

Board Member Responsibilities Checklist

Strengthen your governance with a clear understanding of board duties

Effective board governance starts with clarity. Use this checklist to confirm that every member of your board understands and fulfills their responsibilities in alignment with your organization's mission and fiduciary duties.

PRO TIP

Review this checklist annually as part of your board's self-assessment. Use it to identify strengths, clarify expectations, and guide new member orientation.

1. Advance the Mission

- ☐ Advocate for the organization's mission and values.
- ☐ Promote the organization in your personal, professional, and public networks.
- ☐ Represent the organization ethically and positively in all communications.

5. Recruit and Onboard New Members

- ☐ Help identify, vet, and recruit qualified candidates.
- ☐ Support onboarding for new members and mentoring for leadership transitions.
- ☐ Encourage diversity of perspectives, skills, and backgrounds.

2. Uphold Legal and Fiduciary Duties

Every board member must act in good faith and with loyalty to the mission by fulfilling these three fiduciary duties:

- ☐ **Duty of Care:** Stay informed and make thoughtful, data-driven decisions.
- ☐ **Duty of Loyalty:** Put the organization's interests above personal or professional gain.
- ☐ **Duty of Obedience:** Ensure all activities align with the organization's mission, bylaws, and applicable laws. Also ensure compliance with tax filings, financial regulations, and other legal requirements.

6. Leverage Digital Tools for Better Governance

- ☐ Use secure digital platforms to improve collaboration, transparency, and efficiency.
- ☐ Explore tools like Boardable, which offers:
 - ☐ Agenda and meeting management
 - ☐ Secure document sharing
 - ☐ Task tracking and accountability tools
- ☐ Empower your board to stay organized, informed, and connected.

3. Participate Fully in Meetings

- ☐ Attend all meetings—virtual or in person.
- ☐ Review agendas and materials in advance.
- ☐ Follow established rules of order and maintain professionalism.
- ☐ Contribute constructively to discussions and decision-making.

7. Serve on at Least One Committee

- ☐ Join a committee aligned with your expertise and interests.
 - Contribute to focused discussions and project work
- ☐ that move the mission forward.
 - Review committee goals and outcomes regularly to
- ☐ ensure effectiveness.

4. Hire and Evaluate the Executive Director or CEO

- ☐ Participate in selecting, supporting, and annually evaluating the executive leader.
- ☐ Approve compensation and performance goals.
- ☐ Provide resources and guidance to ensure success in their role.

Boardable helps boards of nonprofits, associations, and educational institutions streamline meetings, document decisions, and stay accountable.

Visit boardable.com to learn how our board management software supports effective governance and collaboration.