

PLUG-AND-PLAY TEMPLATE

AI Use Policy *Starter.*

A one-page policy your board, staff, and funders can all read in three minutes. Replace the highlighted bits with your organization's specifics.

Preamble. [Org name] uses artificial intelligence ("AI") tools as infrastructure to support — not replace — the people doing our work. This policy describes how we use AI responsibly, what we will not use it for, and how we protect the people, partners, and communities we serve.

1 • A human always sends.

No external message — to a donor, funder, partner, client, or community member — leaves [Org name] without a staff member reading it first. AI may draft. Only a human approves and sends.

2 • Personal and sensitive data stays in vetted tools.

Donor records, client case notes, HR information, and financial data are handled only in tools we have contracted with and reviewed for data security: [approved tools — e.g., Salesforce, Google Workspace Enterprise, ...]. We do not paste personal data into consumer chatbots.

3 • Where AI is appropriate.

Drafting routine emails, summarizing long meetings or documents, surfacing open follow-ups, preparing meeting briefs, generating first drafts of reports for human verification, and improving accessibility (translation, captions, plain-language rewrites).

4 • Where AI is not appropriate.

Final communication with donors, funders, partners, or communities; case management decisions; responses to survivors, clients, or vulnerable groups; HR or disciplinary decisions; submission of impact data without human reconciliation; any decision that requires care, judgment, or institutional accountability.

5 • Disclosure.

When AI substantially shaped an external deliverable (a report, grant narrative, public communication), we disclose that briefly and directly to the recipient. We name a human point of contact for any AI-assisted work product.

6 • Training and accountability.

Every staff member who uses AI tools completes a 30-minute orientation on this policy. The [role — e.g., Executive Director, Operations Manager] reviews this policy annually and reports use to the board on a [cadence — e.g., quarterly] basis.

7 • Approved tools, today.

[List approved AI tools and the data they're cleared to handle, e.g., ChatGPT Team — non-personal data only; Claude for Work — non-personal data only; Otter.ai — meeting transcription with consent.]

8 • How to raise a concern.

Any staff member, volunteer, board member, partner, or community member may raise a concern about how we are using AI by contacting [role — e.g., the Executive Director] at [email]. We will respond within five business days and document the resolution.

ADOPTED BY BOARD ON

NEXT REVIEW DATE

EXECUTIVE DIRECTOR
SIGNATURE

BOARD CHAIR SIGNATURE