PAWS for Life

Governance & Transparency Packet

This document outlines the governance policies and ethical standards followed by PAWS for Life to ensure transparency, accountability, and responsible nonprofit management.

Pueblo, Colorado

Whistleblower Policy

Purpose

PAWS for Life is committed to operating with honesty, integrity, and transparency. This policy encourages staff, volunteers, and board members to report concerns about unethical or illegal activity without fear of retaliation.

Scope

This policy applies to all PAWS for Life board members, employees, volunteers, and representatives.

Protection from Retaliation

No individual who reports a concern in good faith shall suffer harassment or retaliation. Any retaliation will be treated as a serious violation of this policy.

Conflict of Interest Policy

Purpose

This policy protects the interests of PAWS for Life when it is considering entering into a transaction or arrangement that might benefit the private interests of a board member, staff member, or volunteer.

Duty to Disclose

Board members, employees, and key volunteers must disclose any potential conflicts of interest as soon as they become aware of them.

Procedure

The individual must disclose the conflict, leave the discussion and vote on the matter, and the remaining decision makers will determine whether the arrangement is fair and in the best interest of the organization.

Document Retention and Destruction Policy

Purpose

PAWS for Life maintains organizational records to meet legal, operational, and historical requirements. This policy outlines how documents are retained and when they may be destroyed.

Document Type	Retention Period
IRS Form 990	Permanent
Articles of Incorporation	Permanent
Board Meeting Minutes	Permanent
Financial Statements	7 Years
Tax Records	7 Years
Donor Records	7 Years

Board Member Responsibilities

Members of the PAWS for Life Board of Directors support the mission of the organization by providing governance, strategic direction, and oversight. Board members are expected to attend meetings, participate in fundraising and community outreach, and act as ambassadors for the organization.

Board members also uphold the highest standards of integrity, confidentiality, and accountability in all matters relating to the organization.