

Feed By Grace's Accountability Best Practices

Legal Compliance and Public Disclosure

1. Feed By Grace complies with all applicable federal laws and regulations, as well as applicable laws and regulations of Texas, Tarrant County, and Fort Worth.
2. Feed By Grace has formally adopted, a written code of ethics with which all of its directors and staff are familiar and to which they adhere.
3. Feed By Grace has adopted and implemented policies and procedures to ensure that all conflicts of interest within the organization are appropriately handled.
4. Feed By Grace has established and implement policies and procedures that enable individuals to come forward with information on illegal practices or violations of organizational policies.
5. Feed By Grace has established and implemented policies and procedures to protect and preserve the organization's important documents and business records.
6. Feed By Grace's Board of Directors has ensured that there are adequate plans to protect the ministry's assets—property, financial, human resources, programmatic content and material, and its integrity and reputation—against damage or loss.
7. Feed By Grace makes information about its operations widely available to the public.

Effective Governance

8. Feed By Grace has a governing body (the Board of Directors) that is responsible for reviewing and approving the mission and strategic direction, annual budget and key financial transactions, compensation practices and policies, and fiscal and governance policies.
9. The Feed By Grace Board meets regularly enough to conduct its business and fulfill its duties.
10. The Feed By Grace Board establishes its own size and structure and review these periodically.
11. The Feed By Grace Board includes members with the diverse backgrounds (including, but not limited to, ethnic, racial, and gender perspectives), experience, and organizational and financial skills necessary to advance Feed By Grace's mission.
12. The Feed By Grace Board members are independent. Independent members are not: (1) compensated by Feed By Grace as employees or independent contractors; (2) receive, directly or indirectly, material financial benefits from the organization; or (3) be related to anyone described above (as a spouse, sibling, parent, or child) or reside with any person so described.
13. The Feed By Grace Board hires, oversees, and annually evaluates the performance of the executive director and conducts such an evaluation prior to any change in that officer's compensation.
14. The Feed By Grace Board ensures that the positions of Board chair and treasurer are held by separate individuals.
15. The Feed By Grace Board has established an effective, systematic process for educating and communicating with its members to ensure that they are aware of their legal and ethical responsibilities, are knowledgeable about the programs and activities of the organization, and can carry out their oversight functions effectively.
16. The Feed By Grace Board members evaluates their performance as a group and as individuals no less frequently than every three years, and have clear procedures for removing Board members who are unable to fulfill their responsibilities.
17. The Feed By Grace Board has established clear policies and procedures setting the length of terms and the number of consecutive terms a board member may serve.
18. The Feed By Grace Board reviews organizational and governing instruments no less frequently than every five years.

19. The Feed By Grace Board establishes and reviews regularly Feed By Grace's mission and goals and evaluates, no less frequently than every five years, Feed By Grace's programs, goals and activities to be sure they advance its mission and make prudent use of its resources.
20. The Feed By Grace Board members are generally expected to serve without compensation, other than reimbursement for expenses incurred to fulfill their Board duties.

Strong Financial Oversight

21. Feed By Grace keeps complete, current, and accurate financial records. The Board receives and reviews timely reports of the organization's financial activities and has a qualified, independent financial expert review these statements annually.
22. The Feed By Grace Board institutes policies and procedures to ensure that funds are managed and invested responsibly, in accordance with all legal requirements. The Board reviews and approves the annual budget and monitors actual performance against the budget.
23. Feed By Grace does not provide loans (or the equivalent, such as loan guarantees, purchasing or transferring ownership of a residence or office, or relieving a debt or lease obligation) to directors or officers.
24. Feed By Grace spends a significant percentage of its annual budget on programs that pursue its mission. The budget also provides sufficient resources for effective administration of the organization and for appropriate fundraising activities.
25. Feed By Grace has established clear, written policies for paying or reimbursing expenses incurred by anyone conducting business or traveling on behalf of the organization, including types of expenses that can be paid for or reimbursed and the documentation required.
26. Feed By Grace does not pay for nor reimburse travel expenditures for spouses, dependents or others who are accompanying someone conducting business for Feed By Grace unless they, too, are conducting such business.

Responsible Fundraising

27. Solicitation materials and other communications addressed to donors and the public must clearly identify Feed By Grace and be accurate and truthful.
28. Contributions must be used the purposes consistent with the donor's intent, whether as described in the relevant solicitation materials or as specifically directed by the donor.
29. Feed By Grace provides donors with specific acknowledgements of charitable contributions, in accordance with IRS requirements.
30. Feed By Grace has adopted clear policies, based on its specific exempt purpose, to determine whether accepting a gift would compromise its ethics, financial circumstances, program focus or other interests.
31. Feed By Grace provides appropriate training and supervision of the people soliciting funds on its behalf to ensure that they understand their responsibilities and all applicable federal, state and local laws, and do not employ techniques that are coercive, intimidating, or intended to harass potential donors.
32. Feed By Grace does not compensate internal or external fundraisers based on a commission or a percentage of the amount raised.
33. Feed By Grace respects the privacy of individual donors and, except where disclosure is required by law, does not sell or otherwise make available the names and contact information of its donors without providing them an opportunity at least once a year to opt out of the use of their names.