

## **BOARD MEMBER GOVERNANCE & ACTION PLAN**

The following is meant to serve as a tool to help you organize your governance related tasks.

### **1. Board Training**

- What more do I need to know and/or what would I like to learn about?
- With whom should I speak with/where are the best resources?
- Should we be offering training in Best Practices to the rest of our board?
- What else do I need to learn about good governance and boards?
- Should we be offering training in Best Practices to the rest of our board?

### **2 Board Structure**

- What are the committees on my board? With whom should I speak with to find out more information?
- What committees do our by-laws currently require? Are these the proper committees? How do we decide?
- What committee would I like to work on? Where am I most needed? Where would my skillset/competencies be best deployed?
- Does my organization have term limits? Do we follow them? If not, should this be of concern to us?

### **3 Recruitment and nominations**

- How many people currently are on my board?
- Do we need to grow our board and/or replace retiring board members?
  - If I know someone who might be a good fit, who do I speak to about nominating them? Do we have a Nominating Committee and/or formal nominations process?
  - Do we have mentors for new board members? Do I need to be mentored, or am I in the position to mentor others?

#### **4 Tools for good governance**

- Is there a board handbook? Regular board meeting schedule? Required documents?
- Do we offer leadership development to board members?
- Do we have a succession plan for board officers? Does my organization have term limits?

#### **5 Other governance tasks**

- What else do we need to consider in order to make our board as effective as it can be?
- What role can I take in this process?