

**TJ SOLUTIONS – MANAGEMENT SOLUTIONS FOR YOUR ORGANIZATION  
BUILDING BETTER BOARDS**

**Board Assessment Checklist**

**Yes    No    Needs Work**

<b>Board Assessment Checklist</b>	<b>Yes</b>	<b>No</b>	<b>Needs Work</b>
Board members know and understand their legal roles/responsibilities			
Each Board member has their own board binder with up to date information on the Board & Organization			
Each Board position has a current job description outlining their own responsibilities to the whole Board			
Board members understand the role of the President and the different responsibilities of each Board member			
Every Board member sign a code of ethics, conflict of interest, and confidentiality/non-disclosure agreement			
Board members are knowledgeable about the business of the corporation and the programs/services it provides			
Board members are aware of their legal & personal responsibilities to the organization, including liability			
The Board reviews the Bylaws and makes amendments to be approved at the Annual Meeting by the membership as required			
The Board has a Personnel or Human Resources Committee with terms of reference			
The Board has an Executive Committee if required			
The Board plans, sets, and monitors the budget along with the Finance Committee and chaired by the Treasurer who ensures best practices & due diligence			
There is a Policy Review committee to ensure relevant policies/procedures are updated in a timely fashion			
The Board has a communication policy, and ensures the organization's accomplishments & challenges are communicated to the clients/members			
The Board understands the organization's legal obligations as an employer and operator of the centre			
The Board understands its roles, responsibility and relationship with the Executive Director/Supervisor/Manager			
The Board is clear on the role of management and what decisions are made by the Executive Director/Supervisor/Manager			
The Board conducts and documents an annual review of Board best practices			
The Board ensures it has all the necessary Employment policies and Human Resource practices in place			
Board meetings are organized and focused on the business which affect the organization			
Board members are satisfied with the discussion and decision-making process that is used.			

**TJ SOLUTIONS – MANAGEMENT SOLUTIONS FOR YOUR ORGANIZATION  
BUILDING BETTER BOARDS**

The Board ensures it has an accurate and up-to-date Minutes & Motions binder			
Meetings are evaluated for efficiency and effectiveness			
The size of the Board and the composition is in accordance with the Bylaws			

The Board meets monthly and members attend Board/Annual meetings as required			
Agendas, Minutes, and reports are circulated in a timely fashion ahead of Board meetings			
The Board engages in strategic planning to ensure the future viability of the organization and has a vision of how the organization should continue to evolve in terms of goals and priorities			
The Board has a risk management plan by indentifying possible risks the organization might face and how to deal with them			
The Board reviews current policies sets new policies and procedures that support the ongoing business of the corporation			
The Board reviews all insurance policies, lease agreements, licensing agreements and other legal documentation annually			
The Board has a defined process to identify major changes in structure and resources			
The Board has a Board recruitment package and actively recruits new Board members based on a nominating process and succession planning			
The Board has an orientation and training for both new and seasoned Board members			

**Board Policies:**

- Conflict of Interest
- Confidentiality/Non-Disclosure
- Code of Conduct
- Document Retention Policy
- Whistle Blower Policy
- In-Camera Policy
- Risk Management Policy
- Fiscal Management Policies & Procedures including a Compensation Policy
- Human Resource Management Policy – outlines the Board’s responsibility to oversee the policy framework for managing the organization’s human resources
- Terms of Reference for all Board committees
- Board Governance policies – how the Board interacts with management, staff and clients/members
- Board Policy for managing client relationships/complaints

**It is the Board's responsibility to ensure that the Organization has policies in place and is compliant with:**

- Bill 168 Workplace Violence/Harassment
- The Customer Service Standard –AODA
- The Integrated Accessibility Standards Regulation
- Ministry of Labour Occupational Health & Safety requirements
- Bill 132 Workplace Sexual Violence/Harassment
- The Employment Standards Act – Bill 47, Making Ontario Open for Business Act (January 1, 2019)
- The current Ontario Human Rights Code

**The information contained in this handout is intended as a general guide only. It is not intended to replace professional legal advice. If legal advice is required for a specific issue or situation, organizations should contact a lawyer. Please be advised that TJ Solutions does not give legal advice.**

Joy Lerman & Terri Carr  
Professional Development Consultants, TJ Solutions  
416-516-8888, [joylerman@tjsolutions.ca](mailto:joylerman@tjsolutions.ca) or [www.tjsolutions.ca](http://www.tjsolutions.ca)