

Governance Continuity & Documentation Review

This review does not replace a Governing Manual. Rather, it helps boards ensure governance information remains current, accessible and transferable during leadership transitions.

*Most of the current versions of the following documents should be stored in the board's **Governing Manual** for easy access. A well-organized and up to date Governing Manual is a powerhouse of support to boards because it saves time and provides current direction. Store past documents in an archive.*

*Keep this checklist in a place accessible to current and incoming chair, current officers, and executive director – if not by all board members. Including it in the Manual is a viable option. Set at least one annual date to check that information here and in **Governing Manual** is current and assign a person to the task.*

Date of most recent update: _____

Completed by: _____

Foundational and Legal Documentation

What?	Location?	Current as of 20__ ?
IRS letter of determination		
Articles of Incorporation		
Annual board member conflict of interest declarations and declaration template		
Current and past 990 tax forms and other IRS forms required in your state.		

Structural Information

What?	Location?	Current as of 20__ ?
Governing policies (all 4 quadrants, if using Policy Governance)		
Board/organization chart		
Staff contact list		
Staff job descriptions		

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Board Management Information

What?	Location?	Current as of 20__ ?
Board roster		
Board's annual/rolling governing plan		
Meeting Minutes		
Executive Directors past policy monitoring reports (organized by policy and year)		
Board's past performance assessment monitoring results.		
Governing procedures (different from policies)		
Current plan for member linkage (information gathering, reporting results)		
Past year's reports to members		

Financial and Contract Information

What?	Location?	Current as of 20__ ?
Current signing authorities		
Contracts and agreements <ul style="list-style-type: none">■ (e.g. ED contract, AMC contract, conference site contract coaching)		