

AI Impact Maine — ai-governance-starter-kit (preview)

RESOURCE 4: ai-governance-starter-kit

OVERVIEW

- **Audience:** Small organizations, nonprofits, municipalities
- **Primary Goal:** Complete governance system
- **Complexity:** Medium
- **Format:** Policy documents + frameworks + templates

LITE VERSION (6 pages)

Part 1: Governance Overview (2 pages)

- Why governance matters
- 5 core governance elements
- Who should be involved
- Sample governance committee structure

Part 2: Sample Policy Sections (2 pages)

- AI use approval process
- Data handling requirements
- Incident response summary
- Roles and responsibilities matrix

Part 3: Getting Started (2 pages)

- First 30 days checklist
- Recommended team roles
- Basic approval form (sample)
- Quick reference guide

FULL VERSION (40+ pages)

SECTION 1: Governance Framework

- Governance philosophy and principles
- Governance levels (operational, tactical, strategic)
- Decision-making processes
- Committee structures
- Approval authority matrix

SECTION 2: Governance Roles & Responsibilities

- AI Governance Committee composition

- Specific roles:
 - Chief AI Officer / Governance Lead
 - Data Officer
 - Security Officer
 - Ethics Officer
 - Department Heads/Representatives
- RACI matrix for decision-making

SECTION 3: Policy & Standards

- AI Tool Approval Standard
- Data Handling Standard
- Transparency & Disclosure Standard
- Ethical AI Standard
- Compliance Standard

SECTION 4: Processes & Procedures

- New tool evaluation process (6-step framework)
- Approval workflow
- Change management process
- Monitoring and audit process
- Escalation procedures

SECTION 5: Templates & Forms

- Tool evaluation form (detailed)
- Approval request template
- Risk assessment form
- Incident report template
- Audit checklist

SECTION 6: Meeting Agendas & Documentation

- Monthly governance meeting agenda
- Quarterly review template
- Annual strategy session outline
- Meeting minutes template
- Decision log template

SECTION 7: Communication & Training

- Stakeholder communication plan
- Training curricula
- Newsletter templates
- FAQ document
- Feedback mechanisms