

# Small Business AI Governance Checklist

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## Governance Basics

- Designate an AI Champion or Responsible Leader
  - Identify approved AI tools
  - Establish acceptable use guidelines
  - Create a review process for new AI tools
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## Privacy & Security

- Review vendor privacy policies
  - Limit sharing of confidential information
  - Train employees on secure AI usage
  - Implement password and access controls
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## Human Oversight

- Maintain human review of AI-generated content
  - Verify factual accuracy
  - Monitor important decisions
  - Document significant AI usage
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## Transparency

- Inform employees when AI is being used
- Communicate expectations clearly

- Maintain accountability for decisions
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### **Workforce Readiness**

- Provide AI literacy training
  - Encourage responsible experimentation
  - Establish support resources
  - Create opportunities for feedback
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### **Accessibility & Inclusion**

- Consider accessibility needs
  - Evaluate potential bias
  - Include diverse perspectives
  - Monitor unintended consequences
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### **Continuous Improvement**

- Review AI practices quarterly
  - Evaluate outcomes
  - Update policies as needed
  - Monitor emerging risks
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### **Final Question**

Can we explain our AI usage clearly, responsibly, and confidently to employees, customers, and stakeholders?

If not, additional governance may be needed.

