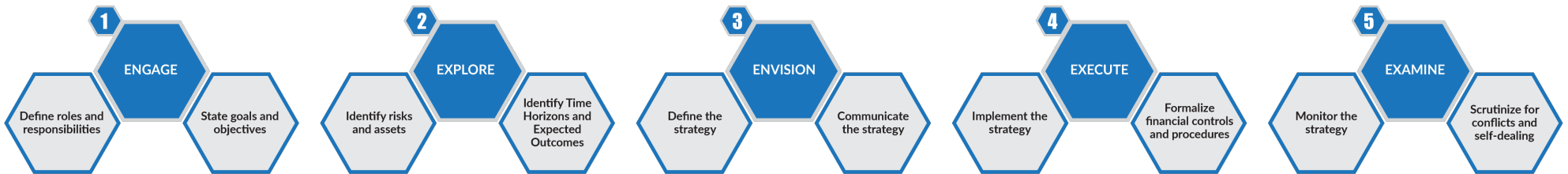


## Universal Governance Procedures



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| <ul style="list-style-type: none"> <li>1.1 Determine key decision-makers; identify who's going to lead</li> <li>1.2 Collaboratively develop goals and objectives with key decision-makers</li> <li>1.3 Align goals and objectives with organization's mission and ethics</li> <li>1.4 Align goal and objectives with regulations, policies, and procedures</li> <li>1.5 Centrally file all documents associated with goals and objectives</li> </ul> | <ul style="list-style-type: none"> <li>2.1 Determine sources and levels of risks that may prevent goal attainment</li> <li>2.2 Determine sources and levels of assets available for goal attainment</li> <li>2.3 Determine each goal's time horizon</li> <li>2.4 Determine each goal's short-term objectives</li> <li>2.5 Determine liquidity requirements and conduct a cash flow analysis</li> </ul> | <ul style="list-style-type: none"> <li>3.1 Develop a strategy considering RATE - Risks, Assets, Time Horizon, and Expected Outcomes</li> <li>3.2 Verify the strategy has the highest probability of achieving goals and objectives</li> <li>3.3 Verify the strategy is inclusive of generally accepted best practices</li> <li>3.4 Verify key decision-makers have the time, talent, and temperament to implement the strategy</li> <li>3.5 Brief all key decision-makers on the strategy</li> </ul> | <ul style="list-style-type: none"> <li>4.1 Determine whether the right resources, people, and technology are in place</li> <li>4.2 Determine whether key decision-makers should delegate because of a lack of expertise</li> <li>4.3 Employ a consistent due diligence process when selecting prudent experts</li> <li>4.4 Control and account for costs, fees, and expenses</li> <li>4.5 Confirm reasonableness and appropriateness of costs, fees, and expenses</li> </ul> | <ul style="list-style-type: none"> <li>5.1 Monitor the strategy to periodically determine whether goals and objectives can be met</li> <li>5.2 Reallocate resources, when necessary, in order to meet goals and objectives</li> <li>5.3 Reallocate resources, when necessary, in order to meet goals and objectives</li> <li>5.4 Formalize process to monitor for self-dealing and conflicts of interest</li> <li>5.5 Verify there is a Code of Excellence, Code of Ethics, or Code of Conduct that reflects the organization's ethos</li> </ul> |
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