

**Board Governance Policy
Enable Policy Review Checklist**

Section	Description of Policy	Action Taken	Compliance		
			Yes	No	N/A
2.3.1	Does the Board advocate for the Town of Fraser through their personal, professional and civic contacts?				
2.3.2	Does the Board assist in resource development for the Town of Fraser by extending their advocacy relationships through constant awareness of the alignment between the need of the Town of Fraser and the resources and/or talents of those to whom they advocate?				
2.3.3	Does the Board maintain discipline to their role of directing, protecting and enabling the Town of Fraser and avoiding involvement in the leading, managing and accomplishing role of the Town Manager and staff of the organization?				
2.3.3.1	Does the Board govern with an emphasis on: 1. outward vision rather than inward preoccupation 2. encouragement of diversity in viewpoints 3. strategic direction more than administrative detail 4. clear distinction of the Board and Town Manager roles 5. collective rather than individual decisions 6. future rather than past or present 7. proactivity rather than reactivity				
2.3.3.2	Does the Board cultivate a sense of group responsibility? 1. Responsible for excellence in governing? 2. Initiator of policy, not a reactor 3. Use expertise of individual members to enhance the ability of the Board rather than individual judgements for the Boards values 4. Allow no officer, individual or committee to hinder or be an excuse for not fulfilling Board commitments				
2.3.3.3	Does the Board enforce upon itself whatever discipline is needed to govern with excellence? <ul style="list-style-type: none"> • <u>Discipline</u> will apply to matters such as attendance, preparation, policy-making principles, respect of roles, and ensuring continuance of governance capability. • <u>Continual Board development</u> will include orientation of new members in the Board's governance process and periodic Board discussion of process improvement. 				
2.3.3.4	Does the Board monitor and discuss the Board's performance and adherence to role discipline annually?				
2.5	Does the Board direct, protect and enable the Town of Fraser through an annual work plan of structured meetings to include:				
2.5.1	1. Review of statutes?				
	2. Review of direct, protect and enable policies for currency and clarity?				
	3. Compliance monitoring of direct and protect policies?				
	4. Strategic engagement with key stakeholders?				
	5. Management of Board's own operational issues: <ul style="list-style-type: none"> • Succession planning? • Education of Board members? • Evaluation and remuneration of the Town Manager? 				
2.5.1.1	Has training and retraining been used to orient new members as well as to maintain and increase existing member skills and understandings?				
2.5.1.2	Has compliance with direct and protect policies been monitored at a frequency and by a method chosen by the Board? The Board can				

	monitor any policy at any time by any method, but will ordinarily depend on a routine schedule.				
2.5.1.3	Does the Board have Outreach mechanisms to be used as needed to ensure the Board's ability to listen to the viewpoints and values of key stakeholders?				
2.5.3	Are meeting agendas structured to ensure efficient use of time and the discipline of the Board to focus on its role of directing, protecting and enabling the organization?				
2.6	Has the Mayor strived to assure the integrity and fulfillment of the Board's role and responsibilities?				
2.7	Have Board members committed to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum?				
2.7.1	Do the Board members represent unconflicted loyalty to the organization? The accountability supersedes any conflicting loyalty such as the that to advocacy or interest groups and memberships on other boards or staffs. Also superseding personal interest of any Board member acting as a consumer of the organization's services.				
2.7.2	Have Board members avoided conflict of interest with respect to their fiduciary responsibility?				
2.7.2.1	Has there been any self-dealing or any conduct of private business or personal services between any Board member and the organization, except as procedurally controlled, to assure openness and access to inside information?				
2.7.2.2	When the Board is to decide upon an issue about which a member has an unavoidable conflict of interest, has that member absented herself or himself without comment from not only the vote but also from the deliberation?				
2.7.2.3	Have any Board members used their positions to obtain employment in the organization for themselves, family members, or close associates? Should a member desire employment with the organization, he or she must first resign from the Board.				
2.7.3	Have any Board members attempted to exercise individual authority over the organization?				
2.7.3.1	Do Board members individually speak for the Board except to repeat explicitly stated Board decisions?				
2.7.3.2	Do Board members individually direct, correct or evaluate the performance of the Town Manager?				
2.7.4	Do Board members respect the confidentiality of issues of a sensitive nature?				
2.8	Are Board committees, when used, assigned to assist the Board in directing, protecting and enabling the organization and never to interfere with Town Manager's work of leading, managing and accomplishing the work of the organization?				
2.9.1	Are only decisions of the Board acting as a body binding on the Town Manager?				
2.9.2.1	Has the Board refrained from giving instructions to persons who report directly or indirectly to the Town Manager?				
2.9.2.2	Has the Board refrained from evaluating, either formally or informally, any staff other than the Town Manager?				
2.9.3	Has the Board instructed the Town Manager through written policies that prescribe what the organization is to accomplish (Direct) and operational boundaries to be respected allowing the Town Manager to use any reasonable interpretation of these policies (Protect)?				
2.9.4	Has evaluation of the Town Manager job performance been against organizational accomplishment of the work, compliance with the boundaries defined in Board policies and any Board defined goals for leadership and management?				

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