

## ELECTRONIC RESOURCE PACKAGE FOR NGOS 2021

No	Category	Items included
1.	Incorporated Society Documents	Application form Members form Declaration Checklist
2.	Flow diagrams for policy development	Flow chart for developing a public policy Flow chart for developing a management policy Flow chart for developing a governance policy
3.	Policy and procedures documents	Board skills summary General board members code of conduct General Computer use policy and procedures General staff Code of Conduct General conflict of interest policy Financial policies and procedures General NGO Constitution Management policies and procedures manual Governing Policies and Procedures Performance Management manual Human Resources management Manual Sample policies and procedures Media Liaison Policy
4	Checklists	Healthy HR Checklist NGO Planning Documents checklist New projects checklist NGO Board Individual and Collective Training Needs Analysis
5	Templates	Delegations of Authority template Delegations example Leave plan and record templates Annual review summary template Colleague feedback template Staff Performance Plan template basic Staff Performance Plan template advanced Job advertisement template Employment application template Position description template and example Staff Information template Staff Selection template and example Strategic Plan Template Annual Plan Template Stakeholder Analysis Template SWOT Analysis Template SWOT Capabilities Template Monitoring and Evaluation Template Board Training Template