

Good Governance Practices for Non-Profit Boards

Is your board effectively leading your organization?

The board of a non-profit organization has broad oversight and governance responsibilities. This checklist will help your board design and follow foundational practices to successfully promote your organization's mission.

ORGANIZATIONAL PRACTICES

for sound structure, capacity and strategy

- Mission and vision statements
- Core values and ethics
- Bylaws and charters
- Organizational charts with job descriptions
- Clear understanding and separation of board's governance role and management's operational role
- Strategic plan with short and long term goals

OPERATIONAL PRACTICES

for efficiency and efficacy

- Board member requirements including qualifications, financial contributions, and term limits
- Onboarding manual and orientation plan
- Succession plans for board members and executives
- Annual board and committee meetings calendars
- Annual board retreat and education/trainings
- Annual board evaluation
- Annual CEO/Executive Director evaluation

OVERSIGHT PRACTICES

for sustainability and accountability

Items for Board Approval:

- Strategic plan
- Financial policies and procedures including donor and gift policies
- Annual budget including executive compensation
- Form 990
- Board conflict of interest policy
- Human resource policies including whistleblower and code of conduct/ethics
- Organizational policies including document retention and destruction
- Board meeting minutes detailing board actions

Items for Board Review:

- Regular periodic financial reports and statements
- Results of independent audit
- Directors' and officers' liability insurance
- Conflict of interest disclosures
- Organizational and operational progress reports
- Strategic plan milestones and progress



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