



Standards for Excellence Seal Holders Annual Requirements

The following is a list of annual requirements for organizations accredited by the Standards for Excellence Institute. Evidence that the organization is implementing these Standards will be requested at the next renewal.

Mission, Strategy, and Evaluation

- Board review of program evaluation results for all programs (dashboards, program reports, etc.)
- Short term planning efforts (annual or business plans, board committee work, staff committee work)

Leadership: Board, Staff and Volunteers

- Regular meeting minutes are kept for all board meetings and any committees with decision-making authority
- The board has met at least 4 times in the past year
- The board has reviewed and approved the executive's compensation in the past year
- The board has reviewed the executive's performance in the past year
- The executive assessed his or her performance as part of the board's review
- The board provided an orientation for any new board members
- There are at least five independent board members
- Board members were rolled off of the board in compliance with term limits outlined in the bylaws
- The board, or designated committee, has reviewed the organizational compensation structure

Legal Compliance and Ethics

- The organization filed its 990
- The organization is registered as required with local, state, and federal authorities
- The organization holds all licenses it needs to conduct business
- If required, the organization's facilities are ADA compliant
- An internal compliance review has been completed to ensure compliance with all applicable laws and regulations
- All board, staff, and any volunteers with significant decision-making authority have signed annual conflict of interest disclosures



Finance and Operations

- The annual budget was approved by the board of directors
- The board has reviewed budget to actual financial information at least quarterly
- The board has reviewed the percentage of expenditures for program, administration, and fundraising
- For organizations with an operating budget of more than \$500,000, an audit has been performed by an independent CPA
- The board has reviewed the organization's risk exposure and insurance

Resource Development

- The organization includes all required state and federal disclosures on fundraising solicitations and receipts
- As required, paid professional fundraising personnel are registered with the appropriate state authority
- The board has reviewed and updated its resource development plan

Public Awareness, Engagement and Advocacy

- An annual report has been published or information is readily available online which includes the organization's mission, a list of programs activities, a list of board members and key staff, and basic financial information including a Summary Statement of Financial Position and a Summary Statement of financial activities
- All of the organization's activities are strictly non-partisan
- If required, internal and external lobbyists are registered with the appropriate local, state, and federal authorities