

A Good Board Practices Checklist

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