BoardOnTrack

Recommended Checklist of Governance Responsibilities

for the Board of Trustees, Governance Committee, School Leadership Team

Governance Responsibilities		Full Board of Trustees		Governance Committee		School Leadership Team	
Governance policies & procedure manual		Review critical policies and vote upon		Review/provide feedback on manual		n/a	
Maintain Board Handbook		Review critical policies and vote upon		Develop and revise Board member handbook outlining the responsibilities of the Board members, Board policies, and other relevant information		Provide school and staff specific information, as needed.	
Consistently recruit for new members		Individuals refer nominees and full board votes to add new members to the board		Develop and review annually the procedures for Board recruitment		Participate in a collaborative recruitment process.	
Get new members up to speed and adding value to the org as quickly as possible		Review and approve orientation and training plans		Develop an orientation and training plan for new trustees		n/a	
Develop attainable, valuable board goals		Develop, Review and vote to approve board and committee goals		Create specific measurable board-level goals for the year as part of the full board planning process		Participate in board goal setting process.	
Ensure measurable growth in the governance team		Participate in and evaluation and approve summary		Annually coordinate an evaluation of the full board and individual trustees		Participate in evaluations.	
Ensure committees are effective and adding value to the organization		Annually evaluate and approve updates committee descriptions based on annual needs		Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees		Support committees complimentary to leadership team's roles.	

Ensure sustainability of the organization through proper succession planning		**Approve and amend succession plans**		**Work with Board Chair and CEO on a succession plan for board officers**		**Create and maintain detailed and accurate succession plans for all leadership roles.**	
Plan and prepare for important organizational events, milestones, and goals		**Approve annual calendar**		**Develop annual board & committee calendar**		**Organize and document key organizational dates.**	
Hold effective planning sessions		**Attend and prepare for retreats and planning sessions**		**Organize Board Retreats**		**Participate and help plan planning sessions and retreats.**	
Ensure organization has personnel with the proper skillsets to achieve goals		**Agree on efforts to recruit new personnel or train current personnel based on needs.**		**Analyze the skills and experience needed on the Board**		**Recruit and select organizational staff members.**	
Add and maintain a proper number of dedicated members (based on the range in bylaws)		**Nominate and approve new members to join the board**		**Recruit members to serve as members of the Board and develop a slate of trustees for consideration by the membership at the annual meeting in accordance with selection/election procedures outlined in the bylaws**		**Support board members and participate in board recruitment.**	
Prioritize professional development, growth, training and education		**Actively participate and plan for board trainings**		**Conduct board education and onboarding as needed**		**Support board's professional development and growth.**	
Consistently improve operations		**Reflect, agree upon and implement process enhancements**		**Regularly evaluate the effectiveness of board meetings, and make recommendations for improvement to the chair and the full board as needed**		**Support board's operational growth.**	
All committees are reaching goals		**Receive monthly report outs from all committees**		**'Keep an eye on' and motivate other committees**		**Participate in committee meetings and work.**	

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