

Program Governance Monitoring Guide  
Subset 3500 PG

Monitoring Process	Monitoring Tool(s) or Reports	Timeline	Responsible Staff
Review agenda, packets and minutes of Policy Committee to ensure sharing of required monthly/annual reports	Governance Binder/Documentation	September Self-Assessment	Delegate FCE Content Lead/Staff
	Governance Binder/Documentation		MAHS QA Staff
Review agenda, packets and minutes of Policy Committee to ensure training on monthly/annual reports	Governance Binder/Documentation	September Self-Assessment	Delegate FCE Content Lead/Staff
	Governance Binder/Documentation		MAHS QA Staff
Review methods of communication for minutes	Determined by Delegate	Once per progress reporting period or quarter	Delegate FCE Content Lead/Staff
	Determined by Grantee for partners		MAHS QA Staff
Review attendance/quorum of Policy Committee & Policy Council membership	Determined by Delegate	Monthly	Delegate FCE Content Lead/Staff
	Determined by Grantee for partners		MAHS QA Staff
Review composition to ensure full representation at Policy Committee & Policy Council	Determined by Delegate	Monthly	Delegate FCE Content Lead/Staff
	Determined by Grantee for partners		MAHS QA Staff