

Board Responsibilities Checklist

This checklist is designed to assist boards in reviewing their activities to ensure that they are focusing on governance and not management.

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Board Responsibilities Checklist

Set direction

- Determine the organization's mission, vision and values
- Support the organization's mission, vision and values
- Adopt a strategic plan and revise every 3-5 years
- Ensure the budget adequately reflects the organization's program priorities
- Communicate with management, staff, volunteers and the community if the organization's direction or focus changes

Ensure necessary resources

- Develop a fundraising strategy and policy to support the mission
- Actively participate in fundraising activities
- Enhance the organization's public standing
- Confirm the board's composition reflects the strategic needs of the organization
- Verify that the executive leadership team reflects the organization's strategic management needs

Provide oversight

- Have proper procedures and policies in place for financial oversight
- Appoint or elect an audit committee
- Audit committee contracts with an outside auditor for the annual audit
- Have a risk management policy and plan and update it regularly
- Adopt a conflict of interest policy and disclosure process for board members and senior staff and make sure all conflicts are reported
- Ensure legal and ethical integrity and maintain accountability
- Determine the organization's programs and services
- Regularly monitor and evaluate the organization's programs and services
- Support the chief executive and assess his or her performance regularly

Board Operations

- Focus on governance, not management
- Have clear roles and responsibilities between the board and the chief executive and staff
- Update committee structure to meet current and future organizational needs
- Recruit and orient new board members
- Provide ongoing training to all board members
- Conduct regular performance reviews of the board as a whole
- Conduct regular performance reviews of the individual board members
- Actively monitor board skill sets and needs
- Use vacancies strategically to improve overall board quality