



BOARD CHECKLIST – BUILDING BOARDS PROGRAM

ANNUAL REVIEW for NON-PROFIT HOUSING BOARDS

Note: additional requirements may be in place by specific funders/funding agreements

1. Governance

- Are all board members aware of/trained in basic board governance?
- Has your Board reviewed its legal duties and principles?
- Do you have Board Liability insurance?
- Do you have a Board evaluation process, conducted annually?
- Do agendas for meetings go out with enough advance notice?
- Do you have minutes for all your meetings?
- Do you have an orientation package for new members?

2. Working with ED/Manager/Property Management Company

- Does your ED/Property management company have an up-to-date job description or contract?
- Do you have clear documentation on how the Board will delegate its responsibilities to the Manager?
- Does your Board have an annual evaluation of the ED/Manager or Property management company?
- Do you have guidelines for your ED/Manager/Property management company's reports to the Board?
- Do you have clear conditions of employment for your staff?

3. Effective Organization

- Do you have written terms of reference for standing committees?
- Do you have a Board skills matrix to identify your recruitment needs?
- Do you have a plan for succession as Board member terms expire?

- a. Does your Board have an up-to-date Board of Governance Manual? That includes:
- Strategic Direction
 - Governance Structure
 - Board Processes
 - Code of ethics/code of conduct
 - Confidentiality agreement
 - Conflict of interest policy
 - ED/Manager/Property management company Limitations
 - Monitoring ED/Manager/Property management company Performance

4. Strategic Planning

- Do you have a clear mission, vision, and values?
- Do you have an up-to-date (3 years or less) strategic plan?
- Do you have a way to evaluate and formalize partnerships?
- Do you have clearly defined documentation on how the success of the organization will be measured?

5. Finances

- Does the organization review and approve financial statements regularly?
- Does the organization develop and approve an annual budget?
- Are the organization's financial statements audited annually?
- Do all Board Members have copies of and familiarity with major funding agreements and mortgage/financing agreements?
- Does the organization have a capital plan/asset management plan that it reviews annually?
- Is the capital plan based on an up-to-date (5 year or less) building condition assessment?

6. By-Laws and Legal Requirements

- Does the organization have up-to-date by-laws and a process for reviewing them?
- Does the organization have operating policies that are aligned with key legislation (The Corporations Act, The Life Lease Act, or the Cooperatives Act; Manitoba Human Rights Act; The Residential Tenancies Act)?
- Does the organization have a personnel manual/Human Resource Manual that is aligned with key legislation (Manitoba Human Rights Act, Manitoba Employment Standards)?