

**BEST PRACTICES IN BOARD GOVERNANCE  
GREATER HARTFORD JEWISH LEADERSHIP ACADEMY**

**Board Governance Check List**

**1. The Basics: does your organization maintain proper documents**

- a. Up-to-date by-laws
- b. Budget annually approved by the board
- c. Annual audit
- d. Conflict of Interest policy signed annually by all board members
- e. Minutes from every board and committee meeting
- f. D&O insurance, if warranted

**2. Good Structure Yields Good Results**

- a. Size: is your board the correct size to:
  - i. Allow for appropriate diversity and varying opinions
  - ii. Handle the work
  - iii. Promote effective board meetings and decision-making
- b. Committees: do you have the requisite standing committees:
  - i. Budget and finance
  - ii. Development
  - iii. Governance/Nominating
  - iv. Do you have other necessary standing and/or ad hoc committees appropriate for your organization?
- c. Board Composition, Term Limits and Succession Planning
  - i. Do your board members have the proper characteristics? Does your nominating process identify the correct mix of board members, with proper characteristics
  - ii. Do you have board member and officer term limits
  - iii. Have you developed a leadership pipeline and succession plan

**3. Fundraising: A Critical Board Responsibility**

- a. Are all board members making personal gifts?
- b. Are all board members involved in fundraising
- c. Is there a fundraising strategy
- d. Is fundraising discussed at every board meeting

**4. Governance vs. Management: Is Your Board Spending Its Time Wisely**

- a. Does your board fulfill all governance responsibilities
- b. What management tasks are detracting from important decision-making and strategy?
- c. Do you provide your board with leadership development and educate them about the Duties of Care