YOUR  
LOGO

**COMPANY NAME**

CORPORATE GOVERNANCE REVIEW PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to support your corporate governance review. We specialize in evaluating board structures, risk oversight, compliance alignment, and stakeholder transparency for organizations across sectors.  
  
This proposal outlines our approach to conducting a corporate governance review for [Client Name].

# Project Objectives

The primary goals are:  
  
- Assess the effectiveness and structure of board operations and governance frameworks  
- Identify gaps in oversight, transparency, and fiduciary responsibilities  
- Benchmark practices against regulatory and industry standards  
- Recommend actionable improvements to strengthen accountability and performance

# Proposed Services

Our governance review services include:  
  
- Governance documentation review (bylaws, charters, committee structures)  
- Evaluation of board composition, roles, and meeting effectiveness  
- Review of compliance oversight, ethics policies, and stakeholder engagement  
- Interviews with key board members and executive staff  
- Comparative analysis with governance codes and best practices  
- Final report with scoring, recommendations, and roadmap

# Scope of Work

Scope includes:  
  
- Review of existing board materials, governance documents, and performance records  
- Interviews and governance survey with board and leadership  
- Gap analysis and improvement roadmap  
- Final presentation to governance committee or leadership team

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Document Review | Analyze governance charters and bylaws | [Start Date] |
| Stakeholder Engagement | Conduct interviews and board survey | [Date] |
| Analysis & Drafting | Develop findings and draft recommendations | [Date] |
| Final Report & Presentation | Deliver final review and roadmap | [Completion Date] |

# Pricing

Estimated cost breakdown for governance review services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Document Review | Review governance policies and records | [Amount] |
| Board Engagement | Interviews and survey of key stakeholders | [Amount] |
| Gap Analysis | Compare practices to benchmarks | [Amount] |
| Final Report | Present recommendations and roadmap | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a governance and compliance advisory firm with expertise in board development, governance audits, and ESG integration.  
  
- Experience: [X] years in board advisory, nonprofit and corporate governance  
- Expertise: Risk management, board charters, governance benchmarking  
- Mission: To help organizations align mission with oversight through strong, transparent governance

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Governance restructuring for a nonprofit foundation  
- Outcome: Improved board meeting structure, clarified oversight roles, and strengthened compliance  
  
Testimonial:  
“[Your Company Name] provided a thoughtful, data-driven review of our governance model and helped us elevate board performance.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, balance upon final report delivery.  
Scope: Includes document review, board interviews, analysis, and report.  
Client Responsibilities: Provide governance materials and schedule board interviews.  
Adjustments: Changes to scope or interview volume may affect timeline and cost.

# Acceptance

To approve this Corporate Governance Review Proposal and initiate services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_