

A Good Board Practices Checklist



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| 1. The Board of Directors meets at a regular time and date. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. The board operates according to the constitution or by-laws under which the organization is incorporated. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. All Board members have a copy of the by-laws or constitution under which the organization is incorporated. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. The Board or its Executive Committee normally plans the Board's meeting agenda. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. We usually cover all the items on our board meeting agenda. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Minutes, committee and staff reports are distributed to directors at least a few days in advance of board meetings. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. There is a written job description or statement of responsibilities for members of the Board. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. There is a job description for the chair of the board. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. The Board has approved policies outlining its expectations in the following areas: | | |
| (i) Financial management practices | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (ii) Personnel management practices | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (iii) Conflict of interest | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (vi) Fund raising practices | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (v) Quality of services to users, clients, consumers, or the public | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| (vi) Safety of staff, volunteers, and clients | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. There a policy manual containing all existing policies. | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. The Board receives regular financial reports and monitors the performance of the organization in relation to its budget? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |