

AI Board Policy Checklist:

Governance Guidelines For Responsible Adoption

Artificial intelligence (AI) is quickly becoming integral to organizational decision-making. For boardrooms, adopting AI isn't just about leveraging innovation; it's about doing so with clarity, control, and compliance. This checklist outlines comprehensive guidance to help boards evaluate and implement AI in a thoughtful, productive, and secure manner.

1. Strategic Intent & Vision

Clarifying the board's purpose for using AI ensures alignment with mission, priorities, and long-term value.

- ☐ Has the board defined clear objectives for using AI in governance?
- ☐ Is AI aligned with the organization's mission and long-term goals?
- ☐ Has the board discussed how AI could improve efficiency, insight, or oversight?
- ☐ Is there a roadmap for how AI will evolve within the board's workflow?
- ☐ Are anticipated benefits and risks documented?

2. Use Case Evaluation

Selecting practical, high-impact applications ensures AI delivers measurable value in board operations.

- ☐ Have specific, high-value AI applications been identified?
 - ☐ Are these aligned with board tasks such as agenda planning, minutes, or risk alerts?
 - ☐ Have stakeholders reviewed and endorsed these use cases?
 - ☐ Have baseline metrics been established for comparison?
 - ☐ Is there clarity on where human oversight remains essential?
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3. Risk & Ethical Considerations

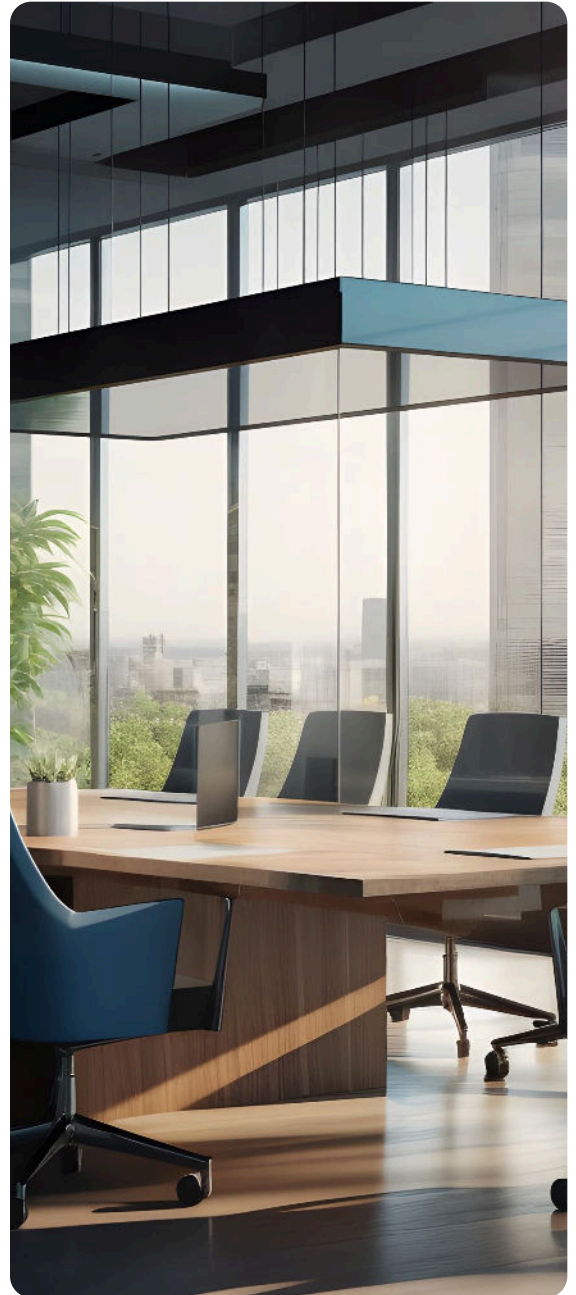
Recognizing and addressing AI's ethical risks protects the board's integrity and the organization's reputation.

