

# CHECKLIST

## of Board Roles and Responsibilities

Basic board roles and responsibilities are the foundation for a successful board. BoardSource has designed this checklist so you can quickly remind yourself of your key responsibilities. It's also a great board orientation tool! Can you check all the boxes?

### SET DIRECTION AND STRATEGY

- Has the board affirmed or revised the mission and determined the organization's vision?
- Does the board ensure that the mission, vision, and values are reflected in the organization's strategic plan?
- Is the board confident that it has authorized voice from the community it serves?
- Is the board considering purpose when determining organizational strategy?

### ENSURING THE NECESSARY RESOURCES

- Does the board's composition reflect the strategic needs of the organization?
- Is the board confident that the chief executive's skills and other qualities are a good match for the organization's strategic needs?
- Has the board adopted policies related to funds to be pursued and/or accepted in support of the mission?
- Does the board expect all its members to be active participants in financially supporting the organization?
- Does it have the right committee to support its fundraising efforts?
- Does the board seek and review information related to the organization's reputation?

### PROVIDING OVERSIGHT

- Does the board contract with an outside auditor for the annual audit?
- Does the organization have up-to-date risk management policies and plans and appropriate insurance?
- Does the board monitor progress toward achievement of goals related to the organization's programs?
- Does the board have a clear understanding of the organization's financial health?
- Does the board have a positive working relationship with the CEO?
- Does the chief executive receive an annual performance review by the board and are all board members familiar with the chief executive's compensation package? Is it aligned with IRS rules and similar organizations in your community?

### BOARD OPERATIONS

- Is there a board governance committee stewarding board development and process?
- Does the board regularly assess its own performance?
- Are organizational and board policies regularly reviewed?
- Do committees and task forces actively engage board members in the work of the board?
- Do board meeting agendas focus the board's attention on issues of strategic importance?
- Do board members have easy access to information needed for effective decision making?

[Source: Nonprofit Board Fundamentals](#)