

## CURRENT GOVERNANCE PRACTICES AND POLICIES CHECKLIST

Name of Board: \_\_\_\_\_

	Status (Check one)	Comments (e.g., name and location of relevant policy)
--	-----------------------	--

### 1. Board Role & Management Relationship (Guide Chapter 3)

1.1	The board has a formal role statement that expressly describes the areas and functions in which it exercises a governance role.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.2	The board has a statement of accountabilities that identifies key stakeholders and describes the organization's accountability relationships.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.3	The board has an approved statement of the role of the CEO and the relationship with the board reflecting its governance model and principles.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1.4	The board has a written policy and processes and tools for evaluating the governance performance.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

### 2. Performing Board Functions (Guide Chapter 4)

<i>Providing Strategic Direction</i>				
2.1	There is a current or updated strategic plan with a clear set of strategic goals and directions for the organization.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.2	The board has a process for regularly monitoring and evaluating progress towards strategic goals.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.3	The board provides clear direction with respect to annual and long-term goals and priorities.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<i>Financial and Quality Performance</i>				
2.4	The board has a clear process for overseeing the development of the annual budget/financial plan for the organization and monitoring its implementation.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.5	The board and/or a committee of the board regularly reviews quality plans and policies related to the quality of services and programs.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.6	There is a formal performance measurement system with indicators for monitoring all key areas of operational performance relevant to the board.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.7	The board receives regular reports with performance indicators, including variances and management's explanatory comments.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

		Status (Check one)		Comments (e.g., name and location of relevant policy)
<b>Overseeing the CEO (and Chief of Staff if applicable)</b>				
2.8	The board has a documented process for evaluating the CEO annually including reviewing the CEO's annual goals.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.9	The board has a sound formal process for evaluating the Chief of Staff annually including reviewing the Chief's annual goals.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.10	The board has a written plan for CEO succession.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.11	In making annual compensation/incentive compensation decisions, the board ensures that the processes and recommendations are consistent with leading practice and applicable government legislation and regulation.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Stakeholder Relations</b>				
2.12	The board provides reports of the organization's plans, recent performance and financial condition to the major stakeholders on a timely basis.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
2.13	The board has a formal policy or process for engaging key stakeholders in the organization's planning and decision-making process.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

### 3. Board Quality (Guide Chapter 7)

3.1	As a guide to the recruitment of new directors, the board has a profile of current members and target profile of skills and experience.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.2	The board has an approved recruitment and screening process, which includes proactive outreach for nominees, written criteria and process for evaluating potential directors.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.3	The board has formal statements and policies that support and emphasize directors' duties and behaviours, such as conflict of interest, code of conduct, attendance, confidentiality, and loyalty expectations.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.4	The board has a formal, high-quality, mandatory orientation program for new members.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.5	There is an established policy and process that ensures ongoing education and development of directors.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.6	The board has a formal process for assessing the contribution of directors and providing individual development advice.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
3.7	There is an annual evaluation process of the board and its committees.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

CURRENT GOVERNANCE PRACTICES AND POLICIES CHECKLIST



	Status (Check one)	Comments (e.g., name and location of relevant policy)
--	-----------------------	--

#### 4. Board Structure (Guide Chapter 8)

4.1	The board has a position description for the role of the board chair.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4.2	The board has criteria and a process for selecting the board chair.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4.3	There is a written process that is used in selecting other officers and committee chairs annually.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4.4	All committees have written terms of reference that are reviewed annually, and updated as required.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
4.5	All committees have annual, approved written objectives and work plans.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

#### 5. Meeting Processes (Guide Chapter 8)

5.1	The board develops and uses an annual work plan outlining when major topics will be addressed.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.2	There is an established practice for creating the regular meeting agendas with clear roles for the Chair and CEO, and an opportunity for individual directors to make suggestions.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.3	There is an annual board retreat where major topics selected by the board are discussed.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.4	The board agendas provide regular opportunities for deeper discussions of specific topics of special interest to the board in its governance role.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.5	The board has a policy and/or guidelines for dealing with certain matters in-camera.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.6	The board has a formal practice of meeting without management and feedback is provided to the CEO.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.7	Meetings are regularly evaluated and that feedback is provided to the Chair.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5.8	The board has a consent agenda policy for items of a routine, recurring, or non-contentious nature.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	