

Board Responsibilities Best Practices Checklist

_____	Does Board fully participate in development of CAA programs? How? Does Board participate in needs assessment?
_____	Does Board fully participate in planning of CAA programs? How?
_____	Does Board fully participate in implementation of CAA programs? How?
_____	Does Board fully participate in evaluation of CAA programs? How?
_____	Is there a Strategic Plan? Has it been updated in last three years? Is it followed?
_____	Has Board reviewed whether CAA activities further charitable purposes as described in Articles of Incorporation? If not, has Board considered either ceasing activities that do not or revising Articles?
_____	Has Board reviewed functions of Audit Committee (or other committee performing such functions) to determine if in compliance with current best practices? Does the Committee have at least one member with financial expertise? Are all members of the Committee "independent," i.e. receive no compensation from CAA? Does the Committee select the auditor, review audit process, meet with auditor without staff present, review audit and determine necessary corrective actions? Does committee report to full Board and make recommendations as necessary?
_____	Are current, complete, and understandable financial statements regularly presented to Board? Does that include income and expenditures compared to budget, on both an agency-wide and program specific basis? Assets and liabilities? Cash flow position? Do the statements present enough detail to allow Board members to ask appropriate questions and recognize red flags?
_____	Has Board authorized those officers or staff members who may sign contracts, checks, etc.?
_____	Does Board review and vote on all major transactions, including loans, purchase and sale of significant assets? Does it vote on funding proposals?
_____	Has Board considered a whistleblower protection policy?
_____	Does Board review Form 990s filed with IRS?
_____	Does Board review Personnel Policies?
_____	Has Board retained an attorney with appropriate expertise to review Personnel Policies and other policies requiring such expertise?
_____	Has Board considering conducting a Legal Liability Audit or review?
_____	Has Board instituted a risk management plan and ensured that insurance coverage is sufficient and appropriate?
_____	Has Board conducted an annual written evaluation of Executive Director/CEO? Reviewed compensation to determine if within comparability range?

_____	Has Board ensured that there is a written accounting policy and that appropriate internal financial controls to protect against fraud are in place?
_____	Has Board ensured, through legal counsel if necessary, that CAA is complying with requirements for retention of 501(c)(3) tax-exempt status, as well as state requirements for charities, such as fundraising and raffle laws? Is Board aware of what lobbying is conducted and whether it is conducted according to the law? Does Board understand prohibition on CAA political campaign activity?
_____	Does Board review all monitoring reports and ensure prompt corrective action is taken?
_____	Has Board considered succession plans if Executive Director is nearing retirement age?
_____	Has Board reviewed status of all subsidiaries and partnerships with for-profit businesses?
_____	Has Board ensured there is a procedure in place for timely filing of annual reports, such as Form 990, annual corporation reports, property tax exemption applications, etc. and timely payment of withholding taxes, wages, unemployment insurance, and other insurance premiums?