

1. Has the board established overall goals for the organization?

- Has the board set overall goals for the organization?
- Has the board prepared a mission statement?
- Do the goals describe the end result of the organization's activities?
- Has the board communicated organizational goals to management?
- Has the board engaged in strategic planning?

2. Has the board adopted policies that delineate board and staff responsibilities?

- Has the board adopted policies that delineate the latitude and the power of the CEO?
- Has the board adopted policies that prohibit specific management actions that are unethical or unacceptable?
- Has the board adopted policies that prescribe board-CEO relationship?
- Are management-related policies addressed to the CEO?
- Has the board adopted any financial planning, revenue, and expenditure policies?

3. Has the board ensured management compliance with board directives?

- Has the board specified what the CEO must report on, when, and how often?
- Has the board defined the criteria against which the CEO reports will be compared?
- Has the board organized an audit committee?
- Has the board provided for an internal audit function?
- Is the internal auditor independent from the accounting and finance function?
- Does the internal auditor have access to the audit committee?
- Has the board provided for regular external review of the organization's financial statements?

4. Has the board ensured accountability for achieving organizational goals?

- Has the board monitored the organization's progress toward accomplishing its mission?
- Does the board hold the CEO responsible for the organization's performance as it relates to the achievement of overall organizational goals?
- Has the board regularly assessed the CEO's performance?

- Has the board reviewed and updated the policies, mission statement, and goals?
 - Has the board sought information on whether the organization is achieving its goals from sources independent of management?
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5. Has the board ensured a high level of board performance and effectiveness?

- Has the board adopted policies that prescribe board activities and the manner in which board meetings are conducted, the committees are structured, decisions are communicated?
- Has the board adopted a board manual or by-laws?
- Has the board adopted a code of ethical conduct?
- Has the board adopted a conflict of interest policy?
- Has the board developed job descriptions for board members?
- Has the board had an orientation for new members?
- Has the board had ongoing training for the board members?
- Has the board adopted and enforced an attendance/absenteeism policy?
- Has the board had a collective self-evaluation?
- Has the board set and controlled the agenda?

6. Has the board represented the people of Kansas City?

- Has the board had regular meetings with the mayor and the City Council?
 - Has the board assessed the needs, concerns, and demands of the people of Kansas City regarding the organization's activities?
 - Has the board conducted business in accordance with the Missouri Sunshine Law?
 - Has the board communicated with other city boards and organizations to see how its activities fit within the city's "big picture"?
 - Has the board developed a "board profile" to help the mayor in choosing candidates for appointments to the board?
 - Does the board profile describe the desired knowledge, skills, abilities, and other characteristics for prospective board members?
 - Has the board developed job descriptions for candidates for appointment?
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