

# Governance & Leadership

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The Governance Policies of Anything Helps establish a framework that guides the organization in fulfilling its mission to create and clear pathways to stability for individuals experiencing homelessness in Washington State. These policies define the structure, roles, and responsibilities of the Board of Directors and organizational leadership to ensure all activities reflect the organization's values: Change through Community, Progress through Partnership, and Trust through Transparency. By maintaining a commitment to integrity, accountability, and community engagement, these policies support innovative practices, effective service delivery, and meaningful partnerships to enhance stability for those in need.

## Governance & Leadership

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## Board of Directors

The Board of Directors is composed of a minimum of three and a maximum of nine members, elected by majority vote at the annual meeting. Directors serve staggered two-year terms and are eligible for re-election. The Board should reflect the diversity of the communities served, ensuring representation of lived experience and various fields of expertise relevant to the mission.

### Duties of the Board include:

- Setting strategic direction and overseeing organizational performance
- Ensuring fiscal integrity and approving major financial decisions
- Upholding the mission and values of the organization in all actions
- Participating in continuous education regarding homelessness, community health, and equity
- Reviewing and approving key policies, including conflict of interest, code of conduct, and compensation practices
- Overseeing annual evaluations of organizational practices and leadership performance

Only Directors who meet legal definitions of **independence** may vote on matters related to conflicts of interest and policy oversight. A Director is considered independent if they:

1. Have not been an employee of the Corporation or its affiliates in the last three years;
2. Have not received over \$10,000 in compensation from the Corporation or its affiliates in any of the last three fiscal years (excluding Board service reimbursements);
3. Have no substantial financial interest in, or familial ties to officers of, any entity conducting significant financial transactions with the Corporation.

## Roles and Responsibilities

The Board holds ultimate responsibility for the governance of *Anything Helps* and delegates day-to-day operations to Officers and staff leadership. All members are expected to act in the organization's best interests and avoid conflicts of interest (see *Conflicts of Interest* section below).

The Board ensures compliance with laws, monitors mission alignment, and promotes policies and initiatives that strengthen service delivery. Board members are accountable for attending meetings, participating in committees, and contributing to a culture of ethical leadership and transparent decision-making.

## Officers

Officers of the organization include a **President**, **Treasurer**, and **Secretary**, with the option to elect additional roles such as Vice President(s) as needed. Officers are elected by the Board immediately following Director elections at the annual meeting and serve until the next annual meeting, with the option for re-election.

## Duties of Officers

- **President:** Oversees the organization's affairs, chairs Board meetings, and ensures alignment with the mission and strategic goals.
- **Vice President (if elected):** Supports the President and assumes duties in their absence, assisting with strategic initiatives and organizational oversight.
- **Treasurer:** Oversees all financial matters, maintains accurate records, and reports on financial status at Board meetings to ensure transparency and accountability.
- **Secretary:** Maintains official records and meeting minutes, facilitates communication among Board members, and ensures proper documentation and compliance.

## Meetings

The Board conducts annual, regular, and special meetings, with at least seven days' notice required. A quorum—defined as a majority of current Directors—is necessary to conduct business. Decisions are made by majority vote unless otherwise specified.

Meeting minutes are prepared promptly and reviewed for accuracy at the next meeting. Minutes from meetings where conflicts of interest or compensation arrangements are discussed must include:

- The name of the interested person
- The nature of the conflict or compensation
- Deliberations of disinterested Directors, including materials reviewed and factors considered
- The final resolution and any ongoing procedures to manage the issue

The interested individual is only informed of the final decision—not individual votes or positions.

## Committees

The Board may establish committees to address specific functions essential to the organization's mission. Committees report directly to the Board and may include community members, partners, or individuals with relevant expertise. Committees should be structured to foster inclusion and reflect diverse perspectives.

## Code of Conduct

All Directors, Officers, and staff must adhere to a Code of Conduct grounded in ethical behavior, legal compliance, transparency, and accountability. This code supports the mission and ensures the trust of clients, partners, and the broader community.

## Conflicts of Interest

To maintain public trust and ethical integrity:

- All potential conflicts must be disclosed immediately to the Board
- Individuals must recuse themselves from deliberations or votes where a conflict exists
- The Board must review and document all decisions involving a disclosed conflict

A conflict of interest exists when personal, financial, or other relationships could impair objectivity or appear to influence decision-making. Records of conflict-related discussions must include all relevant documentation and be included in the Board's official minutes.

## Accountability & Transparency

*Anything Helps* is committed to transparent governance, public accountability, and ethical stewardship. This includes:

- Regular reporting on strategic initiatives and organizational performance
- Open communication with stakeholders and community partners
- Independent audits and timely financial disclosures
- Responsible compensation practices for staff and leadership

## Compliance & Monitoring

The organization complies with all applicable local, state, and federal laws. The Board and leadership regularly review compliance standards and update internal policies to reflect best practices and ensure legal integrity.

Evaluations are conducted to assess adherence to governance policies, financial management, and mission alignment. Recommendations from these reviews inform ongoing improvements.

## Policy Review & Amendment

Governance and leadership policies are reviewed annually for relevance and effectiveness. The Board may appoint a committee to lead this review and propose changes. The process includes input from clients, staff, partners, and community stakeholders.

Policy changes must be approved by a two-thirds vote of the Board at a meeting called for that purpose. Prior notice must be given, and all amendments should reflect the evolving needs of the community and uphold the organization’s mission and values.

**Resources:**

Articles of Incorporation

Bylaws

Conflict of Interest Form

Code of Conduct

**Next:**



Systemization Standards