Recommended Checklist of Governance Responsibilities

for the Board of Trustees, Governance Committee, School Leadership Team

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| **Governance Responsibilities** | **Full Board of Trustees** | **Governance Committee** | **School Leadership Team** |

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| Governance policies & procedure manual |  | Review critical policies and vote upon |  | Review/provide feedback on manual |  | n/a |  |
| Maintain Board Handbook |  | Review critical policies and vote upon |  | Develop and revise Board member handbook outlining the responsibilities of the Board members, Board policies, and other relevant information |  | Provide school and staff specific information, as needed. |  |
| Consistently recruit for new members |  | Individuals refer nominees and full board votes to add new members to the board |  | Develop and review annually the procedures for Board recruitment |  | Participate in a collaborative recruitment process. |  |
| Get new members up to speed and adding value to the org as quickly as possible |  | Review and approve orientation and training plans |  | Develop an orientation and training plan for new trustees |  | n/a |  |
| Develop attainable, valuable board goals |  | Develop, Review and vote to approve board and committee goals |  | Create specific measurable board-level goals for the year as part of the full board planning process |  | Participate in board goal setting process. |  |
| Ensure measurable growth in the governance team |  | Participate in and evaluation and approve summary |  | Annually coordinate an evaluation of the full board and individual trustees |  | Participate in evaluations. |  |
| Ensure committees are effective and adding value to the organization |  | Annually evaluate and approve updates committee descriptions based on annual needs |  | Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Board of Trustees |  | Support committees complimentary to leadership team’s roles. |  |
| Ensure sustainability of the organization through proper succession planning |  | Approve and amend succession plans |  | Work with Board Chair and CEO on a succession plan for board officers |  | Create and maintain detailed and accurate succession plans for all leadership roles. |  |
| Plan and prepare for important organizational events, milestones, and goals |  | Approve annual calendar |  | Develop annual board & committee calendar |  | Organize and document key organizational dates. |  |
| Hold effective planning sessions |  | Attend and prepare for retreats and planning sessions |  | Organize Board Retreats |  | Participate and help plan planning sessions and retreats. |  |
| Ensure organization has personnel with the proper skillsets to achieve goals |  | Agree on efforts to recruit new personnel or train current personnel based on needs. |  | Analyze the skills and experience needed on the Board |  | Recruit and select organizational staff members. |  |
| Add and maintain a proper number of dedicated members (based on the range in bylaws) |  | Nominate and approve new members to join the board |  | Recruit members to serve as members of the Board and develop a slate of trustees for consideration by the membership at the annual meeting in accordance with selection/election procedures outlined in the bylaws |  | Support board members and participate in board recruitment. |  |
| Prioritize professional development, growth, training and education |  | Actively participate and plan for board trainings |  | Conduct board education and onboarding as needed |  | Support board’s professional development and growth. |  |
| Consistently improve operations |  | Reflect, agree upon and implement process enhancements |  | Regularly evaluate the effectiveness of board meetings, and make recommendations for improvement to the chair and the full board as needed |  | Support board’s operational growth. |  |
| All committees are reaching goals |  | Receive monthly report outs from all committees |  | ‘Keep an eye on’ and motivate other committees |  | Participate in committee meetings and work. |  |