

ASSESSMENT OF THE BOARD OF DIRECTORS

The following is a general survey to help focus board members on areas that can be addressed to create a better functioning Board for the organization. This questionnaire can be filled out by each board member to serve as a springboard for discussion and change.

Rate each statement on a scale of 1-3:

1 = Needs a lot of work, 2 = Needs some work, 3 = Is OK as is

	1	2	3
1. Overall effectiveness of the Board to oversee the organization	[]	[]	[]
2. Bylaws:			
a. The bylaws address all appropriate organizational concerns	[]	[]	[]
b. The board always abides by the bylaws	[]	[]	[]
c. The bylaws have been updated within the past year	[]	[]	[]
3. Composition of Board:			
a. The board is representative of all appropriate constituencies	[]	[]	[]
b. There are limits to number of terms a board member can serve	[]	[]	[]
c. All seats are filled by active directors	[]	[]	[]
d. All necessary personnel skills are represented	[]	[]	[]
e. All appropriate resources/contacts are represented	[]	[]	[]
4. Recruitment Process:			
a. The written process to recruit potential directors is clear	[]	[]	[]
b. There is a standard recruitment package given to each potential director	[]	[]	[]
5. Orientation of Directors:			
a. Orientation is conducted within an appropriate time of becoming a director	[]	[]	[]
b. Orientation is specifically assigned to be conducted by board and staff	[]	[]	[]
c. Orientation is comprehensive with regard to the total organization	[]	[]	[]
d. There is a standard orientation packet for each new director	[]	[]	[]
6. Job Descriptions:			
a. There is a written description which clearly delineates responsibilities for each director.	[]	[]	[]
b. There is a written job description for each officer	[]	[]	[]

	1	2	3
7. Committees:			
a. There are enough standing committees to accomplish the organizational tasks	[]	[]	[]
b. The committees are all fully functional and report back to the entire board	[]	[]	[]
c. Their commissions are clearly articulated	[]	[]	[]
d. Their tasks for the year are clearly defined	[]	[]	[]
e. The committees have structures to allow non-board member inclusion	[]	[]	[]
8. Meetings:			
a. Meetings are regularly scheduled and posted	[]	[]	[]
b. Notice and agendas are sent out in advance of all meetings	[]	[]	[]
c. Materials to be considered at each meeting are received in time to review before each meeting	[]	[]	[]
d. Meetings are conducted in a business-like manner	[]	[]	[]
e. Meetings are efficient	[]	[]	[]
f. Every item on the agenda is completed	[]	[]	[]
g. There is good delegation of tasks	[]	[]	[]
9. Rewards for the Board:			
a. Each director receives enough "strokes" to feel appreciated on the board	[]	[]	[]
b. The organization has social functions as well as business meetings	[]	[]	[]
c. There is adequate public recognition of each director	[]	[]	[]
10. Board/Staff Relations:			
a. Board and staff operate as an efficient team	[]	[]	[]
b. Board and staff trust and respect each other	[]	[]	[]
c. All tasks are clearly defined for board and staff	[]	[]	[]
d. Directors are professional in that they place the best interests of the organization above their own	[]	[]	[]
e. Staff adequately prepare materials for the board	[]	[]	[]
f. Board members do not receive special treatment when in the role of access producer	[]	[]	[]
11. Policy Determination:			
a. Potential of actual board conflicts of interest are identified prior to voting on policy	[]	[]	[]
b. The board sets policy as appropriate	[]	[]	[]
c. Policy is adequate to address organizational concerns	[]	[]	[]
d. Policy is timely	[]	[]	[]
e. Policies are adhered to once they are set	[]	[]	[]