

## **Richmond Road Runners Club**

# **ANNUAL BOARD GOVERNANCE TUNE-UP CHECKLIST**

Board Adopted: 10//11/2017

- Convene monthly meetings, in accordance with bylaws and state law.
- Discuss RRRC's mission and values, focusing on how the RRRC's values should inform and shape decisions the board makes. [JANUARY]
- Discuss ways that RRRC's board of directors participates in fundraising; set goals, and recognize success. [JANUARY]
- Review the RRRC's conflict of interest policy; discuss and disclose conflicts; ask board members to sign a disclosure questionnaire (and remind them to update it throughout the year, as needed); review the nonprofit's gift policy and practices; review and remind board members of the whistleblower procedure/anti-retaliation policy and process for reviewing complaints. [JANUARY]
- Review banking relationships and policies/review signatures required by bank; update if needed. [JANUARY]
- Review RRRC's current strategic plan and status of key initiatives; as needed, discuss revisions to strategic plan. [FEBRUARY]
- Review the document retention policy and see what can be discarded this year. [FEBRUARY]
- Review whether the nonprofit has taken the Section 501(h) election, and discuss engaging in everyday advocacy to advance RRRC's mission. [FEBRUARY]
- Confirm annual filings: The full board should review the IRS Form 990 prior to filing; confirm that state corporate filings are current, including filing state registrations for fundraising, tax-exempt status, and employment tax withholdings. [APRIL]
- Review proposed budget/approve budget for following year (and adjust throughout the year as needed). [SUBMIT NOVEMBER; APPROVE DECEMBER]
- Review and approve all policies and practices for reimbursement of expenses for volunteers and compensation for services rendered. [NOVEMBER/DECEMBER]
- Ensure insurance policies are renewed (and from time to time review the policies to make sure the coverage is adequate). [DECEMBER]
- Review and accept the independent financial audit, in addition to regular financial reports throughout the year.
- Nominate and elect board of directors and officers in accordance with bylaws and state law. Bring attention to when board members' terms expire and share with all board members the process for identifying, cultivating, and nominating new board members. [ODD NUMBER YEAR: NOMINATING COMMITTEE SEPTEMBER; PROPOSED SLATE PRESENTED OCTOBER; ELECTION NOVEMBER/DECEMBER]

Adapted from National Council of Nonprofits' Annual Board Tune-up Checklist, <https://www.councilofnonprofits.org/sites/default/files/documents/annual-board-tune-up-checklist.pdf> (last accessed 9/18/2017).