

PSO Board Good Governance Checklist:

Based on the *Governing in the Public Interest* “Governance Practices” model (Module 1, p.21), the following is a checklist to assist PSO board administrators, chairs and directors in developing a foundation for good governance success.

Board Structure:

Assessing board composition and strengths:

- CABRO* [Competency and Attributes Matrix](#) (see also accompanying [Guide](#))


Delegation of roles and responsibilities:

- Establishment of committees and task forces, including terms of reference for:
 - Audit Committee
 - Climate Action Committee (recommended as stand-alone committee with standing item(s) on full board agenda)
 - Diversity and Inclusion Committee (recommended as stand-alone committee)
 - Finance Committee
 - Governance Committee
 - Human Resources and Compensation Committee
 - Indigenous Advisory Committee/Reconciliation Committee (recommended as a stand-alone committee)

Board Administration and Deliberations:

- Establishment of annual board and committee meeting calendar
- Travel, expense and remuneration policy and communications
- IM/IT applications/Online meeting orientation and training
- Board communications and meeting protocol orientation, including rules of order, meeting minutes, open/closed/in-camera sessions and committee roles and responsibilities
- Advance distribution of board agenda packages (requiring more lead time depending on package length and complexity)
- Annual strategic planning session(s) and/or retreats
- Board meeting evaluations

Board Development:

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- Board orientation package, including PSO mandate, chair and directors' roles and responsibilities; ethics and code of conduct; bylaws and legislation (if applicable)
 - Tours of PSO operations and/or facilities
 - Distribution of CABRO *PSO Governance Best Practice Guidelines (2021)*
 - Completion of CABRO [Governing in the Public Interest certificate program](#)
 - Board-specific conferences, forums, networking, education and/or retreats
 - Sector-specific conferences and meetings
 - Annual board self-management evaluation
 - Performance appraisals of directors and chairs prior to term expiry (see CABRO form for boards [here](#) and tribunals [here](#))