NGO Governance and Professional Practices (NGO-GPP)

Accountability គណនេយ្យភាព
អភិបាលកិច្ច និងការប្រតិបត្តិ
ប្រកបដោយវិជ្ជាជីវៈ
GPP
Symbol of Trust និមិត្តសញ្ញានៃទំនុកចិត្ត

The Required Documents for Good Governance and Professional Practices

Please use this sign (✓) to tick if you have the following documents:

No	Name of the Required Documents	Tick (✓)	Comment?
1	By-laws	☐	
2	Latest Organizational Annual Report	☐	
3	Current Strategic Plan	☐	
4	One or two Current project/proposals that already approved and granted by donors	☐	
5	Registration letter with relevant ministries	☐	
6	The written leadership change notification, stamped as received by relevant Ministry(ies);	☐	
7	The Term of Reference for Board of Director	☐	
8	Board structure and list of members	☐	
9	Latest two Board's meeting minutes	☐	
10	The meeting minutes that prove the participation of staff in the policies development or revision process;	☐	
11	The reference documents that show the approval of the board on key organizational policies such as personnel policy and finance Policy	☐	
11	Personnel Policy;	☐	
13	Finance Policy	☐	
14	Four staff meeting minutes over the last 12 months. (Can be All-Staff meetings or separate team meeting)	☐	
15	Anti-corruption and Conflict of Interest Policy	☐	
16	The latest updated staff list, management team, board, and donors	☐	
17	The financial report	☐	
18	Reserve fund policy (for the NGOs who has activity to earn income)	☐	