance of impropriety. |  |
| Past 12 months board meeting minutes | NA |  |
| MOU with DFPS/SSCC | **377.113(a)(14)** a memorandum of understanding between DFPS and the local volunteer advocate program that defines the working relationship between the local volunteer advocate program and DFPS. |  |
| MOU with the court(s) | **377.109(b)(2)** Local judicial support may be demonstrated by a signed written agreement that defines the working relationship between the local volunteer advocate program and the court with appropriate jurisdiction. |  |
| DEI Plan and training (may be included in SP) | **377.113(b)(3)-**A local volunteer advocate program must endeavor to be an inclusive organization whose employees, volunteers, and directors reflect the diversity of the children and community that the program serves in terms of gender, ethnicity, and cultural and socio-economic backgrounds. |  |
| Stakeholder and Volunteer results | NA |  |
| Board Roster with term dates of begin and end, orientation completion date, annual required training completion dates, ethnicity, race, gender identity, county represented. | **377.115(d) -**Board of Directors. (1) The board of directors must have at least nine members, with an executive committee composed of, at a minimum, the offices of president, vice president, secretary, and treasurer. (2) The bylaws of the local volunteer advocate program must include a rotation of directors for the board, as well as term limits for directors and executive committee officers |  |
| Bylaws | **377.115(d)** -Board of Directors. (1) The board of directors must have at least nine members, with an executive committee composed of, at a minimum, the offices of president, vice president, secretary, and treasurer. (2) The bylaws of the local volunteer advocate program must include a rotation of directors for the board, as well as term limits for directors and executive committee officers. |  |
| Board recruitment Plan or Matrix  | **377.113(b) (3)** A local volunteer advocate program must endeavor to be an inclusive organization whose employees, volunteers, and directors reflect the diversity of the children and community that the program serves in terms of gender, ethnicity, and cultural and socio-economic backgrounds |  |
| Board orientation | **377.115(e)(2)** A local volunteer advocate program must provide annual orientation for new directors and continuing education for incumbent directors, which must include information on: (A) the applicable goals, objectives, and methods of operation of the local volunteer advocate program; (B) current local, statewide and national association services; (C) the court and child welfare system; and (D) program governance. |  |
| Board Continuing Plan or training schedule | **377.115(2)** A local volunteer advocate program must provide annual orientation for new directors and continuing education for incumbent directors, which must include information on: (A) the applicable goals, objectives, and methods of operation of the local volunteer advocate program; (B) current local, statewide and national association services; (C) the court and child welfare system; and (D) program governance.**377.115(e)(4**) A local volunteer advocate program must provide cultural diversity training for volunteers, employees, and directors on an annual basis.**377.115(e)(5)** The statewide volunteer advocate organization may review all training and training materials for volunteers, employees, and directors |  |
| Code of Conduct stand-alone (May be in VPP, EP, and BP) | **377.113(c)** Conduct. (1) All volunteers, employees, and directors must conduct themselves in a professional manner. (2) Volunteers, employees, and directors may not discriminate against any individual on the grounds of race, color, national origin, religion, sex (including pregnancy), age, disability, or other legally protected classes.(3) A local volunteer advocate program may terminate a relationship with a volunteer, employee, or director who: (A) does not act in accordance with the policies of the local volunteer advocate program; or (B) has abused or neglected a position of trust. |  |
| Board member job description | **377.113(a) (6)** job descriptions for employees, directors, and volunteers; |  |