



Annual Executive Board Tune-up Checklist

- The Executive Board should discuss the organization's values, focusing on how the organization's values should inform and shape the decisions the board makes.
- Review and approve any review policy and practices governing reimbursement of expenses for volunteers
- Review the Philadelphia Home and School Council conflict of interest policy; discuss and disclose conflicts; ask board members to sign a disclosure questionnaire (and remind them to update it throughout the year, as needed); review the nonprofit's gift policy and practices; review and remind board members of the whistleblower procedure/anti-retaliation policy and process for reviewing complaints.
- Confirm annual filings: The full executive board should review the IRS Form 990 prior to filing; confirm that state corporate filings are current, including filing state registrations for fundraising, tax-exempt status, and employment tax withholdings.
- Review whether the Philadelphia Home and School Council is prepared for the election year (if applicable), discuss the importance, value, and ease of engaging in everyday advocacy to advance the nonprofit's mission.
- Review the proposed budget/approve the budget for the following year (and adjust throughout the year as needed).
- Review and accept the independent financial audit, in addition to regular financial reports throughout the year. Review an asset/liability report that clearly illustrates the current cash position for Philadelphia Home and School Council and projected cash position relative to anticipated liabilities at year-end.
- Ensure insurance policies are renewed (and from time to time review the policies to make sure the coverage is adequate). While you're looking through those files, pull out the document retention policy and see what you can discard this year!
- Prepare General Membership meeting dates and agendas, in accordance with the bylaws.
- Bring attention to when board members' terms expire and share with all board members the process for identifying, cultivating, and nominating new board members.
- Remind the board about expectations for them to participate in fundraising – Discuss ways that your nonprofit's board of directors is expected to participate in fundraising; set goals, and recognize success!
- Review banking relationships and policies/review signatures required by the bank; update if needed.
- Share respective committee tune up reports