

SAMPLE TEMPLATE – Board Liability Checklist

_____ **Community League**
Board Liability Checklist

Review this checklist with your board to minimize your liability.

In order to minimize liability, every board must:

- Give the required notification for the annual general meeting.
- Notify the membership of proposed bylaw changes.
- Complete the annual incorporation filing requirements (federal and provincial).
- Approve, and annually review, personnel policies.
- Maintain up-to-date contracts with the executive director and staff.
- Develop and implement an evaluation process for the executive director.
- Maintain receipts and disbursements according to financial and business policies.
- Make sure that the membership approves the annual audited financial statements.
- Purchas adequate insurance.
- Make sure that committee reports are submitted in writing.
- Develop written job descriptions for board members.