

Standards and Practices

Checklist of Written Materials, Policies or Procedures

The 2017 *Land Trust Standards and Practices* asks land trusts to have the written materials, policies or procedures listed below. The starred* items in blue are currently required for accreditation.

GOVERNANCE

- Code of ethics and/or values statement (1A1)
- Whistleblower policy (1A2)
- Procedures for recruiting and training board members (3B3)*
- Expectations for board service (3C1)
- Conflict of interest policy (4A1)*
- Contracts for consultants and contractors, as appropriate (7C1)
- Transition process or plan (7D1)
- Job descriptions for each staff member (7E1)
- Personnel policies if the land trust has staff (7E4)
- Records policy (9G1)*

FINANCE

- Policies or procedures for the responsible and prudent investment, management and use of financial assets (3A2e)
- Acknowledgment of all gifts, including land and conservation easements (5B2)*
- Policy or procedure to ensure donor privacy concerns are honored (5B4)
- Internal controls and accounting procedures (6D1)*

TRANSACTIONS

- Policies or bylaws provisions that define limits to the delegation of decision-making authority if the board delegates decision-making authority on transactions (3D1ai)*
- Full board notification of any completed transactions if the board delegates decision-making authority on transactions (3D2aii)*
- Donor acknowledgment of the land trust's intent to sell before acquiring non-conservation real property (5D1a)
- Land and conservation easement project selection process (8B1)*
- Project selection criteria (8B2)*
- Partnership agreements for joint acquisitions, long-term stewardship project or when co-holding conservation easements (8E1)
- Recommendation that each party to a land or conservation easement transaction obtain independent legal, financial and tax advice (9B2)
- Landowner notification for those who may claim a federal or state income tax deduction (or state tax credit) (10A1)*
- Baseline documentation report descriptions (11B1)*

STEWARDSHIP

- Conservation easement monitoring policy and/or procedure (11C1)
- Information about the conservation easement and the land trust's stewardship policies and procedures for new owners of conservation easement land (11D3)
- Conservation easement enforcement policy and procedures for responding to violations (11E1)*
- Procedure for responding to landowner required notices or requests for interpretation or approvals if not specified in the conservation easement deed (11F1)
- Discretionary approval procedures (11F2)
- Conservation easement amendment policy (11H1)*
- Land management plan for each conservation property (12B1)*

Last revised February 14, 2017