

# MEMO

Attachment E



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**Date:** April 13, 2018  
**To:** Board of Directors  
**From:** Victoria Nilles, Board Chair  
**Subject:** Board Monitoring

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I have asked Anna Jones Monnett to serve as “Board Monitor” during the April board meeting. As a reminder, a different board member will be asked to serve as monitor at each meeting. The role of the monitor is as follows:

1. Observe board behavior and action throughout the meeting against Policy 3.1, Governing Style and Policy 3.3.7, Board Code of Conduct.
2. Identify areas in which the board demonstrated compliance with the policy, as well as those times in which the board was not in compliance with its policy.
3. Report observation to the board and submit observation form to secretary of the board.



**Board Monitoring Report – Form A**  
**Policy 3.1: Governing Style**  
**Policy 3.3: Board Code of Conduct**

Board Monitor: \_\_\_\_\_

Date: \_\_\_\_\_

Policy	Examples of Compliance	Examples of Non-Compliance	Comments
3.1a: The board will govern with an emphasis on outward vision rather than an internal preoccupation			
3.1b: The board will govern with an emphasis on encouragement of diversity in viewpoints			
3.1c: The board will govern with an emphasis on strategic leadership more than administrative detail			
3.1d: The board will govern with an emphasis on clear distinction of board and chief executive roles			
3.3.7: Members will be properly prepared for board deliberations.			

Overall rating for board at this meeting:  In compliance  Not in compliance