

## Checklist #1: Develop a Solid Board

	<b>NOTES:</b>
<input type="checkbox"/> A board of 8-10 people who are not relatives of the founder or each other	
<input type="checkbox"/> Board Profile -- Board members bring a variety of skill sets that are helpful to your nonprofit	
<input type="checkbox"/> Educate board prospects and incoming board members about board responsibilities as well as your organization's mission and activities.	
<input type="checkbox"/> Hold regular board meetings	
<input type="checkbox"/> Board Agreement - Board members regularly attend meetings and participate	
<input type="checkbox"/> Prepare meeting agendas & stick to them	
<input type="checkbox"/> Give advance notice of meetings	
<input type="checkbox"/> Start and end meetings on time	
<input type="checkbox"/> Write minutes for every board meeting	
<input type="checkbox"/> Designate board officers – at least Chair, Treasurer, and Secretary	
<input type="checkbox"/> Create board committees and task forces to focus on specific tasks and activities when necessary. Committees may contain both board members and other, non-board members who are part of your nonprofit (e.g. staff or volunteers). Committees are a good way to get work done outside the board meeting	
<input type="checkbox"/> Board members agree to adhere to the "Conflict of Interest" policy	