

# Board Chair Checklist

Institution: \_\_\_\_\_

Calendar (completed at start of year)

- Board meeting schedule
  - o Update calls schedule
- Calendar of key activities – budget, strategy update, institution celebrations/big events, FM meeting

Alignment

- Completed vision and mission
- Strategic objectives and annual operating plan
- Operations and capital budgets
- Board member orientations complete
- Board meeting minutes owner and secure/stored location
- Annual program review

Mission Integration

- Annual self-assessment
- Board education plan
- Organization MI plan

Sustainability, Governance & Key Policies

- Annual Executive Performance Review
- Transition and/or Succession plan – board and iministry
- Conflict of Interest Policy
- Investment Policy
- Major Gifts Policy
- Document Retention Policy
- Committee Charters
- Board self-evaluation