

THE CULTURALLY CONSCIOUS BOARD

BOARD DEPTH SERIES

# Board Operations Check-Up

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A Tool to Help Boards  
Coordinate Its Work.

# Board Operations Review

## *Assessing the Structure, Systems, and Self-Management of the Board Itself*

### **Why It Matters:**

Just as staff operations require clarity and systems, so too does the board's internal functioning. This tool helps assess whether your board is organized, responsive, and prepared to fulfill its governance responsibilities effectively.

Use this review annually or during board development planning.

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### **I. Structural Readiness**

- The board has a current set of bylaws that reflect its actual practices.
  - There is a board-approved calendar of recurring duties (e.g., budget approval, ED evaluation).
  - Committees have clear charters or scopes of work.
  - Board officer roles are clearly defined and filled.
  - The board reviews and manages its own composition, diversity, and renewal.
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### **II. Meeting Quality**

- Meetings follow a clear agenda and start/end on time.
  - Board packets are prepared and distributed at least one week in advance.
  - Minutes are recorded and approved at the next meeting.
  - Meetings include generative and strategic discussion—not just reporting.
  - Board attendance and participation are monitored and addressed if needed.
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### **III. Decision-Making and Follow-Through**

- The board is clear on how decisions are made (consensus, majority vote, etc.).
  - Board decisions are recorded, tracked, and followed up on.
  - The board has a process for raising and resolving difficult issues.
  - Conflicts of interest are disclosed and managed when decisions are made.
  - There is a process for evaluating board effectiveness.
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### **IV. Internal Support Systems**

- The board has access to the documents and policies it needs to govern well.
- New board members are oriented with a focus on board functioning.

- A board manual or digital resource hub is maintained and up to date.
  - There is administrative or staff support for the board’s needs.
  - Board operations are reviewed annually as part of a governance assessment.
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## **Board Operations Status**

**Count the number of items that apply:**

- 17–20: Strong board-side operations with high clarity and accountability.
  - 12–16: Mostly strong, but a few missing systems or outdated practices.
  - 7–11: Operational inconsistencies. Standardize structure and follow-through.
  - 0–6: Board-side operations need serious retooling and renewal.
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## **Priorities for Operational Improvement**

List 3–5 areas the board will strengthen or formalize this year:

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