

# BOARD ROLES & RESPONSIBILITIES CHECKLIST

## Activity

**Instructions:** For each of these areas, reflect on how well your board is currently performing. Are you doing well? Is this an area you could improve? Or, is it something new that you want to try? Mark down your response below.

	Doing Well	Could Improve	Want to Try	NOTES
<b>1. DETERMINE THE ORGANIZATION'S MISSION &amp; PURPOSE</b>				
All board members are familiar with the current mission statement and fully support it				
The current mission statement looks ahead to the next two to four years				
Mission statement is clear and concise				
<b>2. SUPPORT THE LEADERSHIP STAFF AND REVIEW THEIR PERFORMANCE</b>				
The board has created a clear job description that outlines the duties of the leadership staff (or any roles they supervise)				
The board will support its leadership staff by providing that person with frequent and constructive feedback				
Directors regularly identify ways to develop the leadership staff and strengthen their performance				
Board is aware of key strengths and skills of the leadership staff				
<b>3. PROVIDE STRONG FINANCIAL MANAGEMENT AND OVERSIGHT</b>				
The board thoroughly discusses the organization's annual operating budget before approving it				
The board is familiar with the size of the budget and the top two or three budget expenses				
The board monitors the budget throughout the year				
The board receives financial reports on a regular basis that are understandable, accurate, and timely				
<b>4. PLAN STRATEGICALLY</b>				
Every few years, the board will have a planning process to better understand what is happening outside that could influence the organization				
The board focuses its attention on long-term, significant issues in addition to short-term administrative matters				
The board has a strategic vision of how the organization could change over the next one to five years				
The board will take part in a strategic planning process to decide how the organization could meet new opportunities or challenges				

**5. APPROVE AND MONITOR THE ORGANIZATION’S PROGRAMS AND SERVICES**

The board knows the organization’s current programs and services				
The board knows the strengths and weaknesses of each major program				
The board periodically reviews program results and considers adopting new programs and modifying or discontinuing current programs				

**6. RESOURCE DEVELOPMENT**

The board helps develop the organization’s fund-raising strategy				
The full board provides financial support to the organization on an annual basis				
Board members recommend others in the community who can provide financial support to the organization				
The board understands the fund development strategy for the organization				

**7. RISK MANAGEMENT**

The board approves budgets that are balanced and realistically reflect expected income and expenses				
The board identifies which risks will be the most important to monitor given the organization’s programs and services				
The board has policies in place to manage risk and appropriate insurance to cover risk				

**8. PUBLIC IMAGE**

Create and maintain positive relationships with members of the community, community partners, and other interested groups including government, city officials, and volunteers.				
All board members can confidently and accurately speak to the vision and mission of the organization.				
The board has determined who is the key spokesperson or public face of the organization will be in fundraising campaigns, at events, or when speaking to the media				
Seek opportunities to interact with other community leaders to tell your organization’s story				

# BOARD DEVELOPMENT CHECKLIST

**Instructions:** For each of these areas of board development, reflect on how well your board is currently performing. Are you doing well? Is this an area you could improve? Or, is it something new that you want to try? Mark your responses below.

	Doing Well	Could Improve	Want to Try	NOTES
<b>1. RECRUIT FOR THE RIGHT SKILLS AND EXPERIENCES</b>				
Identify skill sets, backgrounds, and decision-styles of board members to assess current strengths and look at where you could become stronger				
Board Chair to conduct annual one-on-one meeting with <b>each</b> board member to inquire: <ul style="list-style-type: none"> <li>a) what is working from their perspective</li> <li>b) suggestions they may have for changes</li> <li>c) where do they think the org will be in 3, 5 or 10 years</li> <li>d) how is the board working in general</li> <li>e) what do they want to do as a member in the coming year</li> </ul>				
<b>2. FOCUS ON BOARD EDUCATION &amp; TEAM BUILDING</b>				
A board development plan in place.				
There is a board orientation manual given to each board member.				
The board works as a team and not a group.				
There is a board development committee that has clear goals and projects.				
An annual survey to gather board member opinions about board effectiveness and areas to develop. There is a follow-up check-in as a group to discuss how the board will develop itself.				
Once a year, there is time during a meeting to discuss the board performance.				
<b>3. ENSURE INDIVIDUAL CLARITY AND ACCOUNTABILITY</b>				
Strong board orientation plan in place, including education of mission, history, strategic plan, bylaws and constitution, roles and responsibilities, etc.				
Quarterly assessment of board performance with the Chair: Are they showing up for meetings? Are they prepared when they come to meetings? Do they engage in thoughtful and respectful discussion? Provide feedback immediately as appropriate and consider if any board members are in danger of losing their seat on the board according to bylaws.				
Board members are asked to resign if they are not able to perform duties.				