

The Governance Institute

Sample Governance Effectiveness Action Plan

Action Item	Specific Goals	Assigned to	Deadline
Improve/enhance strategic discussion for more effective board meetings	<ul style="list-style-type: none"> Hold a board education session regarding the difference between operational and strategic discussions Implement an inverted agenda with strategic discussion taking place first Review consent agenda procedure to ensure best practice is in place to free up as much meeting time as possible Increase time for board education during meetings prior to major decisions Create executive summary of board meeting minutes to include in board packet for review prior to meetings 	Board chair/ board support person	Within 3 months
Revamp quality dashboard to include population health and value-based metrics at the right level of information for the board	<ul style="list-style-type: none"> Work with quality improvement staff to determine which metrics to include that show a big-picture view of quality and value performance over time Create two-level dashboard with a front page summary of performance showing major metrics such as mortality rates, bundled quality metrics for major service lines, and costs of care; interior pages with lower level of detail if board wants to dig deeper 	Quality Committee	Within 6 months
Develop and implement a succession planning process for board leadership (chair, vice chair, and officers)	<p>Develop a written board leadership succession plan for full board approval. Elements to include:</p> <ul style="list-style-type: none"> Clear process for selecting officers Skills, competencies, and prerequisites for officers <p>Educate board members and implement board leadership succession plan</p>	Governance Committee	Within 6-9 months
Ongoing governance education and training plan	<ul style="list-style-type: none"> Develop annual board education calendar to include education sessions at every board meeting and educational retreats, based on needs from strategic plan Set goals for board member time commitment to educational activities outside of board education sessions (and specify activities/resources) 	Governance Committee	Within 3 months
Additional actions...			