

Governance:

Standards	Documentation/ Evidence	Self Assessment	Checklist	
			Yes	No
VII-A.1 The Governing Board has policies and procedures or by-laws defining the governing process of the Board and stating its rules of operations.	Policies and Procedures or by-laws	Does the Governing Board have policies and procedures or by-laws defining the process of the Board that states its rules and operations?	VII-A.1	
VII-A.2 The Governing Board has policies and procedures or by-laws defining Board member duties.	Policies and Procedures or by-laws	Does the Governing Board have policies and procedures or by-laws defining Board member duties?	VII-A.2	
VII-A.3 The Governing Board has policies and procedures or by-laws addressing its responsibility for the recruitment and hiring of the Executive Director, and setting the compensation of the Executive Director.	Policies and Procedures or by-laws	Does the Governing Board have policies and procedures or by-laws addressing its responsibility for the recruitment and hiring of the Executive Director?	VII-A.3-1	
		Does the Governing Board have policies and procedures or by laws addressing its responsibility for setting the compensation of the Executive Director?	VII-A.3-2	
VII-A.4 The Governing Board annually monitors and evaluates the performance of the Executive Director.	Copies of Performance Evaluations	Does the Governing Board annually monitor and evaluate the performance of the Executive Director?	VII-A.4	
VII-A.5 The Governing Board has policies and procedures or by-laws, addressing the removal of the Executive Director.	Policies and Procedures or by-laws	Does the Governing Board have policies and procedures or by-laws addressing the removal of the Executive Director?	VII-A.5	

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VII-A.6 The Governing Board has policies and procedures or by-laws addressing delegation of duties to the Executive Director.	Policies and Procedures or by-laws	Does the Governing Board have policies and procedures or by-laws addressing delegation of duties to the Executive Director?	VII-A.6	
VII-A.7 Regular and open communication exists between the Governing Board and the Executive Director.	Governing Board Minutes Governing Board Meeting Packets and Agendas	Is information shared between the Executive Director and the Governing Board on a regular basis?	VII-A.7	
VII-A.8 Documentation of all Governing Board activities is maintained.	Governing Board Minutes Governing Board Meeting Packets and Agendas	Is documentation of all Governing Board activities maintained? Is the content of the meeting packets complete to include all minutes, agendas and supporting documentation from the Governing Board's meetings?	VII-A.8-1	
			VII-A.8-2	
VII-A.9 The Board facilitates the recruitment of Board Members to be considered for appointment.	Advertisement ran for membership for the Governing Board Evidence of interviews of prospective Board Members	Is there evidence where the Board has assisted in the recruitment of Governing Board Members?	VII-A.9	
VII-A.10 The Board notifies the appropriate appointing authority in the event that a vacancy occurs on the Governing Board.	Cover Letter	Has the Board notified the appropriate appointing authority when the Governing Board Membership has fallen below 18 members?	VII-A.10	
VII-A.11(a) The Board facilitates the Governing Board in meeting its training requirements.	Training Documentation	Does the Board facilitate the Governing Board in meeting its training requirements?	VII-A.11(a)	

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VII-A.11(b) The Board tracks attendance of Governing Board members at trainings.	Training Documentation	Does the Board track attendance of Governing Board members at trainings?	VII-A.11(b)	
VII-A.12 All Governing Board members have taken an Oath of Office before entering upon the discharge of their duties. Clarifier: The Oath may be administered by an Ohio judge, a notary public or any person holding an elected office in Ohio, as long as the Board is within the geographical limit of the elected officer's constituency.	Governing Board Minutes	Have all Governing Board members taken an Oath of Office?	VII-A.12	
VII-A.13 ADAMH Boards have a standing committee on alcohol and drug addiction services. (ADAMH Boards)	Committee Meeting Minutes	<input type="checkbox"/> Not Applicable		
		Does the ADAMH Board have a standing committee on alcohol and drug addiction services?	VII-A.13-1	
		Does the standing committee meet at least three times per year?	VII-A.13-2	