You & AI

Which elements of AI governance do you have in place?

Most organizations are using AI. Fewer have written down the rules: in a 2026 survey of 917 nonprofit staff and executives, fewer than 4 in 10 executives said their organization has written guidance on safe and responsible AI use.[1] Strong AI governance isn't one big policy document. It's a set of documents, each answering questions your team is already asking.

If you want templates and advice building out your AI governance approach:
hello@youandaiwork.com

Since March 2025, You & AI has worked with leaders from more than 100 organizations across education, philanthropy, tech, and investing to build real AI capability.

[1] NTEN and The Bridgespan Group, *2026 State of Nonprofit AI: Adoption and Governance Report*

This checklist is a planning resource, not legal advice. Governance documents should be reviewed by counsel where appropriate.

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1 Take stock

- ☐ **AI ecosystem plan** — What rules govern AI use for your stakeholders, starting with staff but extending to the board, contractors, & partners?
- ☐ **AI tool register** — Which AI tools are in use, including AI embedded in software you already had? For each: who holds the account, is training verifiably off, which connectors are on and what can each one read or send, and how long does data persist?

2 Set the rules

- ☐ **AI policy** — What principles govern AI use here, and who decides? What information can and can't go into AI tools? How does someone get a new tool approved, ask a question, or raise a concern?
- ☐ **Information classification** — Which of your information is public, internal, confidential, or restricted? What does each level mean for AI use?
- ☐ **Notetakers & meeting AI** — Who may bring an AI notetaker to a meeting and under what conditions? Who consents, and where do the transcripts live afterward?

3 Stand behind your work

- ☐ **Incident response** — What counts as an AI incident here: confidential data pasted into a personal account, a meeting recorded without consent, an AI-made error in a published report? Who gets told, and how fast?
- ☐ **Disclosure language** — When do you tell clients, funders, or readers that AI was involved in work you delivered, and in what words?

4 People & partners

- ☐ **AI & hiring statement** — How is AI used, and not used, in your hiring, and do candidates know? What may applicants use AI for? Free starting point: Anthropic's guidance on candidates' AI usage.
- ☐ **AI contract language** — Are the people who work *for* you contractually bound to your AI rules? And what do you promise the organizations you work *for* about your own AI use?

5 Make it stick

- ☐ **Staff one-pager** — Could a new hire learn your key AI rules and guidelines in five minutes from a single page?