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## Nonprofit Governance Assessment Checklist

Having a nonprofit's leaders produce the following items helps Sumption & Wyland assess an organization when we begin a strategic planning or board leadership development process.

If you have questions, please contact Michael Wyland at (605) 336-0244 or e-mail [michael@sumptionandwyland.com](mailto:michael@sumptionandwyland.com). Thank you!

Board Governance  
 Executive Coaching  
 Strategic Planning

Provided	Document/Item to be Provided
	Current Articles of Incorporation
	Current By-Laws
	IRS Form 1023/1024 application materials
	IRS Form 990/990-EZ/990-N for most recent three (3) years filed
	Current Policies and Procedures documents - staff, board, and volunteers
	CEO/Executive Director position description
	CEO/Executive Director contract/agreement
	CEO/Executive Director performance review process and instrument(s)
	Board roster with contact information and terms for each member
	Board Agendas and Minutes - at least for the last year; three years if available
	Board committee structure
	Board committee charters/scope of work
	Current board-approved organization mission, vision, and values statements
	Current strategic plan
	Current board-approved mission, vision, values, and goals/strategic priorities statements
	Current organizational chart
	Current organizational budget
	Current revenue report by source
	Last three auditors' reports (if none, ask for CPA review statements or compilation reports)
	Current program/service design descriptions/documents
	Other (please describe): _____
	Other (please describe): _____