

Documentation Templates

- [Organizational Guidance Template](#)

Organizational Guidance Template

A concise and clear title that stands alone and makes sense out of context.

1. Purpose

Why this guidance exists.

State the spirit of the guidance — what it seeks to clarify, support, or achieve. Be values-forward. Highlight how it aligns with our mission, values, or policies.

2. Organizational Guidance

The full content of the guidance.

- Use clear, actionable language.
 - If guidance involves steps or expectations, list them in bullet or numbered format.
 - If external or internal documents are referenced, link them directly.
 - If clarification or definitions are needed, include them in-line or link to a glossary.
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3. Related Content

Bylaws and Policies

This guidance interprets or implements the following:

- [Bylaw Article X - Membership Definition](#)
- [Board Policy - Safety and Inclusion](#)

Organizational Guidances & SOPs

This guidance is related to or informs the following documents:

- [Organizational Guidance - Behavior Covenants](#)
- [SOP - Incident Response Protocol](#)

Previous Version [Date]
Content of Previous Version of Guidance