

Table IV:13 – Example of Action Plans

Goal 1: Install new Board systems suggested in Change Management Plan	Start	Stop	Responsibility
1. Develop Committee work plans (objectives and time lines) for each Board Committee			Board Governance Committee
2. Board approves Board Development Plan			Board
3. Board approves new annual Board calendar			Board
Goal 2. Ensure Board is fully resourced to govern.			
1. Review and update Board staffing policies to recruit and select new Board members with expertise to achieve the organization’s goals			Board Governance Committee
2. Select new Board members			Board Governance Committee
3. Ensure all Board members receive Board orientation about our organization’s practices			Board Governance Committee
4. Ensure all Board members receive Board training about roles of a governing Board			Board Governance Committee
Goal 3. Ensure full participation and dedication of all Board members.			
1. Ensure all Board members are on at least one Committee			Board Governance Committee
2. Approve and enact Board attendance policy			Board
3. Approve conflict-of-interest policy			Board
Goal 4. Ensure all Board meetings are highly focused and strategic.			
1. Propose a procedure for making Board decisions, such as consensus, then voting if necessary			Board Governance Committee
2. Ensure meeting materials are provided at least one week before full Board meetings			Board Governance Committee
3. Adopt a meeting evaluation procedure			Board
Goal 5. Ensure Board leadership rigorously coordinates Board activities.			
1. Reorganize Executive Committee to include Chairs of Committees			Board Governance Committee
2. Provide ongoing guidance and support to ensure an effective Board Chair position			Board Governance Committee
3. Analyze goals and timetables in work plan of each Committee			Executive Committee
4. Ensure each Committee operates according to work plans in their charters			Executive Committee
Goal 6. Ensure continuous improvement of the Board.			
1. Conduct Board self-evaluation once a year			Board
2. Develop updated Board Development Plan based on self-evaluation results			Board Governance Committee
3. Conduct Board retreat focused on improving results			Board