

Board Procedures Best Practices Checklist

_____	Does Board meet at least as often as specified in by-laws and/or state CSBG regulations (if regulations exist and address issue)?
_____	Does Board meet on a regular day and date, i.e. third Wednesday of every month?
_____	Is sufficient notice of meetings, and type of notice, provided in accordance with by-laws and state law?
_____	Was information relevant to the topics to be discussed provided in advance to Board members, i.e. agenda, last meeting's minutes, policies to be voted on, financial statements, monitoring reports?
_____	Is attendance monitored and are procedures in place to remove Board members with poor attendance?
_____	If meeting attendance is poor, has Board considered why? Are attempts made to increase attendance? Do Board members feel they have a reason for coming? Has Board considered attendance by speaker phone when necessary? (If your CAA is subject to your state's open meetings law, be sure Board members can attend by speaker phone.)
_____	Are there job descriptions for Board members and officers? Are they reviewed regularly?
_____	Are by-laws reviewed at least once every three years?
_____	Is there a written Conflict of Interest Policy? Does it adequately define type of conflicts and describe procedure to be followed? Is a form disclosing conflicts of interest completed and signed annually? Is there a procedure and/or committee to review such transactions and determine if in best interest of CAA? Does the Policy comply with state and federal law, and grant requirements?
_____	Is there a record in the minutes of Board action on conflict matters?
_____	Is there a policy that addresses the need for confidentiality by Board members?
_____	Is there an Executive Committee that is authorized to act for the full Board between meetings and report to the full Board at the next meeting?
_____	Is there an Audit Committee, or another committee that is responsible for such functions?
_____	Is there a Finance Committee, or another committee that is responsible for such functions?
_____	Does the Board regularly review the Committee structure?
_____	Are accurate minutes taken, accepted by Board at next meeting, and kept in a safe place in perpetuity? Do they include documents reviewed and/or voted on at the meeting?
_____	Do minutes accurately record the votes? Including any abstentions, objections, or dissenting votes?
_____	Does Board conduct annual financial, governance, and other training?
_____	Are new members given an orientation packet including by-laws, Articles of Incorporation, description of CAA programs, audit, etc.? Is an orientation session held?