

# MEMO

Attachment N



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**Date:** January 17, 2020

**To:** Board of Directors

**From:** Victoria Nilles, Board Chair

**Subject:** Board Monitoring

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I have asked Melissa Cutcher to serve as “Board Monitor” during the January 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 B**  
**Policy 3.1: Governing Style**  
**Policy 3.3: Board Code of Conduct**

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

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

Policy	Examples of Compliance	Examples of Non-Compliance	Comments
3.1e: The board will govern with an emphasis on collective rather than individual decisions.			
3.1f: The board will govern with an emphasis on future rather than past or present.			
3.1g: The board will govern with an emphasis on proactivity rather than reactivity.			
3.1: On any issue, the board must ensure that all divergent views are considered in making decisions, yet must resolve into a single organizational position.			
3.3.7: Members will be properly prepared for board deliberations.			

Overall rating for board at this meeting:

In compliance

Not in compliance