

**Board Composition/Selection Best Practices Checklist**

_____	Are 1/3 of the Board members elected public officials or their representatives? (Or if not enough elected public officials are available, appointed officials or their representatives.)
_____	If not designated in the by-laws, has the Board or a Board committee reviewed which public officials should receive invitations to serve on the Board?
_____	Are the low-income sector board members selected by a democratic process that ensures participation by low-income residents of the CAA's service area?
_____	Are low-income board members who are selected to represent a particular geographic area required to live in that area?
_____	Does board elect (vote to seat) board member candidates after they have been chosen through the appropriate selection process for their sector?
_____	Does the board include members with financial expertise?
_____	Does the board include members with fundraising capabilities or who have connections with people or organizations that do?
_____	Does the Board or a Board committee regularly review what groups or interests should be represented on the board and what skills, expertise, connections etc. it is looking for in Board members?
_____	Are there no more than a small number of vacancies on the board at any one time? Are there procedures in place to promptly fill them?
_____	Before seating incumbent Board members for new terms, is there a review of Board meeting and committee meeting attendance?
_____	Were the Board members and officers properly elected/appointed in accordance with the by-laws?
_____	Do the Board members have a specific term of office?
_____	If the Board members do not have term limits, has the Board considered whether they are appropriate?
_____	Has the Board reviewed its size to determine whether it should be enlarged, reduced, or remain the same?