Program Governance Building Block

Our Program Governance quality standards relate to:

- **Board & Committee Composition** – including who is on the board, skills of board members and committee structure
- **Responsibilities & Policies** – including board responsibilities and how the board operates

For standards related to Leadership, see the Leading a Program Building Block. For standards on fundraising, see the Raising Funds Building Block. For standards on general risk management, see the Planning & Financial Management Building Block.

Program Quality Standards

The Program Quality Standards are a tool to help Programs develop and grow. They were created with input from Programs in all Regions. The standards are for Special Olympics Accredited Programs, specifically for Program Leaders (Board and senior staff or volunteers). They enable Program Leaders to understand, manage, support and deliver activities to a high level of quality.

Using the standards:

The standards are grouped into 10 'building blocks'. Within each building block, most standards have three stages. Read them from left to right – starting with Stage 1 and moving in the direction of Stage 3.

You can use the standards to conduct a self-assessment, help set goals for your strategic and operational plans, track your progress and celebrate your growth.

You may also consider using the self-assessment tool we have created to help you identify what you have already achieved and develop an action plan for what you want to improve.

Program Governance	Stage 1	Stage 2	Stage 3
Board & Committee Composition	Board has an active membership, at least two active members who are influential leaders in business and politics	Board has high-profile members who are influential leaders in various aspects of society (e.g. celebrity, sportsperson, education leader)	Program convenes an honorary group of high-profile supporters for specific purposes
	Board conducts a formal skills assessment and recruits new Board members to address possible gaps	Program has a committee that implements a strategy for board building and succession planning	
	Board has a Finance Committee and has identified other committees required and their responsibilities	Board has an active committee structure, with documented deliverables for each committee	
	A youth leader is a member of the Board		
Responsibili- ties & Policies	Program conducts formal orientation for all Board members	Board continuously improves its knowledge and skills	Board implements board mentoring program
	Board and CEO/Program Director agree goals and budget for the annual operational plan	Board evaluates Program performance against annual operational plan and budget	Board performance is evaluated annually and Board has a succession plan
	Board members have documented roles, responsibilities and deliverables (e.g. raising funds, securing partnerships)	Individual Board member participation and performance is evaluated annually against deliverables	Board members act as leaders of important projects
	Board adheres to term limits	Board reviews bylaws/memorandum of association annually	
	Board and CEO/Program Director agree goals and targets for CEO/Program Director	Board evaluates CEO/Program Director performance annually	Board has a CEO/Program Director succession process
	Board has a process for getting input and feedback from key internal and external constituent groups, such as Sub-Programs and/or local Programs	Board has a proven track record of acting on input and feedback from key internal and external constituent groups	