



Where the **Power of Business**  
Meets the **Passion of Giving**



## Best Practices Check List: Board Leadership

<b>Does the Board:</b>		
1. Have clearly defined, written roles and responsibilities and effectively act upon them?	Yes	No
2. Clearly understand and carry out legal and fiduciary responsibilities, i.e., oversee compliance with federal, state, and local financial reporting requirements and tax payments, establish and follow by-laws, review financial statements at least monthly?	Yes	No
3. Have the needed administrative support to carry out its functions?	Yes	No
4. Fully understand and agree with Mission and Vision?	Yes	No
5. Have a Board Chair who effectively carries out his/her leadership responsibilities?	Yes	No
6. Participate in creating Strategic Outcome Plans? Periodically review and monitor achievement of Strategic Outcome Plans and interim milestones?	Yes	No
7. Participate in preparing and reviewing multi-year financial plans?	Yes	No
8. Monitor achievement of Annual Operating Plans?	Yes	No
9. Provide strategic resources for achievement of Plans?	Yes	No
10. Evaluate itself on a yearly basis and use the results for board improvement?	Yes	No
11. Have a process for individual board members to evaluate their performance/contribution to the board on a yearly basis?	Yes	No
12. Hire and supervise the CEO/ED? Define CEO/ED performance targets? Review CEO/ED performance and compensation? Attend to CEO/ED professional development?	Yes	No
13. Actively support the CEO/ED's leadership?	Yes	No
14. Foster an environment of shared commitment and mutual respect with staff and with each other?	Yes	No
15. Have clear roles and responsibilities, distinct from staff?	Yes	No
16. Have an appropriate number of members?	Yes	No
17. Have a membership which possesses needed expertise and experience?	Yes	No
18. Have a membership which is representative of key constituencies and stakeholders?	Yes	No
19. Have active participation of almost all members, each holding responsibilities?	Yes	No
20. Have appropriate board committees and work groups?	Yes	No
21. Have a Development Committee which meets regularly to assess board composition and recruit members with needed skills or contacts?	Yes	No
22. Have a defined process to identify, develop, and select effective board members?	Yes	No
23. Have a formal process for new member orientation?	Yes	No

24. Provide and maintain a board manual for each member which includes Articles and By-laws, D and O policy highlights, organizational history, membership roster, member expectations, and description of mission, vision, strategic plan, and key metrics and milestones?	Yes	No
25. Conduct on-going training and skill development for members?	Yes	No
26. Have term limits (which may be reinstated) and a process for providing notice of termination?	Yes	No
27. Have a yearly meeting calendar set and distributed in advance? Have adequate advance notification of special meetings?	Yes	No
28. Have consistent attendance at regular, well-planned, engaging, participatory, and productive meetings? Have agendas which are mutually agreed to by CEO/ED and Chairman? Have meeting agendas and materials sent in advance? Have meetings which always start and end on time?	Yes	No
29. Have effective committees with clearly understood roles and responsibilities for the full board, committees, and sub-committees?	Yes	No
30. Proactively engage in outreach to build the organization's reputation?	Yes	No
31. Consistently speak with one voice, usually through an authorized spokesman?	Yes	No
32. Have members which embrace fund raising as a core role and responsibility?	Yes	No
33. Require or currently receive regular donations from <i>every</i> member?	Yes	No
34. Have appropriate fundraising goals and is achieving measurable progress in accomplishing those goals?	Yes	No
<b>Best Practice (Capacity) Level:</b>	High (23 - 34)	Medium (11 - 22) Low (1 – 10)

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San Diego Social Venture Partners  
420 Stevens Ave, Suite 210  
Solana Beach, CA 92075  
(760) 269-3836  
<http://www.sdsvp.org>