



Because the World is Counting on Us.

SIGNS THAT YOUR BOARD IS THRIVING



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Here are a couple of important things to remember before you review this checklist.

- 1) **There is no perfect board.**
- 2) **This is not a test nor is it designed to demoralize you**

HOW TO USE THIS CHECKLIST

This list is intended to help you prioritize and focus. The hope is that you will use it as an exercise to set goals for your board to improve its own functioning. Consider selecting a few things you don't do as priorities to dig into and a few things you can really improve with perhaps a lesser investment of time.

INSTRUCTIONS

For each item, decide “**we do that**” or “**we so do not do that**” or “**we should be doing a better job with this.**” It can be an exercise that a board chair and executive director do in an extended regular meeting. You can also do it independently and see if you are in alignment. If you have a board committee focused on board governance, this is a perfect tool for that committee to use to set goals for its own committee work. Bottom line: **however you use it should result in an agreed-upon set of priorities that will put your board on the path to greater effectiveness.**

LEADERSHIP

1. The current board chair wanted the job, is passionate about the mission and works hard to partner with the executive director
 - We SO do this.***
 - We SO don't do this.***
 - We could be doing a better job here***

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2. Several individuals have been identified who would be excellent successors to the chair
 - We SO do this.*
 - We SO don't do this.*
 - We could be doing a better job here.*
3. Committee chairs take ownership of the work and hold committee members accountable for attendance and participation
 - We SO do this.*
 - We SO don't do this.*
 - We could be doing a better job here.*
4. Nominations committee sees leadership attributes as central to what makes an excellent prospect
 - We SO do this.*
 - We SO don't do this.*
 - We could be doing a better job here.*
5. Board leads with the staff, enhancing strategic and generative conversations and does not simply approve staff plans
 - We SO do this.*
 - We SO don't do this.*
 - We could be doing a better job here.*

BOARD FUNCTIONING

1. The board has enforced term limits
 - We SO do this.*
 - We SO don't do this.*
 - We could be doing a better job here.*

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2. There is a comprehensive orientation that sets new board members up for success
 - We SO do this.*
 - We SO don't do this.*
 - We could be doing a better job here.*
3. We invest time to develop the board as more than a collection of individuals and into a cohesive team with shared values
 - We SO do this.*
 - We SO don't do this.*
 - We could be doing a better job here.*
4. We conduct a formal evaluation of the executive director annually
 - We SO do this.*
 - We SO don't do this.*
 - We could be doing a better job here.*
5. Standing committees meet regularly and have annual goals
 - We SO do this.*
 - We SO don't do this.*
 - We could be doing a better job here.*

NOMINATIONS AND RECRUITMENT

1. Using a composition matrix, the board has identified a diverse set of skills, experience and attributes, and life experience that would constitute the ideal board and prioritized
 - We SO do this.*
 - We SO don't do this.*
 - We could be doing a better job here.*
2. Diversity is embedded into the recruitment process; the committee works creatively to build a diverse pipeline of prospects.
 - We SO do this.*
 - We SO don't do this.*
 - We could be doing a better job here.*

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3. Board recruits with a mandate to ensure that board members reflect the communities served
 - We SO do this.*
 - We SO don't do this.*
 - We could be doing a better job here.*
4. An interview process is thoughtfully designed and implemented to ensure that the prospect is a good fit for the organization and its board priorities
 - We SO do this.*
 - We SO don't do this.*
 - We could be doing a better job here.*

MEETINGS

1. Board meetings are well run and board members feel their time is valued
 - We SO do this.*
 - We SO don't do this.*
 - We could be doing a better job here.*
2. Board meeting agendas are designed to help board members fulfill their responsibilities.
 - We SO do this.*
 - We SO don't do this.*
 - We could be doing a better job here.*
3. Board members feel their points of view are valued and heard
 - We SO do this.*
 - We SO don't do this.*
 - We could be doing a better job here.*
4. Board members leave meetings feeling informed and inspired
 - We SO do this.*
 - We SO don't do this.*
 - We could be doing a better job here.*

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5. There is an annual board retreat / extended meeting every year

- We SO do this.*
- We SO don't do this.*
- We could be doing a better job here.*

AMBASSADORSHIP

1. Board members are well informed with impact stories and cases for support

- We SO do this.*
- We SO don't do this.*
- We could be doing a better job here.*

2. Board members have a deep understanding of their role as stewards of important stakeholders

- We SO do this.*
- We SO don't do this.*
- We could be doing a better job here.*

3. Board members are enthusiastic to share their own passion about the org with their contacts to invite them to learn and do more

- We SO do this.*
- We SO don't do this.*
- We could be doing a better job here.*

4. The board takes responsibility for its own efforts to fundraise

- We SO do this.*
- We SO don't do this.*
- We could be doing a better job here.*