



## Transparency Checklist

Promoting a culture of transparency in the governance of your association will lead to a more effective and efficient association, a more informed membership and a more accountable board of directors. Here are some items to consider in promoting transparency:

- Encourage attendance at all membership and board meetings.
- Take board action via electronic mail sparingly.
- Promptly disclose conflicts of interest.
- Adopt a conduct of meetings policy that encourages member input and treats all members uniformly.
- Adopt an inspection of records policy that provides easy access to Association records.
- Allow members to attend working sessions.
- Enter into executive sessions only for those matters identified under the Colorado Common Interest Ownership Act.
- Go above and beyond required notice procedures when providing notice of meetings at which major actions will be discussed and/or decided.
- Use committees regularly, particularly when dealing with sensitive issues such as high-ticket spending items that have heavy financial impact on the community.
- Affirmatively communicate all major decisions to the members and why they were made.
- Create a website that allows for easily searchable and accessible association information.
- Circulate newsletters and share information regularly.
- Ensure your processes are understandable and fair to all members.
- Seek collaboration and input from the members frequently.