

Participatory Governance Worksheet

Involving staff, community members, and beneficiaries in a targeted way within the strategic planning, organizational evaluation, and policy creation processes.

Not only do these stakeholders benefit the most from good organizational governance, but they also bring diverse and important insights into the needs of the organization and the communities it serves.

So how do you incorporate stakeholders into your organizational policies and practices?

Step 1: Create an organizational culture where all stakeholders are considered meaningful with knowledge and skills to share.

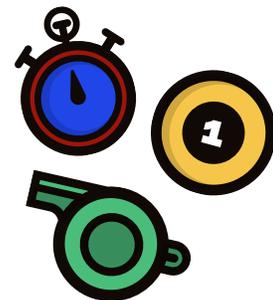
EXAMPLES:

- ⚙️ Recognize contributions and accomplishments by stakeholders at an organizational level.
- 🎯 Have community days or other events where stakeholders are invited to teach organization staff skills or give feedback.

Step 2: Identify stakeholders who could be affected by your organization's policies and programs.

EXAMPLES:

- ⚙️ Program participants
- 🌱 Program participants' families and communities
- 🎯 Staff members
- ⚙️ Staff members' families
- 🌱 Board members



Step 3: : Create opportunities for stakeholders to understand organizational governance policies and programs.

EXAMPLES:

- 🏀 Create versions of organizational policies and program documents that fit stakeholder languages/modes of communications.
- 🏀 Post organizational policies widely around your organization.
- ⚽ Post program policies and information widely around your community.



Step 4: Invite stakeholders, especially staff members, board members, and those affected by your programs, to review and comment on your organization's policies and programs.

EXAMPLES:

- 🏀 Create methods for feedback from stakeholders such as anonymous comment boxes or questionnaires that can be filled by board members after meetings or by program participants after sessions.
- 🏀 Host community listening sessions moderated by a staff member that encourages participation from all stakeholders.

**Make sure that these opportunities fit stakeholders' preferred modes of communication. Keep in mind learning styles, literacy levels, and comfort around individuals of different ages, genders, etc.

Step 5: : Invite stakeholders to share their knowledge and skills when planning, implementing, monitoring, and evaluating programs.

EXAMPLES:

- Recognize contributions and accomplishments by stakeholders at an organizational level.
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Write your notes from this Participatory Governance Worksheet below!
