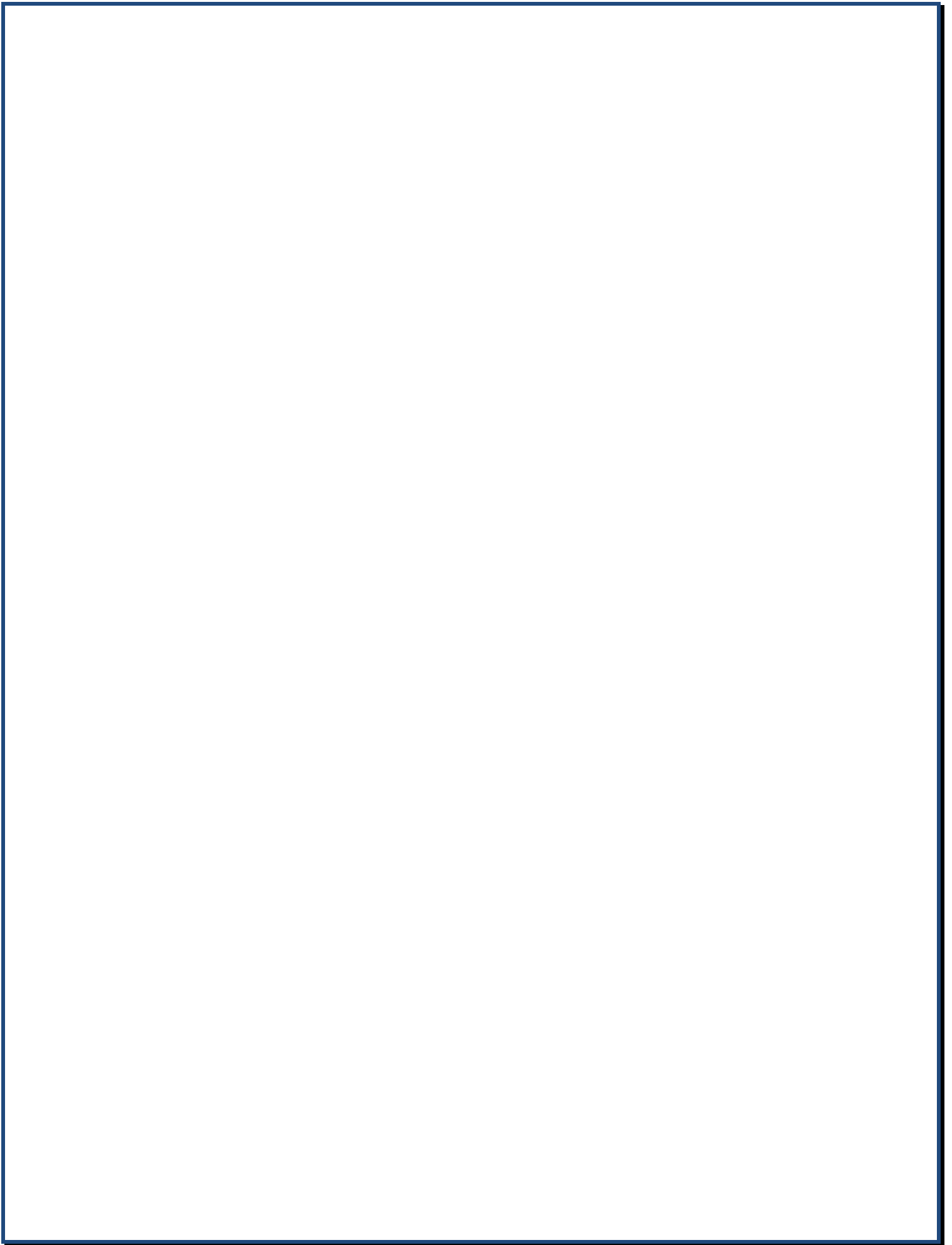


*Just One of Tom Little's BIG Ideas*



# **Board Decision- Making Checklist**

*Boards must make good decisions. This checklist will help.*



# Board Decision-Making Checklist

At the heart of the work of non-profit Boards are the decisions they make.

The better the decisions, the better the organization and the better the accountability of the Board.

Here is a checklist you can use to ensure you make the best decisions possible:

- The decision under consideration is in writing and is understood by all Board members
- The decision falls within the Board's area of responsibility and not another stakeholder's (e.g. the Executive Director)
- The decision has not already been made as a result of the approval of the organization's strategic and/or operating plans
- The specific information needed to make an informed decision has been provided in full in writing in advance
- The Corporations Act, by-laws and Board policies have been reviewed and pertinent sections identified for use in discussion
- Additional input has been obtained as needed from outside experts - e.g. accountant, lawyer or consultant – in advance
- The Board has sufficient knowledge of the organization and its business that it can put the decision in context and evaluate its significance
- Adequate time has been allowed for the review of the information and for discussion
- The implications of making and/or not making the decision are understood
- All Board members have been given the opportunity to express their point of view
- The decision is in compliance with the legal, contractual and ethical obligations of the organization
- The decision fits with the organization's positioning statements (vision, mission, values)
- Once made, the decision is recorded and added to a list of motions of the Board to be acted on, and remains on that list in front of the Board until it is completed.

# About Tom Little & His Big Ideas

Tom Little started out as small as his name. Even smaller maybe.

Over time though, Tom Little got big. Six foot four. Two hundred and fifteen pounds ... maybe two twenty ...two twenty-five absolute tops, but only when his love of butter and orange juice starts creeping towards addiction.

So when Tom Little has an idea, it's automatically a BIG idea. But that's not the only reason.

Tom has spent his career working for, and with, non-profit organizations. That exposure, first as an executive director and then as a purveyor of non-profit knowledge (you might use the term "consultant"), has given him many insights into how these strange and wonderful creations operate.

Along the way his colleague Nancy Collins joined the fray, bringing acuity and youthful enthusiasm to complement Tom's years (Nancy describes them as many, many years) of experience.

Tom Little's BIG Ideas are intended to help you make your non-profit better. Primarily focused on management and Boards, they appeal to anyone involved in the non-profit sector.

You get full access to Tom's BIG Ideas when you call on him for assistance in planning, evaluation, research and training.

**Non-profit organizations are built on ideas. The better the ideas, the better the organization. Tom provides you with the best ideas!**

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