

Next Steps for Good Governance—Tools & Resources to Aid Efforts

Create a timeline for reasonably implementing the following next steps for good governance into your existing work plans. Remember, it does not all happen overnight. Plan the plan, then work the plan.

1. Protect the organization
 - Manage corporate documents in one location (1)
 - Establish regular review of corporate document; ensure current information
 - Manage risk and resources with internal controls (2)
 - Implement policies including:
 - Conflict of Interest (3)
 - Whistleblower (4)
 - Financial (5)
 - Confidentiality Agreement (6)
 - Record Retention (7)
2. Establish clear roles and responsibilities
 - Distinguish board vs. staff responsibilities (8)
 - Clarify Board's fiduciary responsibility (9)
 - Provide job descriptions (10)
 - Clarify Board member expectations (11)
3. Facilitate a diverse, representative, capable Board
 - Implement use of a Board Matrix (12)
 - Implement Onboarding Process (13)
4. Facilitate informed, intentional Board decision-making
 - Run a good meeting (14)
 - Provide an Agenda (15)
 - Provide Financials
 - Balance Sheet
 - Profit & Loss Statement
 - Budget (16)
 - Take adequate Minutes (17)
5. Plan (strategic planning and otherwise) (18)