

Board Engagement Checklist

IS YOUR BOARD MEETING WORTH EVERYONE'S TIME?



Use this quick checklist before your next board meeting to identify opportunities to improve engagement, strengthen governance, and make better use of your board's time.

*Full-Circle Strategies for
Forward-Thinking Missions*



1. Before the Meeting

- ☐ An agenda is distributed at least one week in advance.
- ☐ Board members received supporting materials before the meeting.
- ☐ The agenda prioritizes strategic discussion over routine reports.
- ☐ Each agenda item has a clear purpose (Decision • Discussion • Information).
- ☐ Meeting objectives are clearly defined.
- ☐ The board chair and CEO/Executive Director aligned on priorities beforehand.



2. During the Meeting

- ☐ The meeting started and ended on time.
- ☐ Every board member had an opportunity to contribute.
- ☐ Discussion remained focused on governance rather than day-to-day operations.
- ☐ Financial information was presented clearly and meaningfully.
- ☐ Important decisions were supported by thoughtful discussion.
- ☐ Time was reserved for strategic or future-focused conversation.
- ☐ Differing viewpoints were welcomed and respectfully considered.
- ☐ Action items, owners, and deadlines were clearly identified before adjournment.



3. Board Engagement

- ☐ Members arrived prepared.
- ☐ Participation was balanced—not dominated by a few voices.
- ☐ New board members were included in discussion.
- ☐ Questions reflected curiosity and commitment rather than compliance.
- ☐ Members left with a clear understanding of next steps.



4. After the Meeting

- ☐ Minutes and action items were distributed promptly.
- ☐ Committee assignments were clearly communicated.
- ☐ Progress on previous commitments will be reviewed at the next meeting.
- ☐ Board members know how their contributions support the organization's mission.



QUICK SCORE

18-22 CHECKS

Highly Effective

Your board meetings are creating value and supporting strong governance.

12-17 CHECKS

Good Foundation

A few adjustments could significantly improve engagement and decision-making.

0-11 CHECKS

Room to Grow

Your board may be spending too much time on administration and not enough on strategic leadership.

Great board meetings don't happen by accident. They are intentionally designed to maximize participation, clarify priorities, and equip board members to make meaningful contributions. **Mission360 Strategies partners with nonprofit leaders to strengthen board engagement, improve governance, and build high-performing leadership teams.**

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