

## 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.