

## Checklist - First Board Meeting after AGM

- ☐ Appoint officers, signees and delegates
- ☐ Confirm or assign director terms
- ☐ Document in minutes
  - Full names, terms, and term limits of all new directors
  - Full names of officers/signees and positions held
  - Full names of delegates
- ☐ Crosscheck – AGM and Board minutes should accurately reflect election results
- ☐ Ensure that the director register is updated
- ☐ Review and sign an ethical conduct declaration
- ☐ Receive and review the report from outgoing board including:
  - the status of business over the last 12 months
  - priorities for the new board to consider
- ☐ Receive and review staff/management monthly reports
- ☐ Review contract log, which includes contract end dates and roll-over clauses
- ☐ Confirm transfer (and access to) of key corporate documents (including Rules, agreements, etc.) to new directors
- ☐ Confirm who will submit the annual report, change of directors, and the timeline
- ☐ Confirm the corporate calendar by selecting dates for
  - board meetings
  - a goal setting session
  - board/co-op training
  - general meetings (including AGM)
- ☐ Create a memo to members that includes:
  - “We’re looking forward to serving you”
  - Full names and terms of directors, full names of officers and their positions
  - Full names of signees and delegates
  - Appropriate way to contact board
  - Emergency procedure and contacts
- ☐ Discuss and confirm how the board will use email and other communication platforms (for example, social media)