

Weekly Check-In between Board Chair and CEO or Lead Volunteer (Administrative Point of Contact)
From Better Together, John Fulwider, PhD

AGENDA FOR WEEKLY CHECK IN

A. Important and Urgent

1. What's going well?
2. What's a challenge right now?
3. How can I help?

B. Important, but not Urgent

Discuss these in order. Don't change the order, and don't skip any. Several of these are here to force discussion of uncomfortable topics, like CEO and board succession and evaluation. Discuss two Part B agenda items each week. Assuming a 48-week year (you are taking four weeks of vacation, right?), you'll go through each of these twice.

1. Strategic Planning
2. Succession planning for the board chair
3. Succession planning for the CEO
4. Building a strong board leadership bench
5. Building a strong staff leadership bench
6. Mission and Vision
7. Meeting community needs
8. Sustainability
9. Governance
10. Board engagement
11. Fundraising
12. Business model
13. Board recruitment
14. Transparency
15. Marketing
16. Personnel
17. Professional Development
18. Salaries
19. Board culture
20. Staff culture
21. External threats
22. Internal threats
23. CEO Evaluation
24. Board evaluation