

**Integrating the Work of Committees and the Board as a Whole  
A Checklist of Some Best Practice Ideas**

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*Following are a few specific tools to help focus and clarify the work of your foundation's committees and the board as a whole. Samples of materials from the University of Alaska Foundation are provided on the AGB website. Feel free to adapt them for your foundation. Credit for these best practice materials goes to past UA Foundation board chair Ann Parish, current president Mary Rutherford, and board coordinator Tami Choquette.*

- [ ] Do all board members receive courtesy notices of all board committee meetings, including notices for committees on which they do not serve? (sample available on AGB website)
- [ ] Are committee agenda and past meeting minutes available in advance of meetings?
- [ ] Do board committees have written charters or job descriptions? (samples available on AGB website)
- [ ] Does your board have a master Meeting Dates and Topics spreadsheet? (sample available on AGB website)
- [ ] Are new board members provided with an orientation and manual that covers the items below?
  - Purpose and history of foundation
  - Foundation structure and governance
  - Overview of formal and informal relationship with University
  - Overview of staff roles and functions
  - Current issues
  - Strategic plan or goals
- [ ] Does your board conduct any type of regular survey to assess board engagement and identify issues of concern and interest? (sample available on AGB website)
- [ ] Does your board have a secure intranet site for foundation board members to use in accessing information and materials pertinent to the work of the board and committees?
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