- ☐ Has the board reviewed ethical implications of using AI in decision-making?
- ☐ Is there a plan to manage bias, hallucinations, or unfair outputs?
- ☐ Are values like transparency, explainability, and fairness prioritized?
- ☐ Have directors received briefings on ethical AI frameworks?

4. Security & Data Governance

Protecting sensitive board information is non-negotiable in any AI implementation.

- ☐ Are AI tools compliant with relevant security and privacy standards (e.g., SOC 2, ISO-27001)?
- ☐ Is board data encrypted and restricted to authorized users?
- ☐ Are there controls to prevent sensitive data from entering public AI models?
- ☐ Has the board evaluated the AI provider's terms of service and data handling policies?
- ☐ Is there a plan for data retention, deletion, and audit trails?





5. Platform Selection & Vetting

Choosing the right AI solution ensures compatibility with governance needs and risk tolerance.

- ☐ Have AI tools been thoroughly evaluated for board-specific functionality and use cases?
- ☐ Are the tools part of a secure and dedicated board platform?
- ☐ Is the AI provider reputable, stable, and independently audited?
- ☐ Can the platform be configured to match governance workflows?
- ☐ Have IT and legal teams approved the solution?

6. Policy & Procedure Development

A clear policy framework provides boundaries, safeguards, and accountability for AI use.

- ☐ Is there a formal AI usage policy for the board?
- ☐ Are roles and responsibilities for AI oversight clearly defined?
- ☐ Does the policy cover acceptable use, limitations, and safeguards?
- ☐ Are contingency plans in place for tool errors or misuse?
- ☐ Is there a review schedule for keeping the policy current?

7. Director Education & Support

Board members must be confident and competent in AI-related tools and risks.

- ☐ Have directors received foundational AI training?
- ☐ Are AI concepts integrated into ongoing board development?
- ☐ Are case studies or demos used to show AI in context?
- ☐ Is there a point person or help resource for board members?
- ☐ Are updates on emerging AI trends periodically shared?

8. Oversight & Monitoring

Ongoing review helps ensure AI tools remain accurate, reliable, and aligned with governance standards.

- ☐ Is AI usage reviewed in governance or audit committees?
- ☐ Are key performance and risk indicators tracked over time?
- ☐ Are AI outputs spot-checked for accuracy and appropriateness?
- ☐ Is there an incident response process for AI-related errors or failures?
- ☐ Are learnings from AI use fed back into board operations?

9. Stakeholder Communication

Transparency builds trust with internal and external stakeholders affected by board decisions.

- ☐ Is AI adoption communicated transparently to key stakeholders?
- ☐ Are members/staff informed about how AI is used in governance?
- ☐ Is there a process to gather feedback from users or stakeholders?
- ☐ Does the board review public or partner-facing narratives on AI use?

10. Legal & Regulatory Readiness

Compliance ensures that AI practices remain lawful and defensible as regulations evolve.

- ☐ Has the board reviewed relevant AI-related regulations or guidance?
- ☐ Are there jurisdictional compliance needs (e.g., EU AI Act, local hiring laws)?
- ☐ Is there legal oversight for emerging liability concerns?
- ☐ Are audit trails and documentation practices aligned with legal standards?





11. Innovation & Continuous Improvement

AI governance must evolve with the technology and its impact on board effectiveness.

- ☐ Is the board open to experimentation with new AI tools?
- ☐ Are pilots conducted before full deployment?
- ☐ Is performance continuously reviewed and optimized?
- ☐ Are lessons from implementation shared across the organization?
- ☐ Is there an annual review of the board's AI capabilities and impact?

Conclusion

This checklist is designed to guide boards through the thoughtful adoption of AI. By approaching AI as a strategic, ethical, and well-governed innovation, boards can enhance their oversight responsibilities and help their organizations thrive in an increasingly data-driven world.

To see how these principles can be applied in practice, explore how OnBoard AI supports board leadership through secure agenda creation, automated minutes drafting, insightful data analysis, and compliance-aware AI tools—all built specifically for board governance.

