

# 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	Manual	x
Articles of Incorporation	Manual	x
Annual board member conflict of interest declarations and declaration template	Manual	
Current and past 990 tax forms and other IRS forms required in your state.	Manual	

## Structural Information

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

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## Board Management Information

What?	Location?	Current as of 20__ ?
Board roster	Manual	
Board's annual/rolling governing plan	Manual	
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	Manual	
Contracts and agreements <ul style="list-style-type: none"> <li>■ (e.g. ED contract, AMC contract, conference site contract coaching)</li> </ul>	Manual	